



**CAMBRIDGESHIRE  
& PETERBOROUGH**  
COMBINED AUTHORITY

**JAMES PALMER**  
CAMBRIDGESHIRE &  
PETERBOROUGH MAYOR

## Cambridgeshire & Peterborough Combined Authority

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

Audit and Governance Committee  
29th January 2021  
Councillor Mark Goldsack

Overview and Scrutiny Committee  
14th December 2020  
25th January 2021  
Councillor David Connor  
Councillor Jocelynn Scutt

Combined Authority Board  
27th January 2021  
Councillor Steve Count

The above meetings have taken place in December 2020 and January 2021.

#### Audit and Governance Committee – 29th January 2021

The Audit and Governance Committee met on 29th January 2021; the decision summary is attached as Appendix 1.

#### Overview and Scrutiny Committee – 14th December 2020 and 25th January 2021

The Overview and Scrutiny Committee met on 14th December 2020 and 25th January 2021, the decision summaries are attached as Appendices 2 and 3.

#### Combined Authority Board – 27th January 2021

The Combined Authority Board met on 27th January 2021; the decision summary is attached as Appendix 4.

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

## Audit and Governance Committee Decision Summary

Meeting: 29th January 2021

Agenda/Minutes: [Audit and Governance Committee – 29 January 2021](#)

Chair: John Pye (Chair and Independent Person)

Summary of decisions taken at this meeting

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
1	<b>Apologies and Declarations of Interests</b>	Apologies received from Cllr Goldsack. There were no declarations of interest.
2	<b>Chair's Announcements</b>	The Chair made the following announcements: <ol style="list-style-type: none"> <li>1) There would be an extra Audit and Governance Committee meeting held on the 5<sup>th</sup> March to review the Assurance Framework and other additional items. The Assurance Framework will also include information on how the recommendations on Lancaster Way have been implemented.</li> <li>2) Report on Independent Climate Change Commission to come to April meeting to align with timing of the report being published.</li> <li>3) The meeting calendar for the committee had been revised at the request of the Chair and would be circulated to members.</li> </ol>
3	<b>Minutes of the Previous Meeting and Action Notes</b>	The Minutes were approved as a correct record and the actions from the previous meeting noted.  A report with proposals for how the committee could consider updates on whistleblowing, fraud, complaints would be brought back to the March meeting.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
4	<b>Combined Authority Update</b>	The Committee received a verbal update from the Interim Chief Executive Officer.
5	<b>Internal Audit Update</b>	<p>The Committee received the report from the Internal Auditors which provided an update to the work that RSM have conducted against the internal audit plan for 2020/21 that they presented, and which was agreed at the November Audit and Governance Committee meeting. The paper also provided the conclusions and recommendations of RSM's review of Risk Management.</p> <p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1) In future only reports that received a less than a reasonable assurance would be reported to the committee in detail.</li> <li>2) That officers include how the Audit Committee will review the governance arrangement of trading companies within the Assurance Framework.</li> <li>3) That when the Risk Register is next taken to the CA Board that officers include that the Audit and Governance Committee have reviewed the Internal Auditors recommendations following their review and note that the recommendations will be progressed by officers.</li> <li>4) Note the report.</li> </ol>

6	<b>Corporate Risk Register</b>	<p>The Committee reviewed the Combined Authority Corporate Risk Register.</p> <p><b>RESOLVED:</b></p> <p>That Committee would withhold comments on the Risk Register and Strategy until officers had progressed the recommendations from the Internal Auditors report.</p>
7	<b>External Audit</b>	<p>The Committee received the report from the External Auditors which provided the committee with the annual audit letter 2019/20.</p> <p><b>RESOLVED:</b></p> <p>The Committee noted the report and annual audit letter 2019/20.</p>
8	<b>Treasury Management</b>	<p>The Committee received the report which outlined the Treasury Management and Capital Strategies for 2021-22 and requested that it note the in-year performance against the adopted 2020-21 prudential and treasury indicators.</p> <p><b>RESOLVED:</b></p> <p>The Committee requested that it review the Capital Strategy at its next meeting in March as due to an administration error the report had not been circulated to members.</p> <p>The Committee requested that in future reports that changes within the strategies be highlighted.</p> <p>The Committee AGREED to note the Treasury Management Strategies.</p>

9	<b>Work Programme for the Audit &amp; Governance Committee</b>	<p>The work programme was received and noted.</p> <p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1) That an extra meeting in March was scheduled and the following items would be added to the work programme for that meeting: <ol style="list-style-type: none"> <li>i) Proposals for how the committee could consider updates on whistleblowing, fraud, complaints.</li> <li>ii) Capital Strategy</li> </ol> </li> <li>2) That a private meeting with the external and internal auditors be arranged prior to the April 6<sup>th</sup> Committee meeting.</li> </ol>
10	<b>Date of next meeting</b>	Friday, 5 <sup>th</sup> March 2021 from 10.00 a.m. via the Zoom platform.

## Overview and Scrutiny Committee Decision Summary

Meeting: 14th December 2020

Agenda/Minutes: [Overview and Scrutiny Committee – 14 December 2020](#)

Chair: Cllr Lorna Dupré

Summary of decisions taken at this meeting

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
1.	<b>Apologies</b>	Apologies were received from: Cllr Stephen Corney (Huntingdonshire District Council)
2.	<b>Declarations of Interest</b>	There were no declarations of interest.
3.	<b>Minutes of the Previous Meeting</b>	The minutes of the last meeting were agreed as an accurate record.
4.	<b>Public Questions</b>	There were no public questions received.
5.	<b>The Mayor for the Combined Authority</b>	The Mayor for the Combined Authority attended the meeting to answer questions from members in his role as the Mayor and also as the Chair of the Transport and Infrastructure Committee.
6.	<b>The Combined Authority Budget and Medium-Term Financial Plan</b>	This was the second of three consecutive visits to the Committee over the course of the budget-setting process and development of the MTFP. The report set out the proposed Combined Authority draft Budget for 2021/22 and the Medium-Term Financial Plan (MTFP) and Capital Programme for the period 2021/22 to 2024/25, as approved by the Board for consultation purposes on 25th November 2020.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>The Overview and Scrutiny Committee was specifically designated as a consultee on the Combined Authority's draft budget in the Constitution and the report gave the Committee the chance to query Finance officers regarding the budget and agree if they wished to provide a response to the consultation as a whole Committee.</p> <p><b>RESOLVED:</b></p> <ul style="list-style-type: none"> <li>i) The Committee provided no response to the consultation.</li> <li>ii) The Chief Finance Officer AGREED to have a conversation with the Chair for the Task and Finish Group and that a note would be provided for members.</li> <li>iii) The Chief Finance Officer would return to the Committee meeting in January 2021.</li> </ul>
7.	<b>CAM Metro Task and Finish Group</b>	<p>The Committee received the report from the Chair of the Task and Finish group, Cllr Mike Davey. The interim report updated the Committee on subsequent work that had been undertaken in the six months following the May 2020 report and asked members for comments on the work undertaken and going forward.</p> <p>The Committee Agreed to note the report.</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
8.	<b>CPCA Project Register</b>	<p>The Committee received the report from the Programme Manager which provided the Committee with an overview of the Combined Authority projects.</p> <p><b>RESOLVED:</b></p> <ul style="list-style-type: none"> <li>i) The Committee requested that the Monitoring Officer look into how the Committee could receive a more detailed report on the Project Register to enable them to consider which projects to scrutinise.</li> <li>ii) The Committee noted the report.</li> </ul>
9.	<b>Horizon Scanning</b>	The Horizon Scanning report was noted.
10.	<b>Combined Authority Forward Plan</b>	The CA Forward Plan was noted.
11.	<b>Overview and Scrutiny Committee Work Programme</b>	<p>The Work Programme was noted.</p> <p><b>RESOLVED:</b></p> <ul style="list-style-type: none"> <li>i) It was <b>agreed</b> that the Chairman and Chief Executive of One CAM Limited be invited to attend a meeting of the Committee in March.</li> <li>ii) that the Director for Business and Skills include an update on Brexit in his report due to come to the Committee in January</li> </ul>
12.	<b>Date of Next Meeting</b>	Monday, 25 <sup>th</sup> January 2021 at 11.00 a.m. with a pre-meeting for Members at 10.00 a.m.



## Overview and Scrutiny Committee Decision Summary

Meeting: 25th January 2021

Agenda/Minutes: [Overview and Scrutiny Committee – 25 January 2021](#)

Chair: Cllr Lorna Dupré

Summary of decisions taken at this meeting

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
1.	<b>Apologies</b>	No apologies were received.
2.	<b>Declarations of Interest</b>	There were no declarations of interest.
3.	<b>Minutes of the Previous Meeting</b>	The minutes of the last meeting were agreed as an accurate record.
4.	<b>Public Questions</b>	There were no public questions received.
5.	<b>The Combined Authority Budget and Medium-Term Financial Plan</b>	<p>The report provided an update on the preparation and approval of the Combined Authority and Mayoral budgets for 2021/22 and of the Medium-Term Financial Plan (MTFP) for the period 2021/22 to 2024/25.</p> <p><b>RESOLVED:</b></p> <p>i) The Committee noted the consultation responses and updates to the Combined Authority's 2021-22 Budget, Medium Term Financial Plan and Capital Programme.</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>ii) The Chief Finance Officer agreed to provide a breakdown on what else would be covered by the Alconbury Weald receipts along with comments on the outcome if the receipts were less than expected.</p>
6.	<b>Director for Housing</b>	The Committee received the report from the Director for Housing which provided an update on the £170 million Affordable Housing Programme being led by the Combined Authority.
7.	<b>Chair of the Housing and Communities Committee</b>	The Chair for the Housing and Communities Committee was in attendance and responded to questions from the members.
8.	<b>Combined Authority Board Agenda: Wednesday 27 January</b>	<p>The following questions to the Board were agreed:</p> <p><u>Item 1.6 Change in Membership - Transport and Infrastructure Committee</u></p> <p>Could the Board provide some clarity around the decision-making structure that will result from the proposals set out to change the remit of Transport and Infrastructure committee?</p> <p><u>Item 1.7 – Appointment of Combined Authority Returning Officer</u></p> <p>The reports suggest an election in May can be run within the budget envelope already envisioned. With the vast majority of local authorities reporting that they will struggle to run an election this year - is the Combined Authority confident that it can run a fair and free election under Covid restrictions and within the budget envelope suggested?</p> <p><u>Item 1.8 – Performance Report</u></p>

Item	Topic	Decision [ <i>None of the decisions below are key decisions</i> ]
		<p>The Combined Authority's flagship £100m Affordable Housing Programme now has a residual RAG status of RED. What plans does the Combined Authority have to address this?</p> <p><u>Item 1.10 – Combined Authority Business Plan and Annual Report 2021-22</u></p> <p>The Business Plan 2021/22 states that 'You will see more active travel, more work towards 'doubling nature' and hammering carbon emissions down to zero.' Can you provide further information and in practical terms about what is meant in practical terms by 'hammering carbon emissions down to zero' especially in regard to the authority's construction and transport projects?</p> <p><u>Item 2.1 Budget Monitor Update Report January 2021</u></p> <ul style="list-style-type: none"> <li>a) The breakdown of the revenue position under the Delivery and Strategy section notes the CAM Outline Business Case budget of £1.425M – could you advise what stage the Outline Business Case is currently at and how much of the current budget has been spent? Could the detail around this be provided to the Overview &amp; Scrutiny Committee?</li> <li>b) The breakdown of the revenue position under the Delivery and Strategy section notes the One CAM Innovation Company has £6.84m allocated with nearly £4M of that already spent. How will the remaining £3M be spent by the end of March?</li> </ul> <p><u>Item 2.3 2021-22 Budget and Medium-Term Financial Plan 2021-2025</u></p>

Item	Topic	Decision [ <i>None of the decisions below are key decisions</i> ]
		<p>Forecast expenditure on the CAM Outline Business Case £5M for 2021/22, and £6.5M in years 2022/23 and 2023/24. Will the Outline Business Case be concluded by the end of 2024?</p> <p>Forecast expenditure on the CAM SPV outlined in Appendix 2c is £2M for 2021/22. What is the spend estimate on the SPV beyond 2021/22 and why is this not included in the forecast?</p> <p><u>Item 2.4 Transport Levy 2021/22</u></p> <p>Does the Transport Levy amount sufficiently reflect the enormity of work that has been done and will continue to be done by the Combined Authority in the future?</p> <p><u>Item 3.1 CAM Update</u></p> <p>Why has the CAM Update item been withdrawn?</p> <p><u>Item 4.3 Greater Cambridge Partnership Consultations - Waterbeach to Cambridge and Eastern Access</u></p> <p>What is the Combined Authority's position on an alternative public transport mode for travel between Waterbeach and Cambridge? This has previously formed part of the Authority's proposals for the CAM; is this still the case?</p> <p><u>Item 6.2 University of Peterborough Phase 2 - Incorporation of PropCo2</u></p> <p>The plans mention car park provision. What weight has been given to the environmental impact of the proposals in terms of land use and carbon emissions?</p>

Item	Topic	Decision [ <i>None of the decisions below are key decisions</i> ]
9.	<b>Combined Authority Forward Plan</b>	The CA Forward Plan was noted.
10.	<b>Lead Member Questions to Executive Committees</b>	The responses to the Lead Member questions were noted.
11.	<b>Overview and Scrutiny Committee Work Programme</b>	<p>The Work Programme was noted.</p> <p><b>RESOLVED:</b></p> <ul style="list-style-type: none"> <li>i) That the Independent Commission on Climate Change come to March's meeting</li> <li>ii) That the Lead member Role for the Business Board come to February's meeting</li> <li>iii) Requested that the University of Peterborough item come to February's meeting</li> <li>iv) That the March meeting be rescheduled to the 22<sup>nd</sup> March to align with the CA Board meeting.</li> <li>v) The Monitoring Officer would provide members with a note of advice on what items it would be appropriate to consider at the April meeting during the purdah period.</li> </ul>
12.	<b>Date of Next Meeting</b>	Monday, 22 February 2021 at 11.00 a.m. with a pre-meeting for Members at 10.00 a.m.

## Cambridgeshire & Peterborough Combined Authority Board - Decision Summary

Meeting: 27th January 2021

Agenda/Minutes: [Cambridgeshire and Peterborough Combined Authority Board – 27 January 2021](#)

Meeting: Wednesday 27th January 2021

### Part 1 - Governance Items

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

**Apologies for absence were received from Councillor Ryan Fuller, substituted by Councillor Jon Neish, and co-opted member Jessica Bawden, representing Cambridgeshire and Peterborough Clinical Commissioning Group.**

**A declaration of interest was made by Councillor Bridget Smith in relation to Item 4.2: London Luton Airport Arrivals Consultation, in that the proposed change to aircraft stacking arrangements would have a significant impact on the village where she lives.**

#### 1.2 Minutes of the Combined Authority Board meeting on 25th November 2020

**The minutes of the meeting on 25th November 2020 were approved as an accurate record. A copy will be signed by the Mayor when it is practical to do so.**

#### 1.3 Petitions

No petitions were received.

#### 1.4 Public Questions

No public questions were received.

#### 1.5 Forward Plan- 14 January 2021

It was resolved to approve the Forward Plan.

#### 1.6 Change in Membership - Transport and Infrastructure Committee

It was resolved to:

Ratify the appointment of Councillor Mark Howell as the representative of Cambridgeshire County Council on the Transport & Infrastructure Committee in place of Councillor Ian Bates, and the appointment of Councillor Ian Bates as substitute member in the place of Councillor Roger Hickford.

#### 1.7 Appointment of Combined Authority Returning Officer

It was resolved to:

Appoint John Hill, Chief Executive, as the Combined Area Returning Officer for the purposes of Article 6 of the Combined Authorities (Mayoral Elections) Order 2017 for the Mayoral election to be held on 6 May 2021.

#### 1.8 Performance Report

The January 2021 Delivery Dashboard was noted.

## 1.9 Combined Authority Monitoring and Evaluation Framework 2021

It was resolved to adopt the Monitoring and Evaluation Framework for 2021.

## 1.10 Combined Authority Business Plan and Annual Report 2021-22

It was resolved to:

- a) Review the draft 2021/22 Combined Authority Annual Report and Business Plan attached at Appendix 1 and consider any appropriate amendments;
- b) Delegate authority to the Chief Executives to finalise the Annual Report and Business Plan for publication in the light of the views of the Combined Authority Board.

## 1.11 Relationship between Risk and Change Control

It was resolved to:

Approve the adoption of the Relationship between Risk and Change Control document as recommended by the Audit and Governance Committee.

## Part 2 – Finance

### 2.1. Budget Monitor Report: January 2021

It was resolved to:

- a) Note the financial position of the Combined Authority for the year to date.



- b) Approve the movement of £900k from Subject to Approval to Approved budget for the Digital Connectivity Infrastructure Programme
- c) Note the Chief Finance Officer's acceptance of additional funding to support business through the EU exit grant and associated expenditure.
- d) Approve the amendment to the limit on investment balances held with Money Market Funds in the current Treasury Management Strategy.

## 2.2 Mayor's Budget 2021-22

It was resolved to:

Approve the Mayor's draft budget for 2021-22.

## 2.3 2021-22 Budget and Medium-Term Financial Plan 2021-25

It was resolved to:

- a) Approve the revenue budget for 2021/22 and the Medium-Term Financial Plan 2021/22 to 2024/25.
- b) Approve the capital programme 2021/22 to 2024/25

## 2.4 Transport Levy 2021-22

It was resolved to approve the amount and apportionment of the Transport Levy for the 2021-22 financial year as set out below:

Total Levy: £13,039,675

Peterborough City Council: £3,793,659

Cambridgeshire County Council: £9,246,016

## Part 3 – Combined Authority Decisions

### 3.1 CAM Update January 2021

This report was withdrawn.

### 3.2 Market Towns Programme Investment Prospectus - Approval of Third Tranche of Project Proposals

It was resolved to:

Approve project proposals received under Market Towns Programme and in response to town centre Covid-19 recovery received from Fenland, East Cambridgeshire, and Huntingdonshire to the sum of £4,143,079.

### 3.2 Business Growth Service – Growth Company Board

It was resolved to:

- a) Approve the appointment of Barclays Bank as Company Bankers.
- b) Approve amendment of the Accounting Reference Date from 31st August 21 to 31 March 2021.
- c) Approve amendment of the Company's name at Companies House from Peterborough and Cambridgeshire Business Growth Co Ltd to Cambridgeshire and Peterborough Business Growth Co Ltd.
- d) Approve access for staff employed in Growth Co, to the NEST Pension Scheme with a total contribution of 10%, of which there is a 5% minimum employer contribution.

- e) To grant the Monitoring Officer delegated authority, in consultation with the Director of Business and Skills to agree a final Shareholder Agreement in substantively the same form as is set out in Appendix 1 and to execute the agreement and any related deeds of adherence and succession or of amendment and restatement necessary to substitute it for the previous Shareholder Agreement approved by the Combined Authority.

By recommendation to the Combined Authority Board

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

### 4.1 A16 Norwood Improvements

It was resolved to:

Approve the drawdown of £630,000 from the Medium-Term Financial Plan to produce the Outline Business Case. This includes £320,000 carry forward from the current financial year subject to approval budget.

### 4.2 London Luton Airport Air Space (Stack) Consultation

It was resolved to:

Delegate authority to the Director of Delivery and Strategy, in consultation with the Chair of the Transport and Infrastructure Committee, to respond to the consultation on behalf of the Transport and Infrastructure Committee, reflecting the Committee and Board's discussions.

### 4.3 Greater Cambridge Partnership Consultations - Waterbeach to Cambridge and Eastern Access

It was resolved to:

- a) Approve the proposed consultation response commentary in relation to the Greater Cambridge Partnership's Waterbeach to Cambridge proposals, with a recommendation that they are issued on behalf of the Combined Authority;
- b) Approve the proposed consultation response commentary in relation to the Greater Cambridge Partnership's Greater Cambridge Partnership's Eastern Access proposals, with a recommendation that they are issued on behalf of the Combined Authority.

n/a Additional report added to the agenda after publication: Amendment to Terms of Reference – Transport and Infrastructure Committee

It was resolved to:

Authorise the Monitoring Officer to amend Chapter 8 of the Constitution of the Combined Authority Board (Transport and Infrastructure Committee), Section 3, to include: 3.2.13 *Review matters related to the CAM scheme prepared by the Greater Cambridge Partnership and make representations to the GCP Executive Board related to CAM matters.*

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

### 5.1 Community Land Trust Business Case

It was resolved to approve the Community Land Trust Business Case at Appendix 1 of the report.

## Part 6 – Skills Committee recommendations to the Combined Authority Board

### 6.1 Local Growth Fund Programme Management Review January 2021

It was resolved to:

- a) Approve the project change request for Cambridge Medipark Ltd Biomedical Multi-occupancy building project; and

- b) Approve the project change request for the Cambridgeshire Skills March Adult Education Project;
- c) Note the programme updates outlined in the report to the Business Board.

## 6.2: University of Peterborough Phase 2 - Incorporation of PropCo2

It was resolved to:

- a) Delegate authority to the Director of Business and Skills, in consultation with the Lead Member for Economic Growth, the Section 73 Officer and the Monitoring Officer, to develop the necessary legal documentation for the Peterborough R&D Property Company.
- b) Approve the Business Plan for Peterborough R&D Property Company Ltd.
- c) Consent to Peterborough R&D Property Company Ltd entering into the contract with the commercial operation which is successful in the procurement exercise.

## 6.3 University of Peterborough Phase 2 Manufacturing and Materials Research and Development Centre Project

It was resolved to:

- a) Agree to the £1.13m increase in equity investment from the existing project partner into the Peterborough R&D Property Company Ltd.
- b) Subject to the approval of recommendation (a), to note the new revised total project budget of £19.5 million and the revised shareholding split in Peterborough R&D Property Company Ltd, the Joint Venture Company delivering the project.

## 6.4 Local Enterprise Partnership Partnering Strategy

It was resolved to:

Approve the Partnering Strategies approach between the Business Board and:

- i. The OxCam LEPs;
- ii. NALEP, GLLEP & SEMLEP; and
- iii. The LEP Network.