



Cambridgeshire & Peterborough Combined Authority

Reports from Constituent Council Representatives on the Combined Authority

Meeting	Dates of Meeting	Representative
Overview and Scrutiny	28th October 2019	Cllr Grenville Chamberlain
	25th November 2019	Cllr Pippa Heylings
Combined Authority Board	30th October 2019	Cllr Bridget Smith
	27th November 2019	

The above meetings have taken place in October and November 2019.

Overview and Scrutiny Committee – Monday 28th October 2019 and 25th November 2019

The Overview and Scrutiny Committee met on 28th October and 25th November 2019, the decision summaries are attached as **Appendix 1 and 2**.

Combined Authority Board – Wednesday 30th October and 27th November 2019

The Combined Authority Board met on 30th October and 27th November 2019, the decision summaries are attached as **Appendix 3 and 4**

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



OVERVIEW AND SCRUTINY COMMITTEE - Decision Summary

Meeting: 28 October 2019

Agenda/Minutes: Overview & Scrutiny Committee - 28th October 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 Connor, Cllr Scutt and Cllr Gehring, Cllr Heylings (substituted by Cllr Fane)
2.	Declaration of Interests	There were none.
3.	Minutes	The minutes of the meeting held on the 23 September 2019 were agreed and signed by the Chair.

4.	Public Questions	There were no public questions received.
5.	Mayor of the Combined Authority	<p>The Mayor for the Combined Authority was welcomed to the Overview and Scrutiny meeting. Members asked the Mayor a series of questions to which they received responses, including:</p> <p>In response to a question about the progress of the Mayor’s transport plans, the Mayor explained that a survey conducted to look at whether the Metro in Peterborough was feasible, had come back as positive. The Mayor noted he had been working hard to find a way to get the Metro beyond the South of Cambridgeshire and noted that he had had positive conversations with Homes England and Urban & Civic to explore options of bringing the Metro from St Ives to Alconbury.</p> <p>The Mayor further explained that he was wishing, through the Combined Authority, to create a better bus service and had been working since the initial Bus Review to improve relationships between the Combined Authority and Cambridgeshire’s major player – Stagecoach. The Mayor explained the Combined Authority had already seen a positive trial at Addenbrooke’s Hospital for a reduced bus rate for NHS staff, and Stagecoach had agreed to move that trial to other areas.</p> <p>In a response to a further question regarding the carbon neutral growth, the Mayor noted that policies put forward by the Combined Authority would allow to create carbon neutral growth and further stressed that the plans that he and the Combined Authority advocated, were a significant way forward in creating a new environmental standard not only for Cambridgeshire but for the UK as well.</p> <p>In response to a question about the Housing Revenue Account (HRA), the Mayor acknowledged that the housing solution in Cambridgeshire and Peterborough was not a “one size fits all” solution and that the Combined Authority needed to create a solution to best fit the entirety of the area. The Mayor further explained</p>

		<p>that traditional ways of developing homes, through Market and Social Housing Associations, had not provided the housing necessary to prevent the housing crisis in Cambridgeshire and Peterborough.</p> <p>The Mayor further stressed that the Combined Authority needed to create other possible ways to deliver the housing required and that the Combined Authority was leading the way in trying to bring new models into the market.</p> <p>Responding to a question on the status of Thomas Cook's former employees, the Mayor informed Members of a meeting he had had with Thomas Cook recently and the quick action of the Combined Authority by holding a jobs' fair with over 110 companies.</p>
6.	Update from the Task and Finish Group	<p>As the Chair of the Task & Finish Group, Councillor Price updated Members on the last CAM Metro Task & Finish Group meeting that had taken place on 11 September 2019 at Cambridgeshire County Council.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> a) That the update from the Chair of the Task & Finish Group for the CAM Metro be noted. b) That the outstanding actions, as well as responses to questions, would be followed up with officers and provided to the Chair of the CAM Metro Task & Finish Group.

7.	Governance (decision-making) Review	<p>The Interim Monitoring Officer presented the report and outlined key proposed solutions to issues raised at the O&S Committee meeting in September.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> a) That the recommendations in the Governance Review Report be accepted, with the number of lead Members for each Executive Committee be reduced to one, instead of two. b) That the Committee would invite the Chairs of the Executive Committees to attend meetings of the Committee on a rotation basis. c) That the lead Members for Executive Committees are to be: Cllr Coles – Skills Executive Committee, shadowed by Cllr Miscandlon; Cllr Murphy – Housing and Communities Executive Committee; Cllr Sharp – Transport and Infrastructure Executive Committee.
8.	Review of Combined Authority Board Agenda	<p>The Committee reviewed the agenda for the Combined Authority Board meeting on Wednesday 30 October 2019 and identified questions to the Board as below:</p> <p><u>2.1 Budget Monitor Update</u></p> <p>Q: In light of the Budget Monitoring Report indicating that a lot of projects are slipping, what are the reasons for this?</p> <p><u>3.1 100k Homes and Community Land Trusts (CLTs)</u></p> <p>Q: With only 935 Community Land Trust homes built so far in the whole country and the 56 affordable homes funded through the £40m revolving fund, is too much emphasis being put on Community Land Trusts rather than the more tried and tested use of housing associations, when there is a crisis for affordable</p>

housing in parts of the Combined Authority area? How does the Combined Authority intend to encourage the Constituent Councils to promote CLTs?

Transport Plan

Q: What funding options are being looked as part of the Outline Business Case for the CAM Metro?

Transport levy

Q: Given the financial difficulties both the County Council and the Peterborough City Council have been facing, please can you clarify whether transport levy funding passed back to those councils is ring fenced for transport functions?

Employment and departure of the former CEO and CFO

Q: Audit and Governance Committee had been asked to carry out a review of the employment and dismissal procedures relating to the departures of the former Chief Executive and Chief Finance Officer. Can there be a confirmation of what progress has been made or if this has now been completed?

Climate Emergency

Q: Does the Combined Authority intend to declare a Climate Emergency?

RESOLVED:

- a) That the CA Board agenda be noted.
- b) That the questions be submitted to the Combined Authority Board at its meeting on 30 October 2019.

9.	Combined Authority Forward Plan	<p>The Committee considered the Combined Authority Forward Plan.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> a) That the Combined Authority Forward Plan be noted. b) That the Transport and Infrastructure Executive Committee Chair and lead officer be invited to the Committee meeting in December. c) That the Budget Item be allocated as a new Standing Item for the next three Committee meetings.
10.	Overview and Scrutiny Work Programme	<p>The Committee received the report which outlined the Work Programme for the Committee for the municipal year 2019/20.</p> <p>The Committee asked for the following items to be added to the Work Programme:</p> <ul style="list-style-type: none"> i) Budget (November, December and January) ii) Transport – Chair and officer to attend the Committee meeting in December iii) Housing (November) iv) Programme Development – Cohesion issues and tackling inequality v) Climate Change <p>RESOLVED:</p> <p>That additional items identified be added to the Committee Work Programme.</p>
11.	Date and Location of the next Committee meeting	<p>The Committee agreed that the next meeting would be held on the 25 November 2019 at 11:00am, Huntingdonshire District Council.</p>

		The pre-meeting on the 25 November 2019 at 10:00am, Huntingdonshire District Council.
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OVERVIEW AND SCRUTINY COMMITTEE - Decision Summary

Meeting: 25 November 2019

Agenda/Minutes: Overview & Scrutiny Committee - 25th November 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 Chamberlain, Cllr Gehring, Cllr Heylings (substituted by Cllr Fane) and Cllr Price (substituted by Cllr Davey).
2.	Declaration of Interests	Cllr Davey declared a non-pecuniary interest.
3.	Minutes	The minutes of the meeting held on the 28 October 2019 were agreed and signed by the Chair.
4.	Public Questions	There were no public questions received.
5.	Combined Authority Draft Budget	Deputy S73 Officer explained that the Committee would have the opportunity to

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
	and Medium-Term Financial Plan	<p>look at the Draft Budget and Medium-term Financial Plan three times. He explained the process the Combined Authority had gone through so far in terms of the next year's Budget and that the consultation would be starting on Thursday 28 November 2019 and concluding on 31 December 2019.</p> <p>The Committee would have the opportunity to look at this report again at its December meeting, which would be during the consultation period. It would have the opportunity to draft a response to go back into the consultation process, which would be responded to at the January meeting of the Combined Authority Board.</p> <p>The final look at the Budget paper would be at January Committee meeting, which would be two days before the Budget was presented to the Combined Authority Board.</p> <p>Deputy S73 Officer presented and explained to the Committee the draft, timetable and principles that had been taken into account when drafting the Budget. He explained that while the key overarching objective was to set an affordable balanced budget, the Combined Authority had gone beyond that and developed its budget in line with key principles that had been established through feedback from Members and Officers throughout the process.</p> <p>RESOLVED:</p> <p style="text-align: center;">That the Combined Authority Draft Budget and Medium-term Financial Plan be noted.</p>
6.	Affordable Housing Programme Update	The Director of Housing and Development provided a brief update on the progress of the Programme since the last update in June 2019, explaining the objective of £170m Affordable Housing Programme being the delivery of 2500

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		<p>homes.</p> <p>It was further noted that some good progress had been made in recent months. Homes with funding approved have increased from 777 to over 1100, money paid to date had gone from £3.5m to £28m. Looking ahead to the rest of this financial year, it is anticipated approximately 1230 units would be approved by the end of March with a significant jump in numbers of homes starting on-site.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> a) That the update from the Director of Housing and Development be noted. b) That a more informed discussion was to be held at the February meeting, when more information will be available.
7.	Review of Combined Authority Board Agenda	<p>The Committee reviewed the agenda for the Combined Authority Board meeting on Wednesday 27 November 2019 and identified questions to the Board as below:</p> <p><u>3.3 Climate Change</u></p> <p>Q: How will the Commission and its work align with the work of its constituent authorities and of Cambridgeshire County Council's technical group on air quality? We note that Cambridgeshire County Council publishes its pre-consultation Climate Change and Environment Strategy next month.</p> <p>Q: How can the Commission effectively address the environmental effects of transport when the Local Transport Plan is going to the Combined Authority's Transport Committee in early January and will be approved by the Combined Authority Board at the end of January, given the importance of transport to climate change?</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>Q: How will the Commission influence the decision-making processes of the Cambridgeshire and Peterborough Combined Authority?</p> <p>Q: Whom will the Commission consult as part of its work?</p> <p>Q: How will the Commission work with the Executive Committees of the Combined Authority?</p> <p>Q: Will the Commission's interim report be made available before the pre-election period for the May elections?</p> <p>Q: How soon does the Cambridgeshire and Peterborough Combined Authority expect the Panel to be recruited and hold its first meeting?</p> <p>Q: Will the Cambridgeshire and Peterborough Combined Authority appoint a lead officer for Climate Change?</p>
8.	Combined Authority Forward Plan	<p>The Committee considered the Combined Authority Forward Plan.</p> <p>The Chair identified the following items for the Committee's consideration:</p> <p>January - Local Transport Plan January – Skills Committee Business plan University of Peterborough Market Towns March – Local Enterprise Partnerships</p> <p>RESOLVED:</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		That the Combined Authority Forward Plan be noted.
9.	Overview and Scrutiny Work Programme	<p>The Committee received a report which outlined the Work Programme for the Committee for the municipal year 2019/20.</p> <p>Identified items to be added to the Work Programme for February meeting:</p> <ul style="list-style-type: none"> i) Item on Housing ii) Item on Trading companies <p>RESOLVED:</p> <p>That the items be added to February agenda.</p>
10.	Date and Location of the next Committee meeting	The Committee agreed that the next meeting would be held on 16 December 2019 at 11:00am, at South Cambridgeshire District Council with a pre-meeting at 10am



CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY BOARD - Decision Summary

Meeting: 30 October 2019

Agenda/Minutes: Cambridgeshire and Peterborough Combined Authority Board - 30th October 2019

Item	Topic	Decision
Part 1 – Governance Items		
1.1	Announcements, Apologies and Declarations of Interest	Apologies were received from Councillor G Bull (substituted by Councillor R Fuller) and Councillor L Herbert. No declarations of interest were made.
1.2	Minutes – 25 September 2019	The minutes of the meeting on 25 September 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	Forward Plan – September 2019	It was resolved to note and approve the Forward Plan.
1.6	Designation of Scrutiny Officer	<p>The Board considered a report recommending the appointment of a new Interim Scrutiny Officer.</p> <p>It was resolved to:</p> <p style="text-align: center;">Designate Katarina O'Dell as the Combined Authority's Interim Scrutiny Officer for the remainder of the maternity leave of the Scrutiny Officer.</p>
1.7	Appointments to Executive Committees and Appointment of Chairs and Lead Members	<p>The Board considered a report seeking agreement for the Membership of the Executive Committees, the appointment of Chairs and the appointment of Lead Members for the remainder of the 2019/20 municipal year.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> a) Note and agree the nominations for membership of the Executive Committees, Chairs and Lead Members for the remainder of the 2019/20 municipal year, as set out in Appendix 1. b) Approve the Monitoring Officer to accept any consequential changes to membership and confirm that on receipt such changes would be immediately in effect.
Part 2 – Finance		
2.1	Budget Monitor Update	The Board considered a report providing an update on the 2019/20 financial position of the Cambridgeshire and Peterborough Combined Authority as at 31st August 2019.

		<p>It was resolved to:</p> <p>Note the updated financial position of the Combined Authority for the year.</p>
Part 3 - Combined Authority Matters		
3.1	£100k Homes and Community Land Trusts	<p>The Board considered a report providing further information of the £100k Homes and Community Land Trusts and seeking approval for the immediate expenditure required to develop the formal business cases for approval.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> a) Delegate to the Chief Executive, in consultation with the Chair of the Housing and Communities Committee, authority to draw down the £250,000 allocated from the non-transport feasibility budget for the creation of community land trusts and for the operational costs of delivering the £100k Housing project, subject to the phasing set out in the Medium Term Financial Plan (MTFP); and b) Confirm that the monitoring of spend on the development of the business cases for Community Land Trusts and £100k Homes would be reported to the Housing & Communities Committee; and c) Confirm that the business cases for Community Land Trusts and £100k Homes would be reported to the Combined Authority Board for approval in due course, subject to consultation with the Housing & Communities Committee.



CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY BOARD - Decision Summary

Meeting: 27th November 2019

Agenda/Minutes: Cambridgeshire and Peterborough Combined Authority Board - 27th November 2019

Item	Topic	Decision
Part 1 – Governance Items		
1.1	Announcements, Apologies and Declarations of Interest	Apologies were received from Councillor G Bull (substituted by Councillor R Fuller) No declarations of interest were made.
1.2	Minutes – 30 October 2019	The minutes of the meeting on 30 October 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	Forward Plan	It was resolved to approve the Forward Plan.
1.6	Performance Report	The Board considered a report proposing an amendment to the performance

		<p>reporting update that is received by the Combined Authority Board.</p> <p>It was resolved to:</p> <p style="padding-left: 40px;">Note and approve proposed changes to the Performance Reporting process.</p>
1.7	Assurance Framework	<p>The Board considered a report seeking approval of the final amended version of the Assurance Framework.</p> <p>It was resolved to:</p> <p style="padding-left: 40px;">a) Agree the adoption of the single Assurance Framework as amended to meet the requirements of the Ministry of Housing, Communities & Local Government (the amended Assurance Framework forms the Appendix to this report - amendments are highlighted in bold) with an additional amendment to paragraph 3.3.33 of the Assurance Framework to replace the word “nine” with the word “fourteen” and the word “seven” with the word “twelve” and to delegate authority to the Monitoring Officer to amend the Constitution accordingly.</p>
Part 2 – Finance		
2.1	Draft Budget 2020-21 and Medium Term Financial Plan 2020-2024	<p>The Board considered a report proposing the Combined Authority’s draft Budget for 2020/21 and the Medium-Term Financial Plan (MTFP) and Capital Programme for the period 2020/21 to 2023/24. The report also set out the proposed timetable for the consultation and approval of the draft Budget and MTFP.</p> <p>It was resolved to:</p> <p style="padding-left: 40px;">a) Approve the Draft Budget for 2020/21 and the Medium Term Financial Plan 2020/21 to 2023/24 for consultation purposes.</p>

		b) Approve the timetable for consultation and those to be consulted.
Part 3 - Combined Authority Decisions		
3.1	£100m Affordable Housing Programmes Scheme Approvals (Non-Grant) November 2019 – Linton Road, Great Abingdon	<p>The Board considered a report seeking approval for the provision of a 21 month repayable loan facility capped at £5.78m to Linton Road (Great Abingdon) LLP for the development of a housing scheme at 734 Linton Road, Great Abingdon, South Cambridgeshire, CB21 6AA.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> a) Approve the provision of a loan facility of £5.78m to Linton Road (Great Abingdon) LLP for a scheme of no less than 13 units based on the heads of terms detailed in the exempt Appendix 1. b) Authorise the Director of Housing and Development, in consultation with the Interim Legal Counsel and the Lead Member for Investment and Finance, to conclude any necessary legal documentation to secure the loan, to include taking a charge upon the land
3.2	Appointment of the Chair of Angle Holdings Ltd and Angle Developments (East) Ltd	<p>The Board considered a report seeking approval for the appointment of the successful candidate to the role of Chair of Angle Holdings Limited and Angle Developments (East) Limited.</p> <p>It was resolved to:</p> <p style="text-align: center;">Approve the appointment of Brian Stewart OBE as the Chairman of both Angle Holdings Limited and Angle Developments (East) Limited.</p>
3.3	Climate Change	The Board considered a report recommending the establishment of an independent Commission on Climate Change.

		<p>It was resolved to:</p> <ul style="list-style-type: none"> a) Approve the establishment of an Independent Commission on Climate Change with a mandate to report within the next 12 months; b) Agree the proposed terms of reference of the Commission set out in the Annex to this paper; c) Authorise the chief executive, in consultation with the Mayor, to appoint a chairman and members of the Commission; and d) Approve a revenue budget of £125,000 to support the commission's work
<p>By Recommendation to the Combined Authority</p> <p>Part 4 – Business Board recommendations to the Combined Authority</p>		
4.1	For approval as Accountable Body – Local Growth Fund Project Proposals November 2019	<p>The Board considered a report seeking approval for the allocations of the Growth Fund.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> a) Approve projects number 3 and 6 in the table at paragraph 2.8; b) Approve funding for the projects numbered 5, 7 and 8 in the table at paragraph 2.8; c) Agree that the Director of Business and Skills be granted delegation to approve the application numbered 1 in the table at paragraph 2.8 in the report subject to legal advice to confirm that approval would be lawful in the context of the Bus Review
4.2	For approval as Accountable Body – Local Growth Fund Update November 2019	The Board considered a report providing an update on the Local Growth Funds' performance since April 2015.

		<p>It was resolved to:</p> <ul style="list-style-type: none"> a) Delegate authority to the Director of Business and Skills, in consultation with the Chair of Business Board, to approve grants to SMEs under the Small Business Capital Grant Programme. b) Approve the allocation of £100,000 from the Small Business Capital Growth Grant Programme to a new Entrepreneurs' Accelerator Fund to be ring-fenced for Thomas Cook employees or affected supply chain companies' employees who have been made redundant and are exploring starting up a business. c) Approve delegated authority to the Director of Business and Skills, in consultation with the Chair of the Business Board, to adopt appropriate application evaluation criteria and award processes for the Entrepreneurs' Accelerator Fund.
4.3	Local Industrial Strategy Delivery Plan – Business Growth Service Outline Business Case	<p>The Board considered a report presenting the Outline Business Case for the Business Growth Service, providing an overview of the financial and commercial strategies and recommending the actions needed to implement the Local Industrial Strategy Delivery Plan.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> a) Endorse the Outline Business Case and agree to establish a Growth Service Management Company initially to be a wholly owned subsidiary of Angle Holdings Limited as set out in Section 4 below. b) Approve the making of a bid for Local Growth Fund monies as set out in paragraph 4.3 below: c) Approve the making of a bid for European Regional Development Fund

		<p>(ERDF) and European Social Fund (ESF) monies as set out in paragraph 4.4 below:</p> <ul style="list-style-type: none"> d) On condition that recommendation (a) above was accepted and the bids referred to at recommendations (b) and (c) above were successful, agree to allocate £2.185m funding from a combination of Enterprise Zone receipts and funding within the Medium Term Financial Plan and from Enterprise Zone receipts, as set out in paragraph 4.5 of the report, to the Growth Service Management Company to part fund the procurement of the Business Growth Service. e) Note that the Skills Committee has resolved, subject to all the remaining public funding set out at paragraph 4.5 below being secured, to approve the allocation of £50,000 per annum for three years starting in 2020/21 from the £150,000 per annum Skills Strategy Implementation Budget set out in the Combined Authority's Medium Term Financial Plan, for the part funding of the Skills Brokerage element of the proposed new Business Growth Service f) Subject to all the remaining public funding set out at paragraph [4.5] being secured, to delegate to the Director for Business and Skills authority to manage the procurement process, to bring forward a Full Business Case in March 2020 and to contract with the successful bidder(s), subject to confirmation of award of the funding components from the Local Growth Fund, European Regional Development Fund and European Social Fund g) Delegate to the Director of Business and Skills authority to task the Business Growth Service with the administration of the Small Business Capital Growth Investment Fund, as set out at paragraph 5.4 below.
4.4	Enterprise Zones	The Board considered a report providing an overview on the progress being made on each of the Enterprise Zone sites and to set out associated National Non-Domestic Rates (NNDR) income profiles for the CPCA.

		<p>It was resolved to:</p> <ul style="list-style-type: none"> a) Note the progress being made with delivery on each of the area's Enterprise Zone sites, and the associated Enterprise Zone National Non-Domestic Rates income profile for the Combined Authority as per table 1. b) Note the existing financial commitments and allocations from the Combined Authority share of Enterprise Zone National Non-Domestic Rates income in supporting core Local Enterprise Partnership services as set out in table 2.
Part 5 – Transport and Infrastructure Committee recommendations to the Combined Authority		
5.1	A605 Alwalton to Lynchwood	<p>The Board considered a report requesting funding approval for the A605 Alwalton to Lynchwood scheme.</p> <p>It was resolved to:</p> <p style="padding-left: 40px;">Approve the additional £795,000 of funding required to progress with construction</p>