



**CAMBRIDGESHIRE  
& PETERBOROUGH**  
COMBINED AUTHORITY

## Cambridgeshire & Peterborough Combined Authority

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

Meeting	Dates of Meeting	Representative
Overview and Scrutiny	31 <sup>st</sup> May 2019 24 <sup>th</sup> June 2019	Councillors Grenville Chamberlain and Pippa Heylings
Combined Authority Board	29 <sup>th</sup> May 2019 26 <sup>th</sup> June 2019	Councillor Bridget Smith
Audit and Governance	31 <sup>st</sup> May 2019	Councillor Tony Mason

The above meetings have taken place in May and June 2019

#### Overview and Scrutiny Committee – Friday 31st May and Monday 24<sup>th</sup> June

The Overview and Scrutiny Committee met on 31<sup>st</sup> May and 24<sup>th</sup> June, the decision summary is attached at **Appendix 1 and 2**

#### Combined Authority Board – Wednesday 29th May and Wednesday 26<sup>th</sup> June

The Combined Authority Board met on 29<sup>th</sup> May and 26<sup>th</sup> June, the decision summary is attached at **Appendix 3 and 4**

#### Audit and Governance Committee - Friday 31st May

The Audit and Governance Committee met on 31<sup>st</sup> May and the decision summary is attached as **Appendix 5**

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

## Appendix 1



**CAMBRIDGESHIRE  
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COMBINED AUTHORITY

# Overview and Scrutiny Committee - Decision Summary

Meeting: 31 May 2019

Agenda/Minutes: [Overview and Scrutiny Committee: 31st May 2019](#)

Chair: Cllr Lorna Dupre

Summary of decisions taken at this meeting

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
1.	Appointment of Chair and Vice Chair	<p>Councillor Murphy proposed, and Councillor Whitehead seconded that Councillor Price be Chair of the Overview and Scrutiny Committee for the ensuing year.</p> <p>Councillor Fane proposed and Councillor Chamberlain seconded that Councillor Dupre be Chair of the Overview and Scrutiny Committee for the ensuing year</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>Upon a vote, the Committee elected Councillor Dupre as the Chair.</p> <p>Upon a vote, the Committee elected Councillor Price as Vice-Chair</p>
2.	Co-optees to the Overview and Scrutiny Committee	<p>The Interim Monitoring Officer submitted a report and elaborated thereon. It was noted that the Board had recognised that a lot of independents had been elected in some constituent Councils and had delegated authority to the Overview and Scrutiny Committee to co-opt an independent member.</p> <p>Councillor Murphy proposed, and Councillor Dew seconded that the Committee do not co-opt an independent person.</p> <p>Upon a vote, it was agreed that the Overview and Scrutiny Committee would not co-opt an independent person.</p>
3.	Apologies	<p>Apologies received from:</p> <p>Cllr Gehring, substituted by Cllr Summerbell</p> <p>Cllr Heylings, substituted by Cllr Fane</p>
4.	Declaration of Interests	There were no declarations of interest.
5.	Minutes	The minutes of the meeting held on the 25 <sup>th</sup> March 2019 were agreed as a correct record
6.	Public Questions	There were no public questions received.
7.	University of Peterborough	The Project Strategy Manager elaborated on her report and explained that it was a key feature of the devolution deal agreed with central Government and as a

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>devolved funded priority, the Combined authority continued to support the establishment of a new University in Peterborough (UoP). It was explained that the University would offer technical qualifications to meet the needs of local business with an emphasis on vocational courses driven by local employer demand for skills in both the public and private sectors.</p> <p>Concerns were raised about the feasibility of the creation of the University as comparisons were made with former polytechnics and it was suggested that the Authority should be building on the existing Universities within the area. That Committee noted the contents of the report.</p>
8.	Budget Monitoring Update	<p>The Chief Finance Officer submitted a report which had been previously requested by the Committee and had been presented to the Board on 29<sup>th</sup> May 2019. It was explained that the report provided a provisional outturn position for the Combined Authority for the year end 31<sup>st</sup> March 2019. Members questioned how additional costs for the year included subsidies paid by the Mayor to maintain local bus routes when some members commented that they had witnessed cuts to bus subsidies in some constituent council wards.</p> <p>The Chief Finance Officer reported that a number of the variances between the predicted revenue outturn position and the annual budget could be attributed to the uncertainty of expenditure profiles that delivery partners had provided the Authority which formed the basis for the original budget. It was explained that the Authority had a balanced budget and that approval by the Board had been sought for the current year to carry forward underspends to the new financial year to support ongoing planned delivery. Revised budget profiles would be reflected in the mid-year review.</p> <p>The Committee noted the updates contained within the report.</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
9.	Mayor for the Combined Authority	<p>In response to a question from the Vice Chair with regards to employment practices, the Mayor confirmed that a member of the Board had resigned from their position and had been offered a significant role on the Board but that this had not been accepted. He confirmed that the positions of the Chief Executives of the Combined Authority were sound and that the working partnership worked extremely well and noted that both Mr Hill and Ms Sawyer were fulfilling their roles exceptionally well.</p> <p>Responding to further questions asked regarding a perceived bias in favour of East Cambs Council, the Mayor commented that the Combined Authority utilised staff from across all of the constituent Councils and that there was no bias or preference of one Council over another. He further explained that the work of the current Chief Executives had proved to be a success; a re-structure of the organisation had been successfully undertaken with a £1.8 million saving.</p> <p>The Mayor further confirmed that the Combined Authority relied upon housing programme requests received from constituent Councils and were considered equally when in receipt of them.</p> <p>The Mayor also confirmed that consideration had been given to modular homes but that there had been instances where modular home providers and manufacturers had an expectation that the Authority would provide the land for free for them to develop. Without this, modular homes had not proven to be a viable alternative to more traditional housing.</p> <p>In response to further questions, the Mayor stated that he supported, in principle, the planning application for an Agri-tech site in Cambridge as it would serve the rural farming area well.</p> <p>In reference to the CAM, he reported that a significant amount of partnership</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>working had been undertaken, specifically with bus and rail companies and noted that the expense of bringing forward a CAM was significantly more affordable than improving the road system and therefore was a good short term investment which would decrease the number of cars on the road. This would subsequently decrease pollution and improve air quality around the significant areas affected.</p> <p>The Chair thanked the Mayor for attending the meeting</p>
10.	Project Register	<p>The Director of Delivery and Strategy introduced his report and noted that the Committee had previously agreed to receive updates quarterly, but it had also been requested that officers' monthly project highlight reports be presented to every Overview and Scrutiny Committee. It was reported that the information contained within the Board performance report would be published prior to the publication of the Overview and Scrutiny agenda and noted that due to high levels of commercially sensitive information contained within officers' monthly highlight reports, Board members did not consider it appropriate for the Committee to receive such detailed and sensitive information in its public reports.</p> <p>In response to questions asked, the Director of Delivery and Strategy explained there were some projects that were shown as closed which represented a stage of a larger project and that subsequent stages would be reported in future updates. He confirmed that if required updates requested by Committee members on Councils on projects in their ward could be provided.</p> <p>The Committee noted the performance reporting process proposed for future meetings.</p>
11.	Member Update on Activity of Combined Authority	No updates were received from members
12.	Review of Combined Authority	There was no review of the Combined Authority Agenda.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
	Agenda	
13.	Combined Authority Forward Plan	<p>The Committee considered the Combined Authority Forward Plan and discussed items that they may choose to scrutinise further. The Committee discussed their role and noted the distinction between reviewing and scrutinising decisions of the Combined Authority and making reports or recommendations to the Board or the Mayor including through forming working groups.</p>
14.	Overview and Scrutiny Work Programme Report	<p>The Committee received the report which outlined the work programme for the committee for the municipal year 2019/20.</p> <p>Members were asked to consider their role, specifically with regards to the proposed changes in the Governance Review which could see the delegation of authority to Executive Committees. The Committee were requested to pay due regard to the resources available to them.</p> <p>In their discussion of the role of the Committee questions were raised about whether a 'light touch' approach was an appropriate description of their role. It was explained that the Committee needed to consider the best way to add value to the delivery of decisions and noted that the Authority was a strategic organisation and unlike constituent council, they did not have responsibility to deliver services. The Committee agreed to receive a report at their next meeting on the role of Scrutiny within a Combined Authority.</p> <p>The Committee agreed that the agenda include the following items:</p> <ul style="list-style-type: none"> <li>• Transport brief</li> <li>• Affordable housing update</li> </ul>
15.	Date of Next Meeting	The Committee agreed that the next meeting would be held at Cambridge City

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		Council with a start time of 11am and a pre-meeting starting at 10am on the 24 <sup>th</sup> June 2019.



## Appendix 2



**CAMBRIDGESHIRE  
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COMBINED AUTHORITY

# Overview and Scrutiny Committee - Decision Summary

**Meeting:** 24 June 2019

**Agenda/Minutes:** [Overview and Scrutiny Committee: 24th June 2019](#)

Chair: Cllr Lorna Dupre

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 Price, substituted by Cllr Davey Cllr Heylings, substituted by Cllr Fane Cllr Chamberlain, substituted by Cllr Topping. Cllr Jones

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
2.	Declaration of Interests	Cllr Davey declared a personal, non-pecuniary interest in Item 6 – Affordable Housing update as his wife was employed as an Assistant Director at Cambridgeshire County Council and Peterborough City Council with responsibility for Housing needs in Peterborough.
3.	Minutes	<p>The minutes of the meeting held on the 31<sup>st</sup> May 2019 were agreed and signed by the Chair with the following amendments:</p> <p>1) Apologies were sent by Councillors Conboy, Connor and Hay.</p> <p>7) Mayor for the Combined Authority – the Mayor confirmed that in response to questions asked by the Committee about Agri-tech, he supported it in a personal capacity.</p> <p>7) Mayor for the Combined Authority – with reference to the CAM, the Committee requested that there be a continuation and recognition of the work carried out by the previous Vice-Chair with regards to the scrutiny of transport.</p>
4.	Public Questions	There were no public questions received.
5.	Transport Briefing	<p>The Transport Programme Manager elaborated on his presentation and explained the CPCA (as the Local Transport Authority) had four main transport functional areas:</p> <p>a) Passenger transport - Bus service provision, light rail, tram and variations thereof</p> <p>b) Strategic transport schemes - Which are considered to have a major impact on mobility, and that typically require substantial capital funding</p> <p>c) Transport planning - Developing strategies and plans that have broad,</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>geographical coverage and require integrated transport solutions</p> <p>d) Engagement with national and regional bodies - Such as the Department for Transport, National Infrastructure Commission, the strategic road and rail authorities, and sub-national transport bodies.</p> <p>It was noted that Transport powers were transferred to the Combined Authority, while highway authority powers under the Highway Act 1980 remain with Cambridgeshire County Council and Peterborough City Council.</p> <p>It was confirmed that there are a number of existing funding streams including Central government funding, Devolution Deal and transport levy. These monies are reviewed through the CPCA assurance framework and allocated to relevant areas (highways Authority, Partner authorities or internal Transport delivery teams).</p> <p>Each potential project is reviewed by the CPCA under creation and development of a Project Initiation Document (initial business case) to establish merit of proceeding. This review would consider best delivery mechanism through funding agreement, Commissioner role or CPCA direct delivery.</p> <p>In response to questions asked, the Transport Programme Manager reported that a series of consultation events had been announced across Cambridgeshire and Peterborough for members of the public to have their say on the future of the area's Local Transport Plan to 2050 and that once the consultation had concluded, a report would be brought to the Board in the latter part of 2019. This would propose a long-term delivery plan for transport including proposed assessments mechanisms for future schemes.</p> <p>A question was also raised as to the allocation and use of the Transport levy going forward and how this relates to bus subsidies. The programme manager identified that as part of the January CA Board approvals a Bus reform task group was</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>established with relevant officer's form CPCA, Cambridgeshire County Council and Peterborough City Council to review and propose the bus subsidy strategy for future years and agree the allocation of transport levy in the future this is an ongoing piece of work. This January paper also confirmed that the current situation for managing buses would continue to March 2020</p> <p>It was explained that a report would also be submitted to the Board in July or September 2019 updating the progress from the Bus reform task group</p> <p>Members of the Committee asked for further information on the following in relation to transport delivery:</p> <ul style="list-style-type: none"> <li>• Where can members access the Letters of Intent or the Memorandum of Understanding (MoU) of the delivery instruments to see what had been commissioned by the Combined Authority</li> <li>• How many funding agreements and Letters of Intent were the transport team in receipt of</li> <li>• Could the authority acquire capital for delivery and control through partnership working</li> <li>• Could there be clarification on whether the work that is being undertaken on transport by the internal legal officers or by consultants.</li> </ul> <p>The Transport Programme Manager informed the Committee that Letters of Intent and MoU's were held on an internal project delivery system. He was unable to clarify the exact number that was held, but that he could report back the figure at a later date and noted that the legal negotiations were being worked on in- house. It was confirmed that the Authority was engaging with other Combined Authorities</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>across England as part of the development of the business case.</p> <p>The transport programme manager confirmed that legal discussions between CPCA and other parties in regard to MoU's and Funding agreements etc were being led directly by CPCA.</p> <p>The Committee noted the report.</p> <p>The Chair thanked the Transport Programme Manager for his attendance at the meeting.</p>
6.	Affordable Housing Update	<p>The Director of Housing and Development and the Programme Manager Affordable Housing gave a presentation to the Committee and updated members on the £170m Affordable Housing Programme. Of the £170 million, £70 million is ring fenced for new build Council rent homes in Cambridge City, leaving £100m allocated to deliver 2,000 new affordable homes across Cambridgeshire and Peterborough. Main tenures of housing are affordable rent, social rent and shared ownership. Further information was provided which highlighted key milestones which included the first CPCA funded scheme to be completed in Soham in August 2018 and in March 2019 the approval of the creation of a Development Company. In all, 777 units had approval by CA Board to date.</p> <p>In response to questions asked, the Director of Housing and Development explained that there was ongoing dialogue with housing teams across the other local authorities. The £100m allocated to deliver 2,000 new affordable homes across Cambridgeshire and Peterborough had been split 60/40 between grants for affordable housing and a revolving loan fund. It was reported that the Combined Authority would consider applications for funding to deliver new affordable homes across all tenures, provided the scheme has the support of the local planning authority. The team consults with LA Housing Strategy and Planning teams as part</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>of the appraisal process.</p> <p>It was explained that risk assessments had been carried out on all proposed development and loan arrangements with an additional £31 million approved to projects as loan investment which would be repaid to the programme and would establish a recycling fund to go beyond the lifetime of the current programme (March 2022). The Committee discussed the timeline of the housing development and noted that they would be interested in receiving information about the proposed housing delivery timeline and that they were informed of all projects in the 'pipeline'. Committee members were reminded that the Housing and New Communities Committee receive programme performance updates on a roughly quarterly basis and that these are published on the CPCA website, and O&amp;S members would be very welcome to attend these meetings.</p> <p>RESOLVED:</p> <p>That the Committee receive a trajectory of the delivery of housing projects and updated information on housing development at regular intervals, with the next being November 2019</p>
7.	Member Update on Activity of Combined Authority	No updates were received from members
8.	Review of Combined Authority Agenda	<p>The Committee reviewed the agenda due to come to Board on Wednesday 26<sup>th</sup> June 2019.</p> <p>The Committee agreed to raise the following questions to the Board:</p> <p>Item 1.5 Forward Plan</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>1) The Committee expressed concern at the late publication of the Board Forward Plan and asked for an assurance that in future this would be published in time to be considered by the Overview &amp; Scrutiny Committee before the Board meeting.</p> <p>Item 1.6 Appointment to Executive Committees</p> <p>The Combined Authority is currently reviewing its Constitution and governance arrangements which may have an impact on the functions and membership of the committees</p> <p>2) Can the Committee be provided with a comprehensive list of appointed senior officers at the Combined Authority?</p> <p>3) What were the reasons for the amendments to the allocations to Executive Committees for 2019/20 specifically the revised Cabinet representation?</p> <p>4) Can the Board ensure that frequent governance changes do not get in the way of the Authority achieving its strategic objectives; and note that governance changes also affect how Overview &amp; Scrutiny works</p> <p>Item 2.1 - Budget Monitoring Update</p> <p>5) Can the Committee be provided with more clarity on schemes and associated funding? Can the finance team provide a clear correspondence between lines in the budget and decisions by the Authority?</p> <p>Item 3.1(i) £100m Affordable Housing Programme – Scheme Approvals – Alexander House, Ely</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>6) Can the Board confirm the Combined Authority is authorised to, and in a position to give commercial loans?</p> <p>How is the loan being secured and how does the interest rate compare to the market? Could a revised condition to increase the percentage of (16%) affordable housing units (to be provided from the total of 25 units) be approved</p>
9.	Combined Authority Forward Plan	Committee expressed concern at the late publication of the Board Forward Plan and discussed the need for members of the Overview and Scrutiny Committee to access confidential Board papers and appendices in order to carry out their duties.
10.	Overview and Scrutiny Work Programme Report	<p>The Committee received the report which outlined the work programme for the committee for the municipal year 2019/20.</p> <p>The Committee requested that an Affordable Housing Update report be brought to the November 2019 meeting.</p> <p>The Committee requested that a Budget Update report be presented to the meeting in October 2019.</p> <p>The Committee asked that the previous Vice-Chair of the Committee be invited to the next Overview and Scrutiny Committee pre-meet to update members on the work that he had accomplished in relation to the CAM metro.</p> <p>The Committee AGREED to establishing 2 working groups, membership as below:  CAM Metro – Councillors Gehring, Sharp, Price, Heylings and Whitehead (Cllr Conboy subject to availability)</p> <p>CAM Bus Review: Councillors Hay, Dew, Connor and Chamberlain (Cllr Murphy as a substitute member)</p>



Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
11.	Date of Next Meeting	<p>The Committee agreed that the next meeting would be held at Fenland District Council (Council Chamber) with a start time of 11am on the 29<sup>th</sup> July 2019.</p> <p>The pre-meeting on the 29<sup>th</sup> July 2019 would be held at 10am in Room 38, Fenland Hall, March.</p>

## Appendix 3



**CAMBRIDGESHIRE  
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COMBINED AUTHORITY

# CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY BOARD - Decision Summary

Meeting: 29 May 2019

Agenda/Minutes: [Cambridgeshire & Peterborough Combined Authority Board: 29th May 2019](#)

Item	Topic	Decision
	<b>Part 1 – Governance Items</b>	
1.1	Announcements, Apologies and Declarations of Interest	<p>Apologies were received from J Bawden, Councillor S Count (substituted by Councillor R Hickford) and Councillor D Over.</p> <p>Declarations of non-pecuniary interest were made during the course of the meeting by Councillor J Holdich in relation to Item 4.2: Greater Peterborough Inward Investment Pilot and Item 5.2: Creation of Cambridgeshire and Peterborough Employment and Skills Board, Incorporating Skills Advisory Panel and Adult Education Budget Governance Arrangements as a member of the Opportunity</p>

		Peterborough Board. A declaration on non-pecuniary interest was made by Councillor Herbert in relation to Item 5.3: University of Peterborough – Outcome of Review and Reflect Leading to the Progression of an Outline Business Case as he was until recently an employee of Anglia Ruskin University.
1.2	Minutes – 27 March 2019	It was resolved to:  Approve the minutes of the meeting of 27 March 2019 as an accurate 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	Membership of the Combined Authority	The Board reviewed the membership of the Combined Authority Board for the 2019/20 municipal year.  It was resolved to:  a) Note the Members and substitute Members appointed by constituent councils to the Combined Authority for the municipal 2019/2020 (tabled).  b) Appoint the Business Board’s nominations as Member and substitute Member to represent them on the Combined Authority for the municipal year 2019/20  c) Confirm that the following bodies be given co-opted member status for the municipal year 2019/20:  i) The Police and Crime Commissioner for Cambridgeshire;

		<ul style="list-style-type: none"> <li>ii) Cambridgeshire and Peterborough Fire Authority</li> <li>iii) Cambridgeshire and Peterborough Clinical Commissioning Group</li> </ul> <ul style="list-style-type: none"> <li>d) Note the named representative and substitute representative for each organisation as set out in the report</li> <li>e) Agree that the late notifications of appointments to the Monitoring Officer shall take immediate effect</li> <li>f) Delegate authority to both the Audit and Governance Committee and the Overview and Scrutiny Committee the power to appoint a single co-opted member (and substitute) to each Committee to represent the number of independent members elected across constituent councils.</li> </ul>
1.7	Appointments to Executive Committees, appointment of Chairs and Portfolio Holders	<p>The Board reviewed portfolio holder responsibilities and committee membership for the 2019/20 municipal year.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Note and agree the Mayor's nominations to Portfolio Holder responsibilities and the membership of the committees including the Chairs of committees for 2019/20 or until such time as the revised governance arrangements are approved, as set out in Appendix 1 (tabled).</li> </ul>
1.8	Appointment of the Overview and Scrutiny Committee	<p>The Board reviewed the membership of the Overview and Scrutiny Committee for the 2019/20 municipal year.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>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 2019/2020;</li> </ul>

		<ul style="list-style-type: none"> <li>b) Approve the amended political party representation on the Overview and Scrutiny Committee;</li> <li>c) Confirm the appointment of the Member and substitute Member nominated by constituent councils to the Overview and Scrutiny Committee for the municipal year 2019/2020 as set out in Appendix 2 of the Addendum report (tabled);</li> <li>d) To agree that the Overview and Scrutiny Committee consider the co-option of an independent member from a Constituent Council</li> </ul>
1.9	Appointment of the Audit and Governance Committee	<p>The Board reviewed the membership of the Audit and Governance Committee for the 2019/20 municipal year.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>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 for the municipal year 2019/2020;</li> <li>b) To agree the political balance on the committee as set out in Appendix 1;</li> <li>c) Confirm the appointment of the Member and substitute Member nominated by Constituent Councils to the Committee for the municipal year 2019/2020 as set out in Appendix 2 (tabled);</li> <li>d) Appoint a Chair and Vice Chair of the Audit and Governance Committee for the municipal year 2018/2019;</li> <li>e) To agree that the Audit and Governance Committee consider the co-option of an independent member from a Constituent Council.</li> </ul>

1.10	Management of the Cambridgeshire and Peterborough Combined Authority	<p>The Board reviewed the arrangements of the appointment of joint Chief Executives and the Section 73 Chief Finance Officer.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Approve the appointment of John Hill and Kim Sawyer as Joint Chief Executive of the CPCA with immediate effect</li> <li>b) Review these arrangements by 31 May 2021</li> <li>c) Appoint Jon Alsop as the Section 73 Chief Finance Officer to the CPCA;</li> <li>d) Approve the appointment of Dermot Pearson as the Interim Monitoring Officer.</li> </ul>
1.11	Calendar of Meetings 2019/20	<p>The Board reviewed the proposed Calendar of Meetings for the 2019/20 municipal year.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Approve the Calendar of Meetings for 2019/2020 subject to the outcome of the review of the Constitution to be report in June 2-19 (Appendix 1)</li> </ul>
1.12	Members' Allowances Scheme	<p>The Board reviewed the Combined Authorities allowances schemes.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Review the Members' Allowances Scheme (Mayor's and other Allowances)</li> <li>b) Agree the scheme for the Mayoral allowance as set out in Appendix 1 and summarised in para 2.6 (a) to (c);</li> </ul>

		<p>c) Agree the scheme for the allowances/expenses to those appointed to any independent commissions set up by the Combined Authority Commission as set out in Appendix 1 and summarised in para 2.7 (a) to (d);</p> <p>d) Agree:</p> <ul style="list-style-type: none"> <li>(i) That the Combined Authority make representations to Central Government for the role of Mayor to be regarded as fixed-term contract employment that is pensionable.</li> <li>(ii) That the Constituent Authorities IRPs be requested to consider the payment of allowances to their Members serving on the Combined Authority, due to the statutory prohibition on the Combined Authority to pay such allowances.</li> </ul> <p>e) Consider the payment of allowances/expenses to those appointed to any independent commissions</p>
1.13	Quarterly Performance Reporting	<p>The Board reviewed the May Delivery Dashboard.</p> <p>It was resolved to:</p> <p style="text-align: center;">Note the May Delivery Dashboard</p>
	Part 2- Finance	
2.1	Budget: Provisional Outturn	<p>The Board received an update report on the provisional outturn position of the Combined Authority for the year ended 31 March 2019.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Note the provisional outturn position against budget for the year to 31 March</li> </ul>

		<p>2019.</p> <p>b) i. Approve the carry forward of £616,400 of revenue budget underspends to increase the 2019/20 budget and deliver the outcomes identified;</p> <p>ii. Approve the carry forward of capital underspends identified in paragraphs 2.8 to 2.16</p> <p>c) Note progress being made in the preparation and audit of the draft Statement of Accounts for 2018/19.</p>
	<b>Part 3- Combined Authority Decisions</b>	
3.1	£100m Affordable Housing Programme- Scheme Approvals: May 2019 - Belle Vue, Stanground, Peterborough	<p>The Board received a report presenting a scheme seeking approval of grant funding in the context of the overall investment pipeline for the Combined Authority's £100m programme.</p> <p>It was resolved to:</p> <p>a) Commit grant funding of £735,000 from the £100m Affordable Housing programme to support conversion of 21 new homes from Open Market sale to Affordable Rent at Belle Vue, Stanground, Peterborough.</p>
3.2	£70m Cambridge City Council Affordable Housing Programme- 2019/20 Budget	<p>The Board received a report seeking approval to carry forward the underspend from the 2018/19 budget into the new financial year and of the 2019/20 budget figure for the £70 million Cambridge City programme.</p> <p>It was resolved to:</p> <p>a) Note the revised expenditure profile in respect of the £70 million Affordable Housing Programme led by Cambridge City Council, as part of the £170 million Affordable Housing Programme</p>



		<p>b) Approve a carry forward of £1,505,274 from the approved 2018/19 budget into the 2019/20 financial year</p> <p>c) Approve 2019/20 budget provision of £19,102,771, giving a total budget of £20,608,045 once the carry forward from 2019/20 is included to enable the programme to continue.</p>								
3.3	Local Highways Maintenance Capital Grant Allocation 2019/20	<p>The Board received a report seeking consultation regarding the capital funding allocations towards local transport for the 2019/20 financial year.</p> <p>It was resolved to:</p> <p>a) The Combined Authority Board was consulted regarding the Mayor's intention to allocate grants totalling £23,541,459 to Cambridgeshire County Council and Peterborough City Council in line with the Department for Transport formula as set out in the table below.</p> <p>b) The Mayor approved the allocation of grants as set below:</p> <table border="1" data-bbox="826 935 1765 1158"> <thead> <tr> <th>Constituent Council</th> <th>Allocation /£</th> </tr> </thead> <tbody> <tr> <td>Peterborough City Council</td> <td>4,958,107</td> </tr> <tr> <td>Cambridgeshire County Council</td> <td>18,583,352</td> </tr> <tr> <td>Total</td> <td>£23,541,459</td> </tr> </tbody> </table>	Constituent Council	Allocation /£	Peterborough City Council	4,958,107	Cambridgeshire County Council	18,583,352	Total	£23,541,459
Constituent Council	Allocation /£									
Peterborough City Council	4,958,107									
Cambridgeshire County Council	18,583,352									
Total	£23,541,459									
3.4	Delegation of Passenger Transport Powers	<p>The Board received a report seeking approval to delegate the role of Travel Concessionaire Authorities and other powers to Cambridgeshire County Council and Peterborough City Council for the 2019/2020 financial year.</p> <p>It was resolved to:</p>								

		<p>a) Agree the delegation of transport powers to Cambridgeshire County Council and Peterborough City Council for the 2019/2020 financial year as set out in paragraph 2.7 (a).</p>
3.5	Public Consultation on the Draft Local Transport Plan	<p>The Board received a report seeking approval to proceed to public Consultation of the draft of the first Cambridgeshire and Peterborough Combined Authority Local Transport Plan/</p> <p>It was resolved to:</p> <p>a) Note the draft Local Transport Plan for the Cambridgeshire and Peterborough Combined Authority and approve consultation on the basis of the draft.</p> <p>b) Delegate authority to the Chief Executive, in consultation with the Chair of the Transport Committee, to allocate funding for public consultation from the 2019/20 Local Transport Plan Budget allocation and make non-material drafting improvements in line with Board Members' views to the draft Local Transport Plan before public consultation.</p>
3.6	Non-Statutory Strategic Spatial Framework Phase 2 – Public Consultation	<p>The report was withdrawn.</p>
3.7	Connecting Cambridgeshire	<p>The Board received a report providing an update on the Digital Connectivity Programme over the last year and to seek endorsement for a new stretch target for full fibre coverage and the incorporation of fibre ducting in future transport schemes.</p> <p>It was resolved to:</p> <p>a) Note the progress of the Digital Connectivity Programme during 2018/19</p>

		<p>and outline objectives for 2019/20.</p> <p>b) Endorse the proposal to include provision of fibre ducting in all future CPCA area transport schemes as part of the forthcoming Local Transport Plan.</p> <p>c) Endorse the proposed increase to the full fibre coverage target to over 30% coverage by 2022 within the existing programme budget.</p>
	<b>Part 4- Recommendations from the Business Board</b>	
4.1	<p>For approval as Accountable Body:</p> <p>i. Growth Deal Project Proposals May 2019 (Key Decision)</p> <p>ii. Growth Programme Budget Monitor</p> <p>iii. Annual Delivery Plan</p>	<p>The Board received a report requesting that they consider and approve the following Business Board recommendations.</p> <p>It was resolved to:</p> <p>1. Growth Deal Project Proposals May 2019</p> <p>a) Approve those schemes recommended by the Business Board at its meeting on 28 May 2019.</p> <p>2. Growth Programme Budget Monitor</p> <p>a) Agree the submission of the Growth Deal monitoring report to Government to end Q4 2018/19.</p> <p>b) Agree the launch and to note the spec of call for next round of Local Growth Fund (LGF) projects.</p> <p>3. Annual Delivery Plan</p> <p>a) Note the final Annual Delivery Plan for 2019-20.</p>

4.2	Greater Peterborough Inward Investment Pilot	<p>The Board received a report requesting ratification to consider and approve the arrangements for a one-year contract on Inward Investment support activity.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Consider the proposal for a pilot one-year inward investment service for Greater Peterborough area; and</li> <li>b) Approve the one-year contract funds to Peterborough City.</li> </ul>
4.3	Growth Company Strategic Outline Business Case	<p>The Board received a report presenting the Strategic Outline Business Case for the Growth Company. It was also seeking comment and a steer to develop the next stage Business Case and working towards a mobilisation of the Growth Company at the beginning of 2020.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Approve the development of an Outline Business Case for September 2019;</li> <li>b) Authorise Officers to form a Company Limited by Guarantee in June 2019;</li> <li>c) Agree the funding strategy for the services and authorise Officers to: <ul style="list-style-type: none"> <li>i) Submit proposals for external funding to Local Growth Fund, Growing Places Fund, European social Fund and European Regional Development Fund</li> <li>ii) Submit, through the subsequent Outline Business Case proposals for internal funding from within the already agreed Medium Term Financial Plan of the Business Board and its Enterprise Zone receipts.</li> </ul> </li> </ul>

4.4	Assurance Framework	<p>The Board received a report presenting the update Assurance Framework.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Agree the revised single Assurance Framework (tabled), which is in line with the Ministry of Housing, Communities &amp; Local Government's revised National Local Growth Assurance Framework for Mayoral Combined Authorities with a Single Pot and Local Enterprise Partnerships.</li> </ul>
<b>Part 5 – Recommendations from the Skills Committee</b>		
5.1	Creation of Cambridgeshire & Peterborough Employment & Skills Board Incorporating Skills Advisory Panel and Adult Education Budget Governance Arrangements.	<p>The Board received a report seeking approval of the creation of a Cambridgeshire and Peterborough Employment &amp; Skills Board and the proposed Terms of Reference for the Cambridgeshire and Peterborough Employment &amp; Skills Board.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Agree to the creation of a Cambridgeshire &amp; Peterborough Employment &amp; Skills Board</li> <li>b) Agree to the proposed Cambridgeshire &amp; Peterborough Employment &amp; Skills Board Terms of Reference</li> <li>c) Approve the proposed Terms of Reference and Governance.</li> </ul>
5.2	Skills Brokerage Contract and Future of the Careers and Enterprise Company Contract for Cambridgeshire and Peterborough	<p>The Board received a report providing an update on the Skills Brokerage Contract and progress of the Careers &amp; Enterprise Company (CEC) contract for Cambridgeshire and Peterborough.</p> <p>It was resolved to:</p>

		<ul style="list-style-type: none"> <li>a) Agree to the grant of £272,500 for Skills Brokerage to Peterborough City Council as accountable body for Opportunity Peterborough for the delivery of the Skills Contract.</li> <li>b) Agree to a revised contract with CEC to August 2020 and linking the match funding provided to Peterborough City Council for Opportunity Peterborough.</li> <li>c) Agree to the grant of £37,500 to Form the Future, funded via the revised CEC contract, to provide 50% funding for 1.5 Full Time Equivalents for Cambridge and South Cambridgeshire skills brokerage delivery.</li> </ul>
5.3	University of Peterborough- Outcomes of Review and Reflect leading to the progression of an outline Business Case	<p>The Board received a report seeking approval to move into the next stage of the University of Peterborough project.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Note the findings of the reviews that recommend the way forward for the University of Peterborough to be developed to meet the outcomes of the Cambridgeshire and Peterborough Independent Economic Review, Local Industrial and Skill Strategy;</li> <li>b) Approve: <ul style="list-style-type: none"> <li>i. Running an academic partner review, comparison and selection process that includes PRC, ARU and others.</li> <li>ii. Release £300,000 of capital funding identified in the 2019/20 Capital Programme to deliver items 3 and 5 of the programme outlined in Table B in the report and power is delegated to the Chief Executive, in consultation with the Chairman of the Skills Committee, to approve/agree Officer Decision Notices to maintain the momentum in</li> </ul> </li> </ul>

		<p>project delivery for items 3 of Table B – Timescales for commitment and spend of funding. Progress will be reported back to the Skills Committee in July 2019.</p> <ul style="list-style-type: none"> <li>iii. The release of £235,000 from the non-transport feasibility funding in the revenue budget for 2019/20 to deliver items 1, 2, 4 and 6 in Table B in the report and power is delegated to the Chief Executive, in consultation with the Chairman of the Skills Committee, to approve/ agree Officer Decision Notices to maintain the momentum in project delivery for items 1, 2 and 4 of table B – Timescale for commitment and spend of funding. Progress will be reported back to the Skills Committee in July;</li> <li>iv. The Action plan and Timescales set out, noting they both enable meeting the original objective of 2000 students on the Embankment site by 2022.</li> <li>v. Officers procuring expert consultants to support the execution of that Action plan to these timescales;</li> <li>vi. A review, through the Outline Business Case Process, of the current assumptions regarding: <ul style="list-style-type: none"> <li>a) The level of CPCA capital investment in the build; and</li> <li>b) The Governance Process of the University Programme.</li> </ul> </li> <li>c) Delegate authority to the Chief Executive to enter into the contractual relationships following the procurement of the external consultants required to undertake the activities specified.</li> <li>d) The definition of the University as set out in 2.5 of the report.</li> </ul>
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5.4	Skills Strategy	<p>The Board received a report requesting that they approve and adopt the Skills Strategy.</p> <p>It was resolved to:</p> <p style="padding-left: 40px;">Approve and adopt the Skills Strategy at Appendix A of the Business Board report.</p>
	<b>Part 6 – Date of Next Meeting</b>	
6.1	Wednesday 26 June 2019 at 10.30am, Kreis Viersen Room, Shire Hall, Cambridge, CB3 0AP	



## Appendix 4



**CAMBRIDGESHIRE  
& PETERBOROUGH**  
COMBINED AUTHORITY

# CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY BOARD - Decision Summary

Meeting: 26 June 2019

Agenda/Minutes: [Cambridgeshire & Peterborough Combined Authority Board: 26th June 2019](#)

Item	Topic	Decision
	<b>Part 1 – Governance Items</b>	
1.1	Announcements, Apologies and Declarations of Interest	<p>Apologies were received from J Ablewhite, Councillor S Count (substituted by Councillor R Hickford) and A Khalid (substituted by Professor A Neely).</p> <p>A declaration of non-pecuniary interest was made by Professor A Neely in relation to Item 3.4: Local Industrial Strategy Update in relation to his involvement with Project Spring.</p>

1.2	Minutes – 29 May 2019	The minutes of the meeting on 29 March 2019 were confirmed as an accurate record and signed by the Mayor.
1.3	Petitions	None received.
1.4	Public Questions	None received.
1.5	Combined Authority Forward Plan	It was resolved to note and comment on the Forward Plan.
1.6	Appointments to Executive Committees	<p>The Board received a report providing an update on the committee membership of the Combined Authority.</p> <p>It was resolved to note and agree the updates to the membership of the committees for 2019/20 or until such time as the revised governance arrangements are approved, as set out in the revised Appendix 1 which was tabled at the meeting and in accordance with further verbal updates from Board members.</p>
<b>Part 2 – Finance Items</b>		
2.1	Budget Monitor Update	<p>The Board received a report providing an update on the 2019-20 budget position reflecting the Board’s decision in May to authorise the carry forward of identified revenue and capital balances from the year ended 31<sup>st</sup> March 2019.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Note the updated financial position of the Combined Authority for the year.</li> <li>b) Note the status of the Statement of Accounts for 2018/19.</li> </ul>

	<b>Part 3- Combined Authority Decisions</b>	
3.1	£100m Affordable Housing Programme Scheme Approvals: June 2019	
3.1.1	Alexander House Ely	<p>The Board received a report seeking approval for the provision of a 21 month repayable commercial loan facility capped at £4.84m to Laragh House Developments LTD to create housing units by converting an office building</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Approve the provision of a commercial loan facility of £4.84m to Laragh House Developments Ltd for a scheme of 25 units based on the heads of terms detailed in the exempt Appendix 1.</li> <li>b) Authorise the Director of Housing and Development, in consultation with Legal Counsel and the Portfolio Holder for Investment and Finance, to conclude any necessary legal documentation to secure the loan, to include taking a charge upon the land.</li> </ul>
3.1.2	£100m Luminus, Huntingdonshire	<p>The Board received a report seeking the approval of grant funding in the context of the overall investment pipeline for the Combined Authority's £100m programme.</p> <p>It was resolved to commit grant funding of £618,800 from the £100m Affordable Housing programme to deliver 14 new affordable homes for Social Rent at seven sites in Huntingdonshire.</p>
3.1.3	MOD Site Ely – Application for Affordable Housing	The report was withdrawn.
3.2	£100m Affordable Housing	The Board received a report seeking approval for the Acquisition of a 5.1 acre

	<p>Programme – Proposed Acquisition</p>	<p>development site in Cambridgeshire and Peterborough for a price of 1.225m, to be prepared for a future residential development scheme.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Approve the acquisition of a site in Cambridgeshire and Peterborough for the sum of £1.225m, based on the heads of terms detailed in the exempt Appendix 1.</li> <li>b) Approve the expenditure of £332,335 in costs on the acquisition (including stamp duty) and to prepare, submit and secure a planning consent for a residential development scheme on the site.</li> <li>c) Authorise the Director of Housing and Development, in consultation with Legal Counsel and the Portfolio Holder for Investment and Finance, to conclude any necessary legal documentation to secure the acquisition and planning permission.</li> </ul>
<p>3.3</p>	<p>Major Road Network and Large Local Majors</p>	<p>The Board received a report presenting the proposed projects for submission to the Major Road Network investment programme and the Large Local Majors investment programme. The report also presented how these projects relate to the strategic objectives of the Combined Authority.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Approve the projects to be submitted for the Major Road Networks (MRN) and Large Local Majors (LLM) investment programmes.</li> <li>b) Agree to aim to secure a local or third-party contribution of at least 15% of the scheme costs for each project if approved.</li> </ul>

		<p>c) Authorise the Director of Delivery and Strategy, in consultation with the Chair of the Transport and Infrastructure Committee, to finalise the MRN/LLM submission and liaise with the England's Economic Heartland partnership.</p>
3.4	<p>Local Industrial Strategy – Update</p> <p>By Recommendation to the Combined Authority</p>	<p>The Board received a report providing an update on the final draft agreed with Government for the Cambridgeshire and Peterborough Local Industrial Strategy.</p> <p>It was resolved to:</p> <p>a) Note the final version of Cambridgeshire and Peterborough Local Industrial Strategy as agreed with Government.</p> <p>Note the final stages of national sign-off for the Local Industrial Strategy in the Department of Business, Energy and Industrial Strategy (BEIS) template style prior to publication.</p>
	<p><b>Part 4 – Recommendations from the Housing and Communities Committee</b></p>	

4.1	Quality Charter for Growth	<p>The Board received a report requesting approval of the following recommendations.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Adopt the Quality Charter for Growth principles (including additions in Appendix 1 of the attached Committee report) to guide it's work on new developments across Cambridgeshire and Peterborough;</li> <li>b) Adopt a strengthened set of principles on cohesion (as set out in Appendix 2 of the attached Committee report)</li> </ul>
	<b>Part 5 – Motion submitted under Committee Procedure Rule 14</b>	
5.1	Motion from Councillor Lewis Herbert	On being put to the vote, the Motion was lost.
	<b>Part 6 - Date of next meeting</b>	
6.1		Wednesday 31 July 2019 at 10.30am, Council Chamber, Fenland Hall, County Road, March, PE15 8NQ

## Appendix 5



**CAMBRIDGESHIRE  
& PETERBOROUGH**  
COMBINED AUTHORITY

### **AUDIT & GOVERNANCE COMMITTEE - Decision Summary**

**Meeting:** 31 May 2019

**Agenda/Minutes:** [Audit & Governance Committee: 31st May 2019](#)

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	Apologies were received from Councillors Goldsack (substituted by Councillor Wells) Councillor Davey who was substituted by Councillor Price and Councillor Mason  No declarations of interest were made.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
2.	Chairs Announcement's	<ol style="list-style-type: none"> <li>1. The Chair congratulated Jon Alsop into his new role as Chief Finance Officer/S73 Officer at the Authority and thanked the Interim S73 officer for his work.</li> <li>2. The Chair also thanked the Councillor who had served on the previous year's Audit and Governance Committee- Councillors Harrison, Morris, Hay, Seaton and Robertson.</li> <li>3. Due to the number of newly appointed members to the Audit and Governance Committee, the Chair asked that a 'Skills set' be circulated to all members of the Audit and Governance Committee to identify areas of training that members may benefit from.</li> </ol>
3.	Appointment of the Vice-Chair	<p>The Chair explained that at the Annual General meeting in May 2017, the Board appointed him as Chairman of the Committee and delegated the decision of a Vice-Chair to the Committee to decide at its first meeting of each year.</p> <p>Councillor Benney proposed and Councillor Wells seconded that Councillor McGuire be appointed as Vice- Chair.</p> <p>It was resolved:</p> <p>Upon a vote, it was agreed that Councillor McGuire be appointed as Vice -Chair of the Audit and Governance Committee for the ensuing year.</p>
4.	Co-optees to the Audit and Governance Committee	<p>The Interim Monitoring Officer submitted a report and elaborated thereon. It was noted that the Board had recognised that a lot of independents had been elected in some constituent Councils and had delegated authority to the Audit and Governance Committee to co-opt an independent member.</p>



Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>Councillor Price proposed the co-option of an independent person.</p> <p>Councillors McGuire proposed, and Councillor Wells seconded that the Committee do not co-opt an independent person.</p> <p>Upon a vote, it was agreed that the Audit and Governance Committee would not co-opt an independent person.</p>
5.	Minutes of the meeting held on the 29 <sup>th</sup> March 2019	The minutes of the meeting held on the 29 <sup>th</sup> March 2019 were agreed and signed by the Chair.
6.	Corporate Risk Register	<p>The interim S73 officer elaborated on the report and explained that it was an updated report, from March) which had been requested by Members. It was noted that the register was reviewed monthly by the Directors.</p> <p>It was noted that there was a risk register in place for all projects undertaken by the Authority. Following the implementation of the mitigation measures, the top risks had been identified and outlined within the report. It was explained that there were several reasons some risks would remain, which included the lack of funding approval from Government and financial commitment secured from the Authority's private partners.</p> <p>The Interim S73 Officer reported that the Risk Register was reported and reviewed on a monthly basis by directors; it was a fluid document that was updated regularly to reflect any changes to the status of the risks and to record any new risks identified.</p> <p><b>It was resolved:</b></p> <p>That the Committee reviewed the Combined Authority Risk Register and requested that it be a standing item on the agenda and new risks included on the register be</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		identified be highlighted at the next meeting.
7.	Draft Accounts 2018/19	<p>The interim S73 officer explained that it was a legal requirement for the draft Statement of Accounts to be published on the Combined Authority's website for public inspection.</p> <p>It was noted that draft Statement of Accounts were unaudited and as such, had not been audited by Ernst and Young; the final audited version of the Statement of Accounts would need to be signed and published on the Authority's website by 31<sup>st</sup> July 2019.</p> <p>In response to questions asked by the Committee, it was noted that in previous years there had been a simpler structure and therefore due to an increase in employment at the Authority, the figures had been consolidated. Furthermore, it was necessary for the figures to be reported in a different way which was due to the transfer of the LEP; there was only a need to highlight the figures of the LEP for the first year and not the subsequent years.</p> <p>In relation to senior officer staffing costs the figures had been included in the Audit Plan and the external auditors had confirmed the process followed and figures contained within the accounts were correct.</p> <p>It was confirmed that the Authority had no debt and that all funding came from grants and was not borrowed money.</p> <p>It was resolved:</p> <p>That the Committee received and reviewed the draft statement of accounts 2018/19</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		That the Committee received and reviewed the Annual governance Statement 2018/19
8.	Assurance Framework	<p>The Chief Executive submitted a report which asked the Committee to note the report and the revised single Assurance Framework for both the Business Board and the Combined Authority.</p> <p>It was explained that a Local Assurance Framework for the LEP be created to document practices and standards to provide Government and local partners with assurance that decisions over funding were robust, transparent and able to deliver value for money (VFM).</p> <p>The single Assurance Framework for both the Business Board and the Combined Authority was developed in line with the revised Government guidance, ensuring clarity, transparency and openness to the decision-making process of both Boards.</p> <p>It was resolved:</p> <p>That the single Assurance Framework for both the Business Board and the Cambridgeshire and Peterborough Combined Authority be noted</p>
9.	Internal Audit; Governance	<p>The Internal Auditor elaborated on his report and explained that the report provided an independent and objective opinion on the Combined Authority's effectiveness in managing risk management, governance and control environment. It was noted that with the amalgamation of the LEP into the Authority, the Audit Plan would review the LEPs governance arrangements as it was expected that this would closely mirror those of the Combined Authority.</p> <p>It was noted improvements had been made to the governance arrangements although an area identified as a risk was Human Resources: gaps had been</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>identified however, plans had been put in place to address those and it was reported that a new HR Manager was now in post.</p> <p>The Chief Executive explained that 6 months in to the inception of the Combined Authority, they had asked the Internal Auditors to inspect their practices and identify any areas of concern. At the time, 19 issues had been highlighted, 8 of which had now been completed and the remaining ones being either worked on or were not currently possible to resolve.</p> <p>28 key policy documents around Human Resources had been identified and in the past 6 months, there had been no significant issues raised; having undertaken a restructure it was reported that staff employed at the Authority were happy and contented.</p> <p>It was resolved:</p> <p>That the outcomes from the reviews of corporate governance together with the proposed actions for management to address weaknesses identified was considered.</p>
10.	Combined Authority Board Update	<p>The Committee received a report which provided an update on the activities of the Cambridgeshire and Peterborough Combined Authority Board meetings of the previous 6 months.</p> <p>It was resolved:</p> <p>That the Committee note the updated contained within the report and appendices.</p>
11.	Business Board Governance Update	<p>At a previous meeting of the Audit and Governance Committee, members requested an update on the governance arrangements for the Business Board.</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>It was explained that the Business Board would be subject to both internal and external reviews despite its legal status being that of an informal partnership. The Business Board did not have the ability to enter into contracts and would act through the Combined Authority as its Accountable Body.</p> <p>The Audit and Governance Committee asked for additional information on the Business Board Governance Arrangements on the Committee's role in reviewing the Board.</p> <p>It was resolved:</p> <p>That the Committee noted the update.</p> <p>That the interim Monitoring Officer present a briefing to Members of the Committee on the Business Board Governance Arrangements at the next Committee pre-meet.</p>
12.	Staffing Structure Update	<p>The Chief Executive explained that following her and John Hill's appointment as joint Interim Chief Executives of the Combined Authority, they were tasked to undertake a review of the staffing structure of the organisation. Subsequently, in February 2019, the Employment Committee considered the Chief Executives consultation paper for the restructuring of departments.</p> <p>It was noted that as part of the process, the staffing structures of other local authorities had been examined and considered. Comparably, Tees Valley Combined Authority had 94 staff members, meaning the CAPA had one of the leanest staffing structures of all the Combined Authorities.</p> <p>It was further explained that the CAPA had also amalgamated the LEP, Energy Hub, Adult Education Budget and Agri-tech. It was noted that there were 73 posts,</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>30 of which were vacant, but adverts were currently out to recruit to them.</p> <p>It was resolved:</p> <p>That the Committee noted the staffing structure approved by the Employment Committee for consultation on the 13<sup>th</sup> February 2019.</p>
13.	Work Programme	<p>The Committee received the report which provided the draft work programme for Audit and Governance Committee for the remainder of the 2019/20 municipal year.</p> <p>The Committee agreed to add the following to the work programme:</p> <ul style="list-style-type: none"> <li>a) Chief Finance Officer to prepare a briefing note on the combined Authority's policy documents relating to the rules and regulations adhered to in the national policies, followed also by CIPFA.</li> <li>b) Transport Team be invited to a future meeting of the Committee to deliver a presentation on the accelerated delivery process including information on risk management.</li> <li>c) Statement report on Value for Money (VfM) to be considered, including 'benefit-cost-ratio')</li> <li>d) Assurance Framework – to be presented every 6 months.</li> <li>e) Business Board Governance Arrangements – brief presentation from the MO (at the next Committee pre-meet) to elaborate on the Committee's role in reviewing the Business Board</li> </ul>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
14.	Date of Next Meeting	The Committee agreed that the next meeting be held on the 19 <sup>th</sup> July 2019 at Council Chamber, Fenland District Council at 10am. .