



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Cambridgeshire & Peterborough Combined Authority

Reports from Constituent Council Representatives on the Combined Authority

Audit and Governance Committee
11 March 2022
Councillor Tony Mason

Overview and Scrutiny Committee
28 March 2022
Councillor Judith Rippeth
Councillor Aidan Van de Weyer

Combined Authority Board
30 March 2022
Councillor Bridget Smith

The above meetings have taken place in March 2022.

Audit and Governance Committee – 11 March 2022

The Audit and Governance Committee met on 11 March 2022; the decision summary is attached as Appendix 1.

Overview and Scrutiny Committee – 28 March 2022

The Overview and Scrutiny Committee met on 28 March 2022; the decision summary is attached as Appendix 2.

Combined Authority Board – 30 March 2022

The Combined Authority Board met on 30 March 2022; the decision summary is attached as Appendix 3.

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

Audit and Governance Committee Decision Summary

Meeting: 11 March 2022

Agenda/Minutes: [Audit and Governance Committee – 11 March 2022](#)

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 Cllr Mason, substituted by Cllr Fane. No disclosable interests were declared.
2	Chair's Announcements	There were no announcements from the Chair
3	Minutes of the Previous Meeting and Action Notes	A query was raised regarding para 3.2 of the minutes and whether the affordable housing programme was a result of the Housing Infrastructure Fund rather than the original devolution deal. Officers agreed to check and confirm this. It was resolved that the minutes from the meeting held on 28 January 2022, subject to any amendment as outlined above, be approved. The Actions from the previous meeting were noted.
4	Combined Authority Update	The Committee received a verbal update from the Chief Executive Officer for the Combined Authority, Eileen Milner.
5	Corporate Risk Register	<u>RESOLVED:</u> That the Committee note the report.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
6	Internal Audit Progress Report	<p>The Committee received the report from the Internal Auditor, Dan Harris (RSM) which provided an update on the progress being made against the internal audit plan for 2021/22.</p> <p><u>RESOLVED:</u></p> <p>That</p> <ol style="list-style-type: none"> 1. The Audit Report on the One Cam closure be referred to the CA Board. 2. The progress reports.
7	Internal Audit – Audit Plan 22/23	<p>The Internal Auditor, Dan Harris (RSM) introduced the report the purpose of which was for the Committee to consider themes for internal audit coverage for 2022/23 to inform the development of the Combined Authority's audit plan.</p> <p><u>RESOLVED:</u></p> <ol style="list-style-type: none"> 1. That the Committee note the report. 2. That the 2022/23 internal audit of data protection could commence in Quarter 1. 3. That the proposed 22/23 Internal Audit Programme would be brought before the Committee at their meeting in June, allowing time for the revised risk register to be taken into account.
8.	External Audit – Annual Audit Report	<p>The External Auditor, Mark Hodgson (Ernst & Young) introduced the report. The report replaced the Annual Audit Letter that the Committee had received in the past.</p> <p><u>RESOLVED:</u></p> <p>That the Committee receive and note the Audit Results report for 2020/21</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
9.	Assurance Framework	<p>The Committee received the report from Reena Roojam, Lawyer.</p> <p><u>RESOLVED:</u></p> <ol style="list-style-type: none"> 1. That the amended draft of the Local Assurance Framework be approved and recommended to the Combined Authority Board. 2. That it be noted that the Local Assurance Framework would be presented to the Business Board on 14 March 2022.
10.	Review of Governance and Ways of Working	<p>The Committee received the report from the Interim Head of Governance which provided the Committee with an overview of the purpose of the review of governance and ways of working</p> <p><u>RESOLVED:</u></p> <p>That the Committee note the progress made in the review since January 2022.</p>
11.	Terms of Reference – Climate Change Working Group	<p>The Committee received the report from Adrian Cannard, Strategic Planning Manager.</p> <p><u>RESOLVED:</u></p> <p>That the Committee note the report.</p>
12.	Financial Strategies	<p>Robert Emery, Chief Accountant and Deputy S73 Officer introduced the report the purpose of which was for the Committee to review and comment on the proposed Investment Strategy for 2022/23 and to review the in-year actual performance to 31st January 2022 against the prudential indicators included within the Treasury Management and Capital Strategies.</p> <p><u>RESOLVED:</u></p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		That the Committee note the report
13.	Information Governance Update	<p>Susan Hall, Governance Officer introduced the report which updated the Committee on the current position with regards to Information Governance.</p> <p><u>RESOLVED:</u></p> <p>That the Committee note the report</p>
14.	Draft Annual Report	<p>The Chair of the Committee introduced the report and asked for comments. Councillor Bull commented that although a committee member he still felt somewhat detached from the CPCA. The Chair agreed that because of the nature of the CA it could sometimes be difficult for Members to fully engage with the organisation, and he would add an extra point into the report to encapsulate this.</p> <p><u>RESOLVED:</u></p> <p>That the draft report, subject to the changes identified above, be agreed</p>
15	Work Programme	<p>The Committee received and noted the work programme with the below additions being agreed.</p> <p>That an offline briefing session on the new risk register be organised for the Committee prior to its formal presentation at the meeting in June.</p> <p>That a development session on Financial Strategies be arranged for the Committee in the next municipal year.</p>
16	Date of next meeting	The Committee would next meet on Friday, 10 June 2022 at 10:00 Venue to be confirmed.

Overview and Scrutiny Committee Decision Summary

Meeting: 28 March 2022

Agenda/Minutes: [Overview and Scrutiny Committee – 28 March 2022](#)

Chair: Cllr Lorna Dupré

Summary of decisions taken at this meeting

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
1.	Apologies	Cllr M Goldsack, Cambridgeshire County Council. Cllr D Dew Huntingdonshire District Council. There were no substitutes.
2.	Declarations of Interest	No declarations of interest were made.
3.	Minutes of the Previous Meeting	The minutes of the meeting held on 24 January 2022 were agreed as an accurate record.
4.	Public Questions	No public questions were received.
5.	Overview and Scrutiny Committee Annual Report and CfGS Review Feedback	Councillor Dupre, Chair of the Overview and Scrutiny Committee introduced the report. <u>RESOLVED:</u> That the Committee approve the draft Annual Report of the Chair of Overview and Scrutiny Committee for 2021/22 and that it be submitted to the CA Board at their Annual General Meeting being held on 8 June.
6.	CPCA Climate Change Plans	The Committee received the report from Councillor Michael Atkins, the Overview and Scrutiny Lead Member for Climate Change and Environment. The report had been

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>written to accompany the Cambridgeshire and Peterborough Climate Action Plan 2022-2025 and was intended to provide a summary for members, highlighting key areas of risk or challenge that the Committee might wish to consider.</p> <p><u>RESOLVED:</u></p> <p>That:</p> <ol style="list-style-type: none"> a) The Report and the Climate Action Plan be noted. b) The Energy Hub be invited to a meeting in June to have further discussion about insulation and the retrofitting of homes c) A further report on the Action Plan be scheduled for the September meeting of the Committee and that the Independent Climate Commission be invited to attend.
7.	Accommodation Strategy Update	The Committee received a verbal update from Nick Sweeney, the Residential Development Manager. The information was noted.
8.	One Cam Closure Update	The Committee received a verbal update from Cllr Davey. The information was noted.
9.	Combined Authority Forward Plan	The Forward Plan was noted.
10.	Work Programme	<p>The Committee noted the work programme and suggested the following items for the next municipal year:</p> <ul style="list-style-type: none"> • The Energy Hub be invited to a meeting in June to have further discussion about insulation and the retrofitting of homes • A further report on the Climate Action Plan be scheduled for the September meeting of the Committee and that the Independent Climate Commission be invited to attend. • The future of the CA Housing Purpose and Function • The Skills agenda

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p><u>RESOLVED:</u></p> <p>That the Committee approve the scoping document for the review of the provision of community learning across the CPCA area.</p>
11.	Date and Time of Next Meeting	<p>It was agreed by the Committee that the provisional date set in April was not required and that therefore the next meeting would be the first of the new municipal year, which was scheduled for Monday 13 June.</p>

Combined Authority Board Decision Summary

Meeting: 30 March 2022

Agenda/Minutes: [Combined Authority Board - 30 March 2022](#)

Chair: Mayor Dr Nik Johnson

Summary of decisions taken at this meeting

Combined Authority Board Decision Summary

Part 1 - Governance Items

1.1 Announcements, Apologies for Absence and Declarations of Interest

There were no apologies for absence or declarations of interest.

1.2 Minutes - 26 January 2022 and Action Log

The minutes of the meeting on 26 January 2022 were approved as an accurate record and signed by the Mayor.

The Action Log was noted.

1.3 Petitions

No petitions were received.

1.4 Public Questions

No public questions were received.

Part 2 – Finance

2.1 Budget Monitoring Report – March 2022

It was resolved to:

- a) Note the financial position of the Combined Authority for the financial year to date.
- b) Approve the forecast slippage of unspent project budgets on the capital programme of £49.7m and on the revenue budget of £2,278k
- c) Approve the execution of the revised MoU, and associated repayment of £22m, for the Green Homes retrofit programme phase 2 (LAD2) with BEIS.
- d) Approve the additions to the capital programme and revenue MTFP as set out in section 6.

2.2 2022-23 Financial Strategies

It was resolved to:

- a) Approve the following financial strategies:
 - i. The Capital Strategy 2022-23
 - ii. The Investment Strategy 2022-23

iii. The Treasury Management Strategy 2022-23

b) Approve the Minimum Revenue Provision statement for 2022-23

Part 3 – Combined Authority Decisions

3.1 Sustainable Growth Ambition Statement

It was resolved to adopt the Sustainable Growth Ambition Statement attached at Appendix 1.

3.2 University of Peterborough Phase 2 novation of a Design Contract between CPCA and Mace Ltd to PropCo2 (Peterborough R&D Property Company Limited)

It was resolved to delegate authority to the Director of Housing and Development (in consultation with the Monitoring Officer and Chief Finance Officer) to novate the design contract between CPCA and MACE Limited from CPCA to PropCo2 (Peterborough R&D Property Company Limited).

3.3 Combined Authority Office Accommodation

It was resolved to:

- a) Identify Pathfinder House, Huntingdon, as the preferred option for corporate office accommodation.
- b) Authorise the acquisition of a leasehold property interest and delegate authority to the Chief Executive to finalise tenancy terms in consultation with the Mayor.
- c) Authorise the acceptance of a tenancy at will to facilitate operational occupation until formal lease documentation can be finalised.

- d) Delegate authority to the Chief Executive to approve a preferred layout and design, and to incur associated expenditure to implement that design.

3.4 Climate Change Action Plan

It was resolved to agree the Climate Action Plan.

3.5 Market Towns Programme – Approval of Recommended Projects (Funding Call 8 - March 2022)

It was resolved to:

- a) Approve the project bid received under Market Towns Programme for the town of Soham in East Cambridgeshire to the sum of £330,000.
- b) Consider the request received from Huntingdonshire District Council and East Cambridgeshire District Council to extend the approval timeline to secure remaining programme budget allocations for Huntingdonshire (£802,150 for the towns of Huntingdon and St Ives) and East Cambridgeshire (£1m for the town of Littleport), and agree to:
 - i. Approve the request and extend the deadline for project bids to **31 March 2023**.

3.6 Transforming Cities Fund Report

It was resolved to:

- a) Note the contents of the Annual Transforming Cities Fund Report (Appendix 1) for submission to Department for Transport (DfT)
- b) Support the principle of utilisation of TCF Capital underspend to support Sustainable Transport schemes (Active Travel & Bus Improvements) as agreed in future budget reports.
- c) To delegate authority to the Chief Executive Officer to submit the Transforming Cities Fund Report to DfT

3.7 Skills Bootcamps Wave 3

It was resolved to:

- a) Accept the Grant offer of £4,891,985 from the Department for Education (DfE) to deliver Wave 3 Skills Bootcamps for the 2022- 23 financial year and approve the addition of a corresponding budget for delivery of the Bootcamps in the 2022-23 budget.
- b) Delegate authority to the Chief Executive, in consultation with the Chief Finance Officer and Monitoring Officer, to:
 - i. Make awards to and enter grant agreements with existing training providers to deliver Skills Bootcamps where procurement rules allow.
 - ii. Make awards to and enter into grant agreements with new providers for Wave 3 following an appropriate appointment exercise.

By recommendation to the Combined Authority Board

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

4.1 A141 and St Ives

It was resolved to:

- a) Approve the drawdown of £2.3 million for the consultation and commencement of the St Ives Local Improvement Schemes.
- b) Delegate authority to the Head of Transport and Chief Finance Officer to agree a Grant Funding Agreement with Cambridgeshire County Council.

4.2 Demand Responsive Transport

It was resolved to note that the Demand Responsive Transport (DRT) trial has been extended from ending in April to ending in July. The service will be retendered to allow a seamless transition from original contract to new contract.

4.3 March Area Transport Study: Broad Street Scheme

It was resolved to:

- a) Re-purpose £586,205 of CPCA Future High Street Fund monies to undertake the initial phases of the March Area Transport Study Broad Street construction.
- b) Approve the drawdown of £3,780,387 for the construction of March Area Transport Study Broad Street scheme, in full, (subject to the independent evaluation and sign off of the Full Business Case by the Combined Authority Board at a future meeting).
- c) Delegate authority to the Head of Transport and Chief Finance Officer to enter into Grant Funding Agreements with Cambridgeshire County Council in relation to the March Area Transport Study.

4.4 E-Scooter Trial and E-Bike Update

It was resolved to:

- a) Approve the extension of the e-scooter trial to 30 November 2022.
- b) Approve market engagement and a procurement process to enable the expansion of the e-bike service region wide.
- c) Delegate authority to the Head of Transport in consultation with the Chief Finance Officer and Chief Legal Officer to enter a contract with the successful tenderer.

Part 5 – Skills Committee recommendations to the Combined Authority

5.1 Adult Education Budget Funding Allocations 2022/23 and Proposed Funding Policy Changes

It was resolved to:

- a) Approve the funding allocations for the 2022/23 academic year, from the devolved Adult Education Budget (AEB) to the grant-holders, set out in Table A to the report.
- b) Approve the funding allocations for the 2022/23 academic year from the delegated National Skills Fund for level 3 courses, to the grant-holders set out in Table A to the report.
- c) Delegate authority to the Interim Associate Director of Skills in consultation with Chief Finance Officer and Monitoring Officer, to enter into multi-year grant funding agreements with the grant holders set out in Table A to the report, for a three-year period.
- d) Approve the funding policy changes and flexibilities for the 2022/23 academic year.

Part 6 – Business Board recommendations to the Combined Authority

6.1 Local Growth Fund Management Budget

It was resolved to approve the reprofile of the Local Growth Fund's management budget into 2023/2024.

Part 7 – Governance Reports

7.1 Annual Report and Business Plan 2022/23

The 2022/23 Annual Report and Business Plan was not approved.

7.2 Performance Management of the Sustainable Growth Ambition Statement

It was resolved to:

- a) Adopt the approach to performance management summarised in section 4 of the report.
- b) Adopt its initial set of strategic indicators as shown in table 1, Appendix 1.
- c) Agree future reporting timescales set out in section 5 of this report, including the removal of the 'key projects' profile element of the Performance Dashboard.

7.3 Local Assurance Framework

It was resolved to approve the amended draft of the Local Assurance Framework and to delegate authority to the Monitoring Officer (in consultation with the Chief Finance Officer and Chair of the Audit and Governance Committee), to make the relevant changes to the Local Assurance Framework.

7.4 Forward Plan

It was resolved to approve the Forward Plan.