



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

COMBINED AUTHORITY BOARD

Date: Wednesday, 27 October 2021

Democratic Services

Robert Parkin Dip. LG.
Chief Legal Officer and Monitoring Officer

10:00 AM

72 Market Street
Ely
Cambridgeshire
CB7 4LS

Sand Martin House, Bittern Way, Peterborough PE2 8TY
[Venue Address]

AGENDA

Open to Public and Press

Part 1 - Governance Items

1.1 Announcements, Apologies and Declarations of Interest

At this point Members must declare whether they have a disclosable pecuniary interest, or other interest, in any of the items on the agenda, unless it is already entered in the register of members' interests

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The Combined Authority Board comprises the following members:

For more information about this meeting, including access arrangements and facilities for people with disabilities, please contact

The legal provision for virtual meetings no longer exists and meetings of the Combined Authority therefore take place physically and are open to the public. Public access to meetings is managed in accordance with current COVID-19 regulations and therefore if you wish to attend a meeting of the Combined Authority, please contact the Committee Clerk who will be able to advise you further.

Mayor Dr Nik Johnson

Austen Adams

Councillor Anna Bailey

Councillor Chris Boden

Councillor Wayne Fitzgerald

Councillor Ryan Fuller

Councillor Lewis Herbert

Councillor Lucy Nethsingha

Councillor Bridget Smith

Councillor Edna Murphy (Non-voting Member)

Darryl Preston (Non-voting Member)

Jan Thomas (Non-voting Member)

Clerk Name:	Richenda Greenhill
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**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Agenda Item No: 1.2

Cambridgeshire and Peterborough Combined Authority: Minutes

Date: Wednesday

Time: 10.30am – 2.41pm

Venue: Council Chamber, Fenland District Council, March PE15 8NQ

Present: Mayor Dr Nik Johnson

A Adams - Chair of the Business Board, Councillor A Bailey – East Cambridgeshire District Council, Councillor C Boden – Fenland District Council, Councillor W Fitzgerald – Peterborough City Council, Councillor R Fuller – Huntingdonshire District Council, Councillor L Herbert – Cambridge City Council, Councillor L Nethsingha – Cambridgeshire County Council and Councillor B Smith – South Cambridgeshire District Council

Co-opted Members: D Preston – Police and Crime Commissioner, J Thomas - Clinical Commissioning Group

Apologies: Councillor Edna Murphy – Fire Authority

Also present: Councillor L Dupré, Chair - Overview and Scrutiny Committee

76. Announcements, apologies and declarations of interest

The Mayor announced that the Cambridgeshire and Peterborough Combined Authority was now an accredited Living Wage Employer. This meant that every member of staff would earn a real Living Wage. This commitment applied not only to the Combined Authority's directly employed staff but also to third party contracted staff. The Mayor also offered his congratulations to Austen Adams on his re-appointment to the Business Board for a second term alongside Professor Andy Neely, Tina Barsby and the previous chair Aamir Khalid. This demonstrated that the Business Board was not only continuing to attract members of the highest calibre, but was also retaining them.

Apologies for absence were received as recorded above.

Declarations of interest were made by Councillors A Bailey and L Herbert in relation to Items 3.1 and 5.1, in that Councillor Bailey was a trustee of East Cambridgeshire Community Land Trust and Councillor Herbert's partner was a Director of Cross Keys Homes Limited. Minutes 88 and 97 below refer.

77. Minutes – 25th August 2021

The minutes of the meeting on 25 August 2021 were approved as an accurate record and signed by the Mayor. The minutes action log was noted.

An error to the approved minutes of the meeting on 30 June 2021 was noted, whereby a comment on climate change made by Councillor Boden was incorrectly attributed to Councillor Bailey. A note would be placed on the minutes of the June meeting to make this clear.

78. Petitions

No petitions were received.

79. Public questions

One public question had been received after the deadline set out in the Constitution. This would be heard at the October meeting.

80. Annotated Forward Plan – 19 September 2021

On being proposed by the Mayor, seconded by Councillor Smith, it was resolved unanimously to:

Approve the Forward Plan.

81. Combined Authority Board and Committee Appointments September 2021

The Board received a report detailing changes to the substitute membership of the Combined Authority Board and the Housing and Communities Committee and the membership of the Overview and Scrutiny Committee.

Councillor Boden asked for clarification of why the appointment of members and substitutes to the Combined Authority Board and the Overview and Scrutiny Committee were for noting only and the appointment of a substitute to the Housing and Communities Committee was for ratification. The Monitoring Officer stated that appointments to Executive Committees were a matter for the Combined Authority Board and so the appointment made under his delegated authority required the Board's ratification. Appointments to the Combined Authority Board and Overview and Scrutiny Committee were notified by constituent councils and so were for noting only.

On being proposed by the Mayor, seconded by Councillor Herbert, it was resolved unanimously to:

- a) Note the appointment by South Cambridgeshire District Council of Councillor John Williams as its substitute member on the Combined Authority Board for the remainder of the municipal year 2021/2022.
- b) Note the appointment by Cambridge City Council of Councillor Simon Smith as its substitute member on the Overview and Scrutiny Committee for the remainder of the municipal year 2021/2022.
- c) Note the appointment by Cambridgeshire County Council of Councillor Michael Atkins as one of its members on the Overview and Scrutiny Committee for the remainder of the municipal year 2021/2022.
- d) Ratify the appointment by Cambridgeshire County Council of Councillor Lucy Nethsingha as its substitute member on the Housing and Communities Committee for the remainder of the municipal year 2021/2022.

82. Appointment of Independent Remuneration Panel to review Members' Allowance Scheme

The Board considered proposals to establish an Independent Remuneration Panel (IRP) to review the Mayor's allowance. Constituent councils had been consulted and it had been proposed to appoint the chairs of their respective IRPs. However, it had since come to officers' attention that some IRP chairs were shared across constituent councils. To address this the officer recommendation was being revised to recommend that the Board:

Agree that an Independent Remuneration Panel made up of the Chairs of the Independent Remuneration Panels of the Constituent Councils, *or their nominated alternative member*, be constituted to review the Members' Allowance Scheme for the Combined Authority in relation to the Mayor's allowance.

Additional text in *italics*

Speaking to the amended officer recommendation, Councillor Boden commented that he felt the proposed process was excessive both in relation to the proposed size of the IRP and the engagement of an outside organisation to administer it. His preference was to keep the arrangements simple. Councillor Fuller concurred, commenting that members of IRPs were inherently independent and so would not in any case be representative of their respective constituent council. His preference was to appoint the chair of the IRP and let them let them appoint their own panellists.

Councillor Bailey commented that there were already IRPs convened within the Combined Authority area so she would prefer to use one of those to draw on the expertise already available.

Councillor Smith commented that she judged the proposed process to be fair, open and transparent.

The Mayor stated that his wish was for the Combined Authority to make decisions collectively and the process proposed would be representative of the whole of Cambridgeshire and Peterborough.

Councillor Fitzgerald commented that he could not compel the chair of Peterborough City Council's IRP to take part and so he could not support the proposal. He would though be content for a constituent council's convened panel to carry out the review.

Councillor Boden sought advice on whether it was appropriate for the Mayor to vote on this issue. The Monitoring Officer stated that he was unaware of previous practice, but that there was no disclosable pecuniary interest involved and so no reason for the Mayor not to participate in the vote.

Mr Adams commented that this proposal should have been discussed at a Leader's strategy meeting and expressed his frustration at the inefficient use of the Board's time.

With the consent of the meeting, Councillor Fuller proposed a revision to the amendment, seconded by Councillor Boden, that the Board:

Agree to the appointment of a Chair of that an Independent Remuneration Panel made up of the Chairs of the Independent Remuneration Panels of the Constituent Councils, or their nominated alternative member, be constituted to review the Members' Allowance Scheme for the Combined Authority in relation to the Mayor's allowance. The Chair to appoint a Panel which is representative of the Combined Authority area.

Councillor Nethsingha commented that she would have an issue with this proposal if it was proposed that the Mayor should appoint the chair of the IRP which would be reviewing his allowance. She suggested that an alternative might be to make use of the Cambridgeshire County Council and Peterborough City Council joint IRP. The Mayor endorsed this proposal, further suggesting that the Board invite an officer from a constituent council to manage the Independent Remuneration Panel.

On being proposed by Councillor Fuller, seconded by Councillor Nethsingha, it was resolved by a majority of those present and voting to:

- a) Agree that the Independent Remuneration Panel of Cambridgeshire County Council and Peterborough City Council be approached to review the Members' Allowance Scheme for the Combined Authority in relation to the Mayor's allowance.
- b) Invite an officer from a constituent council to manage the Independent Remuneration Panel.

83. Overview and Scrutiny Committee Arrangements - Review of Recommendations from the Centre for Governance and Scrutiny

The Board received a report detailing the recommendations and action plan from the Centre for Governance and Scrutiny (CfGS) following its review of the Combined Authority's scrutiny arrangements.

Councillor Bailey, seconded by Councillor Boden, proposed the following amendment:

That the Board:

Note the recommendations from the Centre for Governance and Scrutiny and provide any comments or feedback to the Overview and Scrutiny Committee.

The Board notes the importance of Overview and Scrutiny Committee scrutinising Mayoral Decision Notices, as those Notices bypass the normal checks and balances of the Combined Authority.

Further, the Board also disagrees with some of the other recommendations from the Centre for Governance and Scrutiny and instruct that the comments of the Board are sent to the Overview and Scrutiny Committee.

(Additional text in **bold**)

Speaking to the amendment, Councillor Bailey commented that it was for the Overview and Scrutiny (O&S) Committee to determine how it conducted its business and what issues it should examine. She was therefore surprised by the extent to which this seemed to have been influenced by the Mayor's wishes. Councillor Bailey asked that the Board's comments on the proposals should be captured and fed back to O&S. She would want to highlight the importance of scrutinising Mayoral decision notices as these bypassed normal checks and balances and she would want to see O&S's role in this recognised. She questioned whether the practice of O&S submitting questions in advance of Board meetings and receiving pre-prepared answers was the best use of its time. She would like to see O&S going back to the fundamental commitments on which the Combined Authority was founded including doubling GVA and delivering affordable housing and jobs. Councillor Bailey considered the proposal of a Mayor's question time being held only once a year as unacceptable, judging that these should be held more frequently in order for the Mayor to be held properly to account. Councillor Boden concurred with these views, commenting that a strong role for O&S would support good governance within the organisation.

The Mayor stated that he had made clear that he was happy to appear at O&S both in his capacity as mayor and as the chair of the Transport and Infrastructure Committee and to have discussions with the chair and vice chair of O&S around how that was achieved. He also agreed that Mayoral decision notices should be considered by O&S.

The Mayor exercised his discretion as chair to invite the views of Councillor Dupré, Chair of the Overview and Scrutiny Committee. Councillor Dupré agreed that O&S had a role to play in relation to Mayoral decision notices and noted the concerns expressed previously by the Committee in relation to the use of general exception notices. She advised that the Committee did not want to give up its right to ask questions at Combined Authority Board meetings at this stage. It would consider any comments from the Board on the proposals, but it would be for O&S to decide how to manage its business.

Councillor Herbert commented that he was more interested in O&S's response to the CfGS recommendations than that of the Combined Authority Board and believed that the response should be guided by the Committee's views. He agreed that O&S should be supported to examine key policy issues.

Councillor Boden suggested that governance issues should be discussed at Leaders' strategy meetings and that governance items should be placed at the end of the Board's agenda. The Mayor stated that the governance review would cover these issues.

Councillor Bailey commented that it was her wish that the differing views amongst Board members should be captured and shared with O&S. As this had been achieved she withdrew the second paragraph of her amendment.

On the revised amendment being proposed by Councillor Bailey, seconded by Councillor Boden, it was resolved unanimously to:

- a) Note the recommendations from the Centre for Governance and Scrutiny and provide any comments or feedback to the Overview and Scrutiny Committee.
- b) Note the importance of Overview and Scrutiny Committee scrutinising Mayoral Decision Notices, as those Notices bypass the normal checks and balances of the Combined Authority.

84. Corporate Risk Management Strategy and Risk Register

The review of the Corporate Risk Management Strategy and Risk Register was subject to regular review by the Audit and Governance (A&G) Committee. Following its most recent review, A&G had recommended that the Board consider whether the significance of the residual risk for Climate Change had been properly calibrated.

Mr Adams suggested that officers should consider this issue and make recommendations to either a Leaders' strategy meeting or to the Board for consideration.

Councillor Nethsingha commented that the Board was being asked to consider whether it shared A&G's concerns around the calibration of the residual risk associated with climate change. If it did the matter would be returned to A&G for further consideration.

The Mayor thanked A&G for bringing this matter to the Board's attention. He shared the concerns expressed around the risk associated with climate change being so low and would welcome A&G looking at that again. The findings could then be considered at a future Leaders' strategy meeting.

On being proposed by the Mayor, seconded by Councillor Nethsingha, it was resolved unanimously to:

- a) Consider, in the light of a request by the Combined Authority Audit and Governance Committee, whether the significance of the residual risk for Climate Change has been properly calibrated.
- b) Provide any comments arising to the Audit and Governance Committee.

85. Business Plan 2021-22 Mid-Year Refresh

The Board was invited to approve the 2021/22 Business Plan Mid-Year Refresh, in line with the process agreed by the Board on 27 January 2021.

Councillor Bailey commented that the Combined Authority was now four months into a new mayoral term and that she could see nothing new in the organisation's priorities. She was troubled by the lack of any new asks for Cambridgeshire and Peterborough from the comprehensive spending review and sought confirmation of whether the Mayor was personally committed to every one of the 18 key projects identified in the report, including A10 junctions and dualling and Soham Station Phase 2.

Councillor Nethsingha welcomed the concise summary of the 18 key projects, but felt that in future more detail was needed around individual business cases and budgets in addition to this summary.

Councillor Herbert suggested that there might be value in inviting each constituent council to identify the top three priorities for its own area as the basis for further dialogue.

Councillor Smith agreed that a conversation around each constituent council's priorities was needed. She also judged that a wider discussion was needed around roads projects and active travel and carbon zero transport options.

Councillor Boden welcomed the debate. Whilst the Mayor might not yet be in a position to identify his priorities this would be needed to enable the Board to understand the context in which it was working. There would not always be consensus between Board members and so the Mayor's leadership and direction were important.

Ms Thomas commented that the Board as a whole faced a real challenge in identifying how best to improve the health and wellbeing of the population in the widest sense of levelling up. She suggested it might be helpful to look at the facts relating to the local population at a Leaders' strategy meeting and work from those.

Councillor Fuller commented that district councils were required to deliver housing and jobs and that the Combined Authority was also a delivery authority.

The Mayor stated that he would be meeting with all of the constituent council leaders and their chief executives in October to discuss these issues together. They had every right to talk about the priorities for their own areas, but as a Board they must look collectively at the priorities for the Combined Authority area as a whole in the context of compassion, co-operation and community. Against that background the key priorities were public health, the thirty one recommendations from the Independent Commission

on Climate Change and culture. How these would be put into practice was for the Board to decide together.

On being proposed by the Mayor, seconded by Councillor Bailey, it was resolved unanimously to:

Approve the 2021/22 Business Plan Mid-Year Refresh.

86. Local Assurance Framework Annual Review

The Board was asked to review and approve the revised Local Assurance Framework. The revised Framework had been reviewed by MHCLG (now DLUHC), the Audit and Governance Committee and the Business Board and both a clean copy and a version showing tracked changes from the previous iteration were included as appendices to the report. Revisions included some clarification around the Green Book and valuations and updated references to the first Gateway Review.

Councillor Boden suggested that future iterations should expand the reference to portfolios in the final paragraph of 3.2 and remove tracked formatting changes so that substantive changes are more easily identified.

On being proposed by the Mayor, seconded by Councillor Nethsingha, it was resolved unanimously to:

Approve the revised Assurance Framework.

The meeting was adjourned from 11.31 – 11.39am.

87. Budget Monitor Update

The Board received an update on the Combined Authority's financial position as of 31 July 2021. Members were advised that the table at paragraph 3 should have updated to reflect the increase in forecast income of c£400k bus service operator grant shown at Appendix 1. Attention was also drawn to the recommendation from the Business Board to increase the Growth Hub budget in accordance with the additional funding available and for the requirements of the award to be delivered via the Cambridgeshire & Peterborough Business Growth Company (Growth Co.). Key variations again related to the impact of Covid on apprenticeships, the Covid-related underspend on the Adult Education Budget and the CAM project. Since publication, notification had been received of additional grant income of £18.7m for the Affordable Housing Programme. Slippage of around £3.5m was reported in relation to the CAM project and A10 dualling. Officers confirmed that the figure for the Mayor's allowance included on-costs.

Cllr Nethsingha asked what progress was being made on spending monies associated with the national bus strategy and what conversations were taking place around this. Officers stated that additional funding had been received from the Department for Transport (DfT) to keep buses running at a minimum 97% of usual service levels, but that this funding would run out at the end of March 2022. The final set of data relating to the national bus strategy was expected the following day.

Councillor Bailey commented that she would like to see the Bus Task Force re-instated. The Mayor stated that this could be discussed at a future Leaders' strategy meeting.

On being proposed by the Mayor, seconded by Councillor Herbert, it was resolved unanimously to:

- a) Note the financial position of the Combined Authority for the year to date.
- b) Note the award of an additional £424,116 to the Combined Authority by the Department for Transport
- c) Note the increase in the Growth Hub Funding of £290.5k.
- d) Approve the recommendation from the Business Board to increase the Growth Hub budget in accordance with the additional funding and for the requirements of the award to be delivered via the Cambridgeshire & Peterborough Business Growth Company (Growth Co.)

88. Implementation of the revised Affordable Housing Programme

Declarations of interest were made in this item at the start of the meeting by Councillors A Bailey and L Herbert, in that Councillor Bailey was a trustee of East Cambridgeshire Community Land Trust and Councillor Herbert's partner was a Director of Cross Keys Homes Limited. Minute 76 above refers.

The Board was advised that the Ministry for Housing, Communities and Local Government (since renamed the Department for Levelling Up, Housing and Communities - DLUHC) had approved the top 18 affordable housing schemes for 2021/22 which had been approved by the Housing and Communities Committee. A further £18.7m Government funding would be provided to fund these schemes. This information had been shared with delivery partners and work on 111 units had started on site. However, six of the 18 schemes would not now meet the March 2022 deadline and a substitution process had been agreed with DLUHC. Officers had asked about the prospects for further funding beyond March 2022 and had been directed to the Homes England 2021-26 programme. It appeared clear at that stage that there would be no new money from DLUHC, but given the subsequent change in Minister this decision was something which the new Chief Executive might wish to revisit.

Councillor Smith commented that she did not hold officers responsible for the work which had been carried out under the instruction of politicians. However, she judged the situation to be a disaster. Her predecessor had supported the affordable housing programme on the basis of that housing being shared across the constituent council areas. However, South Cambridgeshire would not now be getting the £26m expected which equated to 584 affordable homes being lost to the area. Councillor Smith called for an investigation of how this situation had occurred, which she judged to be scandalous. Looking to the future, she commented that the £45k intervention rate was bad news for South Cambridgeshire where property prices remained high.

Councillor Boden commented that in his judgement now was not the time for decisions to be made, but that the Board did need to begin considering its role in relation to housing. He acknowledged that each constituent council would make representations on behalf of its residents, but commented that South Cambridgeshire remained the least deprived area of Cambridgeshire and Peterborough whilst some of the affordable housing schemes delivered in Fenland had transformed lives.

Councillor Herbert commented that it had been agreed that the bulk of the funding received through the Devolution Deal would be used to address the need for affordable housing in Greater Cambridge and South Cambridgeshire. In his judgment, the £40m revolving fund had prevented this. He paid tribute to Peterborough and the north of the county for the affordable housing schemes which had been delivered there. In his role as Chair of the Housing Committee he would continue to meet with Government officials and Homes England to seek further funding. He agreed that it would be useful to review the Combined Authority's housing role going forward. The Mayor expressed his thanks to Councillor Herbert for his hard work alongside officers to rescue the affordable housing programme and offered an assurance that he would be standing up for every part of the Combined Authority area the following day when he would be meeting the new Secretary of State for Levelling Up, Housing and Communities.

Councillor Nethsingha endorsed the suggestion of an independent review of what had happened previously and potentially some independent advice on how to move forward with housing policy and delivery. The Mayor indicated that he was open to this suggestion, but that it was something he would want to discuss with the new Chief Executive.

Councillor Fuller commented that the key issue in his view was that it had now been confirmed that there would be no second phase of the affordable housing programme. He agreed that it was a scandal that money had been lost, but in his view the greater scandal would be if there was no further housing programme. He felt that there was a need for frank conversations around this as the delivery of affordable housing was a key expectation of the Devolution Deal. He also asked for sight of the MHCLG correspondence stating why the Combined Authority would not be receiving any more funding for affordable housing. The Mayor stated that he shared these frustrations. The facts were clearly stated in the report, but the Combined Authority was a different organisation now with a different focus and he would do his best to work with Government to make sure it moved forward.

Councillor Bailey commented that in her judgement the £40m revolving fund was a correct principle and that it did not make a difference to the ability to deliver 2000 affordable homes. She believed that the only thing which had caused a problem was the initial delay of a year to the programme caused by MHCLG. Initially, MHCLG had expressed concern around the delivery timescale, but the report showed that the revised programme was still on course to deliver 1188 units by March 2022 despite this delay. MHCLG had also subsequently raised the issue of value for money, but the average subsidy per unit outside of Cambridge City was around £36k compared to the cap of £45k which was subsequently set. All of the constituent councils had had the opportunity to put forward proposals for affordable housing schemes. Councillor Bailey commented that the shared ownership scheme on the former Ministry of Defence site in Ely was progressing, so that loan funding would be returned. The same applied to the

Haddenham scheme. In her judgement, the Combined Authority did not have anything to add in terms of accessing Homes England support as district councils were already skilled at this. Instead, she believed that it should focus around additionality, speeding up delivery and un-blocking sites. East Cambridgeshire District Council was continuing to support community land trusts and would share that expertise with the Combined Authority. As the Combined Authority had lost its housing remit post 2022 she considered there were questions to be answered around its role and the on-going costs for its housing team.

Councillor Herbert acknowledged the need to consider the Combined Authority's role going forward. Additionality would be part of that, but there would still also be 1000 homes under construction in 2022/23.

Councillor Fitzgerald encouraged the Board to be positive about the future, to work collectively with the new chief executive to re-build Ministers' trust and to continue to press the case for the money which had so far been withheld. The Government's thinking on affordable housing had changed, but the Board could continue to do its best to seek funding for the county however that might be delivered.

The Board noted the outcome of the Ministers decision for the CPCA 2021/22 Affordable Housing Programme and the implications for any CPCA aspiration for an affordable housing programme beyond March 2022.

The meeting was adjourned from 12.30-1.00pm.

89. Change to the order of business

The Mayor exercised his discretion as chair to vary the order of business from the published agenda to take Item 3.4: March Area Transport Study as the next item of business, followed by Item 4.3: Transforming Cities Fund, Item 4.1: Zero Emission Bus Regional Area (Zebra) Phase 2, Item 4.2: Cambridge South Station and Item 4.4:E-Scooter and E-Bike Update

90. March Area Transport Study - September 2021

The Board considered a report summarising work on the March Area Transport Strategy (MATS) and outlining next steps. The current phase of work was due to finish in October. The project had been accelerated due to delivery efficiencies of around £250k by Cambridgeshire County Council and Fenland District Council's success in securing funding through the Future High Streets Fund (FHSF). Work on Broad Street would be included as part of the regeneration of the town centre. The Mayor stated that it was fitting that the Board was meeting in March to celebrate this positive news for the town.

Councillor Boden thanked the Board for its generosity in supporting the Future High Streets funding, noting the need to meet the March 2024 deadline for the funding to be spent.

On being proposed by the Mayor, seconded by Councillor Boden, it was resolved unanimously to:

- a) Note the progress of the March Area Transport Study;
- b) Approve the use of £180,000 from the existing approved budget agreed previously by the Combined Authority Board in August 2020 to be used to commence detailed design for Broad Street.

The vote in favour included at least two thirds of all Members (or their Substitute Members) appointed by the Constituent Councils present and voting, to include the Members appointed by Cambridgeshire County Council and Peterborough City Council, or their Substitute Members.

By recommendation to the Combined Authority Board

Recommendations from the Transport and Infrastructure Committee

91. Transforming Cities Fund

The Board received a position paper on the Transforming Cities Fund while a review of budget was on-going. If the anticipated efficiencies within the Fund were confirmed the intention was to look at these being used to support active travel, cycling and walking schemes and work on alternatively fuelled vehicles and passenger transport improvements.

The Mayor stated the report had been well-received when it had been presented to the Transport and Infrastructure Committee on 8 September 2021.

The Board:

Noted the contents of the report to the Transport and Infrastructure Committee on 8 September 2021.

92. Zero Emission Bus Regional Area (Zebra) Phase 2

The Board was advised that a funding bid for Zero Emission Bus Regional Area (ZEBRA) Phase 2 had been submitted and that the outcome was awaited. The Board was invited to approve allocation of £1.963m for the delivery of ZEBRA buses, subject to funds being available following a review of existing Transforming Cities Fund commitments, and to delegate authority to the Head of Transport, in consultation of the Mayor, to deliver the ZEBRA buses subject to the DfT application being approved.

Councillor Boden referenced the detailed comments he had made at a previous meeting in relation to the importance of ensuring that appropriate infrastructure was considered alongside the buses themselves. In his capacity as Lead Member for Public Health he draw attention to the increase in particulates from increased wear on brakes, tyres and road surfaces due to the heavier weight of electric buses. Non-exhaust emissions (NEE) had an impact on public health and were now considered more significant than exhaust fumes from non-diesel vehicles. There was no single solution

from a public health perspective. To reduce particulate emissions in the long term would require reduced journey times and changed habits in relation to vehicle use, but he wished to raise this as an issue to be taken into account going forward.

Councillor Nethsingha acknowledged this perspective, but commented that it would be unfortunate if the real benefits to air quality in cities and to cyclists should be ignored because of this. Electric vehicles did not offer a perfect solution, but they did in her view offer an improvement.

Councillor Smith endorsed the comments of both previous speakers. The Combined Authority had been challenged by the Chair of the Independent Commission on Climate Change to show leadership and she suggested that the issue of NEEs and the impact of car use in comparison to buses in relation to particulate emissions might be raised with the Minister. The Mayor stated that he would be happy for a joint letter from himself and the Lead Member for Public Health to be sent to Minsters on this issue. He would also be happy to raise it with his mayoral colleagues.

On being proposed by the Mayor, seconded by Councillor Boden, it was resolved unanimously/ by a majority of those present and voting to:

- a) Recommend the CA Board approve allocation of £1.963m for the delivery of ZEBRA buses, subject to funds being available following a review of existing Transforming Cities Fund commitments
- b) Recommend the CA Board delegate authority to the Head of Transport, in consultation of the Mayor, authority to deliver the ZEBRA buses. This is subject to the DfT application being approved.

The vote in favour included at least two thirds of all Members (or their Substitute Members) appointed by the Constituent Councils, to include the Members appointed by Cambridgeshire County Council and Peterborough City Council, or their Substitute Members.

93. Cambridge South Station

The Board was advised that a recommendation to allow Network Rail to retain a £250k underspend on the previous planning phase of the Cambridge South Station project to support future work had initially been considered by the Transport and Infrastructure (T&I) Committee in July 2021 where it had been supported unanimously. Officers drew attention to an error in the published report which stated that the station was due to open in December 2021. An assumption had been made that the Combined Authority contribution to the project could be reduced once Government funding was committed. Since the T&I meeting it had been identified that this was not the case, so this would be addressed as part of the budget review. The Board would wish to consider whether to approve Network Rail being allowed to retain the £250k underspend in light of this development.

With the consent of the meeting, the report recommendation was revised to make approval of Network Rail retaining the £250k underspend on the previous phase of the

projects subject to the funds being available following a review of existing Transforming Cities Fund commitments.

On being proposed by the Mayor, it was resolved unanimously to:

Approve the retention by Network Rail of the retention of the underspend on the previous planning phase in order to support future work, subject to funds being available following a review of existing Transforming Cities Fund commitments.

The vote in favour included at least two thirds of all Members (or their Substitute Members) appointed by the Constituent Councils, to include the Members appointed by Cambridgeshire County Council and Peterborough City Council, or their Substitute Members.

94. E-Scooter and E-Bike Update

The Board considered a proposal to extend the Department for Transport e-scooter trial in Cambridge city centre until March 2022 and expand the e-bike network across the region. If approved, officers would work with constituent councils and cycle groups to agree the locations for electric bike sites. The trial had proved popular so far, although some challenges had been experienced. The supplier had done quite a good job at resolving these, but it was acknowledged that further work was needed to address issues like pavement riding, street clutter and the illegal use of private e-scooters.

The Mayor stated that there had been positive feedback about the trial when this proposal was discussed by the Transport and Infrastructure Committee on 8 September 2021, although some circumspection in relation to e-scooters.

Councillor Boden commented that the proposal was to be encouraged from a public health point of view. The problems associated with the misuse of e-scooters was a national issue and more work was needed on this as many pedestrians had concerns which needed to be taken into account.

Councillor Herbert commented that there was a real issue in Cambridge City in relation to the number of accidents involving e-scooters and their being used by some in an unacceptable and intimidatory way. Their use was currently unregulated and this was an issue which the Mayor might want to discuss with his mayoral colleagues. Councillor Fitzgerald concurred, commenting that in his opinion the lack of regulation was a real problem.

Councillor Nethsingha commented that there was a need to recognise that both e-bikes and e-scooters were here to stay and there was a need to create spaces where they could be used safely.

On being proposed by the Mayor, it was resolved unanimously to:

- a) Approve the extension of the e-scooter trial from October 2021 to March 2022 to continue our learning.

- b) Approve the expansion of the current E-bike network region wide and to work with officers in constituent authorities and cycle groups to agree the exact location for the installation of the electric bike sites.

95. Consultancy Cost Review

The Board was advised of the actions taken by the Combined Authority's procurement team in relation to the use of external consultants. An additional step had been added to the gateway process whereby any use of external consultants must be subject to a make or buy analysis.

Mr Adams welcomed the intent which lay behind the proposals, but expressed disappointment that the report did not contain an analysis of previous expenditure on external consultants or how this was managed. His expectation was for a process whereby appropriate delegations would be put in place around the use of external consultants rather than an expectation that the Mayor would approve operational requests himself. The Mayor stated that following his election his sense was that the organisation's spending on consultants was out of control. He accepted that he might not remain personally involved in the approvals process in the longer term, but in his judgement he needed to take control of the issue now.

Councillor Bailey commented that no data or evidence had been provided around previous expenditure on consultants to enable the Board to take a view. It was well known that the previous mayor had preferred a lean organisational structure for the Combined Authority and to buy in additional expertise where it was required. As such, this seemed more an issue of the approach to how the organisation was staffed. In her judgement it was inappropriate for individual operational requests to be considered by individual members of the Board.

Councillor Smith commented that all Board members ran lean organisations which made use of external consultants. Her interest was focused more specifically on the amount of work done by consultants which was not subsequently progressed. Whether there was value to examining that or a decision should be taken to just move forward she left to the Mayor's discretion.

Councillor Boden commented that in his view there was a place for the use of consultants in a lean organisation. However, he considered the appointment of consultants to be an operational matter rather than one which required a bureaucratic sign-off process by five people including the Mayor. Councillor Fitzgerald concurred, commenting that he did not believe that the Mayor needed to be personally involved in the process. In his view, the Board should set the policy and protocol for the use of external consultants and anything outside of that would be referred to a political level for approval.

The Mayor stated that he was not opposed to the use of consultants, but that there was a need to ensure good value for money in relation to their use. He welcome the Board's feedback on the proposals and would discuss how this issue should be progressed with the new chief executive.

The Board:

- a) Noted the contents of this report and appendix.
- b) Note that the procurement manager will include the External Consultancy Need Assessment form as part of the procurement process.

96. Intra Group agreement between the Combined Authority and Cambridgeshire and Peterborough Business Growth Company Limited (Growth Co)

The Board was invited to approve an intra group agreement between the Combined Authority and the Cambridgeshire and Peterborough Business Growth Company Limited (Growth Co). The Combined Authority was the main shareholder in Growth Co and this proposal was designed to ensure that all funding obligations, requirements and restrictions flowed down to Growth Co and vice versa. The agreement had been developed in consultation with the Combined Authority's finance and legal teams.

Councillor Boden commented that the report raised a wider question around whether the Combined Authority had a strategy in relation to corporation tax. Officers stated that the Growth Co was not designed to make a profit, but confirmed that there was no strategy at present to ensure that none of the CPCA's subsidiaries made a profit and so became liable to corporation tax. The Director of Business and Skills undertook to consider this with the Chief Finance Officer and Monitoring Officer.

On being proposed by the Mayor, it was resolved unanimously to:

Approve the draft intra group agreement included as Appendix 1.

Recommendations from the Housing and Communities Committee

97. £100k Homes Policy Closure

Declarations of interest were made in this item at the start of the meeting by Councillors A Bailey and L Herbert, in that Councillor Bailey was a trustee of East Cambridgeshire Community Land Trust and Councillor Herbert's partner was a Director of Cross Keys Homes Limited. Minute 76 above refers.

The Board was invited to approve the cessation of the promotion and closure of the £100k Homes policy. The recommendation had been considered by the Housing and Communities Committee on 6 September 2021 where it had been endorsed by a majority of members present and voting.

In June 2021 the Government had introduced the new First Homes policy as a mandatory requirement for local authorities. As this policy was very similar to the £100k Homes policy it was recommended that the £100k Homes policy should be closed.

Councillor Herbert emphasised the importance of communicating this change to those people who had registered their interest in £100k Homes.

Councillor Bailey expressed her disappointment at the proposal and her intention to vote against the recommendation. She considered it positive that much of the £100k Homes policy was reflected in the new First Homes policy, but felt that the decision to recommend closure of the £100k Homes policy was driven by the Mayor's pre-election commitment on this issue. East Cambridgeshire District Council had adopted its own allocation policy for £100k Homes until the First Homes policy was up and running and considered this to be part of a balanced portfolio of tenancies. Councillor Bailey commented that the £100k Homes at Fordham had been delivered at nil cost to the tax payer and challenged the Mayor to confirm whether he supported affordable home ownership.

The Mayor stated that he was working with the Combined Authority's housing team to develop the thinking around affordable housing provision and that he would not offer comment at this point.

Councillor Boden commented that he also wanted to record his disappointment at the recommendation. Whilst recognising the Mayor's right not to share his views at this stage the Board would need to know what those were as it moved forward.

On being proposed by Councillor Herbert, seconded by Councillor Smith, it was resolved by a majority of those present and voting to:

- a) Approve the cessation of promotion of the £100k Homes policy, and implement its closure.
- b) Communicate with all those who have registered an interest in the £100k Homes scheme and advise of the affordable housing schemes already being supported by the CPCA with contact details.

Recommendations from the Skills Committee

98. Adult Education Budget Reserve Fund and Innovation Fund for 2021-22

The Board was invited to approve the allocation from the Adult Education Budget (AEB) Reserve Fund for the 2021/22 academic year to the thematic programmes identified.

The reserve fund had been accumulated from recycled funds from the first two years of the programme. Prior to devolution this sum would have been returned to Government, but it could now be recycled to support further work locally in support of the skills agenda. If approved, the funding would be used amongst other things to encourage greater collaboration and capacity building within local providers, to fund over-delivery of the adult Level 3 qualification offer to increase individuals' employability and resilience in the labour market and to retain a modest reserve. In addition, the Innovation Fund for the 2021/22 academic year would support innovative engagement with atypical learners and employer responsiveness.

The Mayor stated that this area offered an engine of opportunity across the whole of the Combined Authority area. He asked that his thanks to the Senior Responsible Officer for Adult Education and the Director of Business and Skills be placed on record for their ambition in this area.

Councillor Nethsingha commented that the proposals had been considered by the Skills Committee on 13 September 2021 where they had been endorsed unanimously by those present and voting.

Councillor Boden welcomed the innovative engagement processes being proposed, but commented that it was important to recognise the disparity in skills levels in different areas within Cambridgeshire and Peterborough. In his judgement there was a need to target areas with skills gaps.

On being proposed by Councillor Nethsingha, seconded by Mr Adams, it was resolved unanimously to:

- a) Approve funding to be allocated from the Adult Education Budget (AEB) Reserve Fund for the 2021/22 academic year to the thematic programmes as set out below:

TABLE A: Reserve Fund Thematic Programme	Allocation
1. Commissioning carry-forward for 2022/23	£ 500,000
2. Provider Capacity Building	£ 250,000
3. Strategic Partnership Development	£ 250,000
4. Reserve for over-delivery of Level 3 Adult Offer	£ 250,000
5. Unlock with Level 3 Marketing Campaign and Publications	£ 30,000
6. Contingency (for unforeseen programme expenditure)	£ 220,000
TOTAL	£ 1,500,000

- b) Delegate authority to the Director of Business and Skills in consultation with the Chief Finance Officer and Monitoring Officer, to enter into grant funding agreements with providers on behalf of the Combined Authority, for projects under the themes;
- c) Delegate authority to the Director of Business and Skills, in consultation with the Chief Finance Officer and Monitoring Officer to enter into grant funding agreements for the Innovation Fund, with existing AEB providers, as required;
- d) To note the approach to the Innovation Fund for 2021/22.

Recommendations from the Business Board

99. Format of Business Board Meetings

The Mayor reminded the Board that when the Combined Authority took decisions as Accountable Body it was committed to acting in line with the Combined Authority

Assurance Framework in the interests of the Cambridgeshire and Peterborough area as a whole, and to take decisions based on the recommendations of the Business Board.

In March 2021 the Audit and Governance Committee had expressed concern about the presumption that Business Board meetings would be held in private. On 24 March 2021 the Combined Authority Board resolved to refer this concern to the Business Board for consideration. The Business Board's recommendation that the format of meetings should remain unchanged was considered by the Combined Authority Board on 30 June 2021 and was rejected. Following that meeting, the Chairs of the Business Board and Audit and Governance Committees met to discuss the issue. Following this discussion, the Business Board resolved unanimously on 14 September to recommend that, 'All other meetings of the Business Board shall be open to the public unless determined otherwise by the Chair'.

Mr Adams commented that the democratic process had given rise to the recommendation before the Board and that he was respectful of that. There had been a lengthy debate of the proposal by the Business Board and the compromise identified in his discussion with the Chair of the Audit and Governance Committee was deemed to be workable, albeit that it relied on the exercise of the discretion of the Business Board's Chair. The proposal offered a workable solution to address the concerns expressed around transparency whilst maintaining the efficiency of the Business Board. The Business Board had placed its trust in Mr Adams to manage this arrangement and he asked the Combined Authority Board to do the same.

Councillor Smith welcomed the recommendation which she felt brought the Business Board more in line with other LEPs. She voiced a slight concern at the implied veto of the Business Board Chair and expressed the hope that it would be for the Business Board to approve decisions around meetings being held in private on the recommendation of the Chair. Whilst she did not consider this to be the end of the matter she did deem it to be a good start.

Councillor Bailey commented that the Chair of the Business Board's description of the proposed arrangements as 'workable' meant that it was not optimal. In her judgement, this would adversely impact the Business Board, place an additional burden on its Chair and the majority of Business Board items would still remain exempt due to commercial confidentiality. Her understanding was that no members of the Overview and Scrutiny Committee or the Audit and Governance Committee had taken up the invitation to attend a Business Board meeting to observe it at work. Councillor Bailey suggested that the wording of the recommendation should be amended to make explicit exactly what change was proposed. She commented that she would not be supporting the recommendation and that if it was approved she would like to see a review carried out in six months' time. To reflect this, Councillor Bailey, seconded by Councillor Boden, proposed an additional recommendation that:

The arrangements be reviewed in six months' time.

Councillor Smith commented that she did not see the point of reviewing the move to public meetings. However, she would not be averse to a review of the functioning of the Business Board and its membership at an appropriate time. The Mayor

commented that he was already in regular conversation with the Business Board and that there was a growing, symbiotic and positive relationship.

On being put to the vote the amendment was defeated.

With the consent of the meeting to was agreed to expand the recommendation to add the wording, '*...at paragraph 1.6.*'

Mr Adams commented that the Business Board was currently in the process of issuing its annual report for the past year and that this spoke to the performance of the Business Board. There had been a ten-fold increase in efficacy of the investments in comparison to the previous regime which he judged would probably place it within the top three LEPs in the country during a period which had included the challenge of the Covid pandemic. He therefore took exception to the comments made by some elected members about the Business Board and the way it operated.

Councillor Boden commented that he considered the Business Board to be the jewel of the Combined Authority and that the contrast with the previous LEP could not be greater. He would be concerned about anything which would impact on the efficiency of the Business Board. He respected the Chair of the Business Board's advice that the proposal before the Board represented a workable arrangement, but he regretted him having been placed in this position. He was also concerned that this change might cause some members of the Business Board to leave. Councillor Boden's preference would be for the current arrangements to be unchanged and he expressed regret at the pressure which he felt had been put on the Business Board to make the change. For these reasons he would be voting against the recommendation.

The Mayor stated that he had opened the meeting by congratulating Mr Adams and three other members of the Business Board on their appointment for a second term and he saw this as a demonstration of members having confidence in the new arrangements. He wished to place on record that he too considered the Business Board to be a prized asset. He was proud of the Business Board and was enjoying being a member, but he did believe that this was a positive step forward.

On being proposed by Mr Adams, seconded by the Mayor, it was resolved by a majority of those present and voting to:

Approve the proposed format change for future Business Board meetings and to ask the Monitoring Officer to make the changes to the constitution described in this report at paragraph 1.6.

The vote in favour contained two thirds of Members present and voting, including the Mayor.

99. iMET Investment Update and Recovery Recommendations

The Board was invited to approve the Business Board's recommendation to accept an offer of £3.15m from a local company for the freehold of the iMET building in Alconbury Weald. The Board had decided against making an offer for the building for its own use

at the meeting on 25 August 2021. The Business Board recommendation had been sought under urgency procedures and was approved by a majority vote in favour.

Mr Adams commented that it was incumbent on the Board to take responsibility for the actions of the previous LEP and to make the best of it. Officers were working hard to learn lessons to ensure that the same issue would not be faced again. It would be difficult to carry out a full investigation of what had taken place under the previous LEP as little documentation was available, but he did feel that the question of how a developer was paid £10m for a building which was now valued at around £3m should be looked at. The Mayor stated that he was taking advice on this issue.

Councillor Bailey commented that she supported releasing the iMET building to a local company. She understood that the sale would return around £2.6m to the Combined Authority which could be put to its intended use.

On being proposed by Mr Adams, seconded by the Mayor, it was resolved unanimously to:

- a) Accept the offer of £3.15m from a local private company and delegate authority to the Director of Business and Skills, in consultation with the Section 73 Officer, the Monitoring Officer and the Mayor, to finalise the completion of all legal and financial aspects of the sale.
- b) Release Cambridge Regional College from the original Grant Funding obligations in return for foregoing any income from the sale in favour of the Combined Authority.
- c) Agree that the Combined Authority should enter into a new agreement with Cambridge Regional College in relation to the equipment to continue delivery of learner and apprenticeship outcomes to the relative value of the equipment being retained by them.

(Mayor)



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Agenda Item 1.2, Appendix 1

Combined Authority Board – Minutes Action Log

Purpose: The action log contains actions recorded in the minutes of Combined Authority Board meetings and provides an update on officer responses.

Minute	Report title	Lead officer	Action	Response	Status
4.	Membership of the Combined Authority	Robert Parkin	Cllr Boden asked that the proposals to amend the Constitution to enable a Non-Statutory Deputy Mayor to be appointed from the membership of the Combined Authority Board to be circulated at the earliest opportunity to allow Board members and their legal advisers to review them.	<p>A paper will be brought to a future Leaders' Strategy meeting which sets out any proposed changes to the constitution.</p> <p>This will be released early to enable Members to review in full.</p>	Open

Minute	Report title	Lead officer	Action	Response	Status
12.	Calendar of Meetings 2021/22	Robert Parkin	Cllr Herbert asked for better agenda management to reduce the length of Board meetings.	Business is put to the Combined Authority Board at the request of Directors. The governance team seek to manage business away from the Combined Authority Board where appropriate, however a change to the amount of business to the Combined Authority Board will depend upon a review of the overall governance arrangements which will be brought to a Leaders' strategy meeting.	Open
49.	Performance Report and Devolution Deal Update	Paul Raynes	Officers were asked to look at how differences in performance within different areas within the Combined Authority's geography could be expressed in future reports.	09.08.21: Officers will consider this, as a refreshed format of the Performance Report is identified for the future.	Open
49.	Performance Report and Devolution Deal Update	Paul Raynes	Officers were asked to produce a fuller description of progress to date against Devolution Deal commitments before the end of the year, to be considered either by the Board or at a Leaders' strategy meeting.	09.08.21: Officers will consider this, as a refreshed format of the Performance Report is identified for the future.	Open
49.	Performance Report and Devolution Deal Update	Paul Raynes	Officers were asked to include a forward forecast/ projection in future reports.	09.08.21: Officers will consider this, as a refreshed format of the Performance Report is identified for the future.	Open
49.	Performance Report and Devolution Deal Update	Paul Raynes	Officers to update the section on health to reflect the current position in relation to integrated working between health and social care in future reports.	09.08.21: This will be reviewed closely, during the next update of the Devolution Deal report.	Open

Minute	Report title	Lead officer	Action	Response	Status
53.	Budget Monitor Update	Jon Alsop/ Directors	To have a clear definition in future reports about what geographical areas are covered when references is made to the Fens or to the north of the Combined Authority area.	10.08.21: This has been noted by officers.	Completed
71.	Forward Plan	Eileen Milner/ Rowland Potter	Councillor Bailey noted a delay in some cases between decisions going to executive committees and then been brought before the Board where this was required. She gave the example of the report on Cambridge South Station. The previous Chief Executive undertook to look into this.		Open
73.	Peterborough Station Quarter	John T Hill/ Rowland Potter	Cllr Nethsingha suggested that it would be helpful for the Mayor to write to Government seeking clarity around the future of Levelling Up Funding and other funding opportunities as it would be useful to have a longer term indication of likely funding. The Mayor stated that he would work with officers and the Department for Transport on this.		Open

Minute	Report title	Lead officer	Action	Response	Status
75.	iMET Opportunity and Combined Authority Accommodation Needs	Eileen Milner	Following discussion around the possible availability of office space within the estates of constituent councils and public sector partners the previous Chief Executive suggested a discussion on this should take place with the outcome brought to the Board for consideration.		Open
75.	iMET Opportunity and Combined Authority Accommodation Needs	Eileen Milner	Cllr Smith asked for a discussion outside of the meeting around the iMET clawback provisions to ensure that the same situation did not arise again. The previous Chief Executive stated that officers would circulate a briefing paper to Board members setting out the position as this issue pre-dated the establishment of the Business Board and Combined Authority. It could then be discussed at a Leaders' strategy meeting to look at how this would be taken forward.		Open
86.	Local Assurance Framework Annual Review	Jon Alsop/ Robert Parkin	In future iterations: <ol style="list-style-type: none"> 1. Expand the reference to portfolios in the final paragraph of paragraph 3.2. 2. Remove tracked formatting changes so that substantive changes are more easily identified. 		Open

Minute	Report title	Lead officer	Action	Response	Status
87.	Budget Monitor Update	Rowland Potter/ Oliver Howarth	Councillor Bailey commented that she would like to see the Bus Task Force re-instated. The Mayor stated that this could be discussed at a future Leaders' strategy meeting.		Open
88.	Implementation of the revised Affordable Housing Programme	Eileen Milner/ Roger Thompson	The Mayor indicated that he was open to the suggestion of an independent review of what had happened previously in relation to the Affordable Housing Programme and potentially obtaining some independent advice on how to move forward with housing policy and delivery going forward, but that this was something he would want to discuss with the new Chief Executive.		Open
88.	Implementation of the revised Affordable Housing Programme	Roger Thompson	Cllr Fuller asked for sight of the MHCLG correspondence stating why the Combined Authority would not be receiving any more funding for affordable housing.	06.10.21: Update circulated to Board members by email. The Combined Authority has not received correspondence on this. The message was given verbally at a meeting on 10 Sept with the officers at MHCLG (now DLUHC) attended by Councillor Herbert and the Director of Housing and Development. No specific reasoning was given.	Completed

Minute	Report title	Lead officer	Action	Response	Status
92.	ZEBRA Phase 2	Rowland Potter	The Mayor stated that he would be happy for a joint letter from himself and the Lead Member for Public Health to be sent to Ministers on this issue. He would also be happy to raise it with his mayoral colleagues.		Open
94.	E-Scooter and E-Bike Update	Rowland Potter	The Mayor undertook to share the Boards views E-Scooters and E-Bikes in his discussions with Government and with his fellow mayors.		Open
96.	Intra-Group Agreement between the CPCA and Cambridgeshire and Peterborough Business Growth Company Ltd (Growth Co)	John T Hill/ Jon Alsop/ Robert Parkin	Officers confirmed that there was no strategy at present to ensure that none of the CPCA's subsidiaries made a profit and so became liable to corporation tax. The Director of Business and Skills would look at this with the Chief Finance Officer and Monitoring Officer.		Open



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Agenda Item No. 1.4

Cambridgeshire and Peterborough Combined Authority Board Wednesday 27 October 2021

Public questions

Arrangements for public questions can be viewed in Chapter 5, Paragraphs 18 to 18.16 of the Constitution which can be viewed here - [Constitution](#)

No.	Question from:	Question to:	Question:
1.	Rod Hart, Housing Lead, Cambridgeshire and Peterborough Climate Action Coalition	Mayor Dr Nik Johnson	<p>Many Local Authorities, within the Combined Authority catchment area, have declared a Climate Emergency, albeit with pitifully late and thoroughly unambitious dates of 2050</p> <p>Yet these same Local Authorities continue to sanction the building of houses with very poor environmental standards, no energy efficiency technologies and gas boilers that are incapable of meeting the climate emergency targets, that they themselves have declared, without lengthy and expensive retrofitting.</p> <p>Will the members of the Combined Authority act now to only support new building work that meets zero carbon standards? Will this Board also, with immediate effect, query all building programmes approved by Local Authorities that do not meet zero carbon standards? If not, can the Board explain why it will not do this,</p>

No.	Question from:	Question to:	Question:
			<p>knowing the impact this poor quality housing will have on the health and finances of future generations?</p> <p>Please be of no doubt that we do not have time to wait for the formulation of new local plans or for changes to be made to national or local planning policy.</p>



**CAMBRIDGESHIRE
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COMBINED AUTHORITY

Agenda Item No: 2.1

Future Proposals for One CAM Ltd and Local Transport Plan Refresh

To: Cambridgeshire and Peterborough Combined Authority Board

Meeting Date: 27 October 2021

Public report: Yes

Lead Member: Mayor Dr Nik Johnson

From: Rowland Potter, Head of Transport and Robert Parkin, Chief Legal Officer

Key decision: Yes

Forward Plan ref: KD

Recommendations: The Combined Authority Board is recommended to:

In respect of the Local Transport and Connectivity Plan, to:

- a) Note progress on the Local Transport Plan (LTP) refresh;
- b) Provide feedback on the development of the Local Transport and Connectivity (LTCP) programme, outlining key areas to be addressed within the Soft Launch engagement, in relation to the overarching vision, aims and objectives as well as key challenges and opportunities;
- c) Note that the Transport and Infrastructure Committee has invited officers to review the relevance of the LTP CAM Sub-Strategy following a decision on the ONECAM SPV, and to report back to a future Transport and Infrastructure Committee;
- d) Permanently stop the development of the CAM programme and agree that One CAM Limited can permanently cease work; and

- e) Agree to a programme of initial public engagement for four weeks in November 2021, followed by a six-week consultation in January 2022 of the framework document, with the Final Plan delivered to Board March 2022 meeting.

In respect of One CAM LTD, to::

- a) Agree that the company be placed into dormancy;
- b) Approve that the costs associated with the closure of One CAM Limited (as set out in this report) be met;
- c) Agree the remaining shareholders' funds repaid by One CAM Limited be returned to the Recycled Growth Fund as partial reimbursement for the Business Board's £995k investment in the project; and
- d) Agree to transfer funds from the Combined Authority's Capital Single Pot to the Recycled Growth Funds to reimburse any shortfall between the £995k invested by the Business Board and the shareholder's funds received by the Combined Authority from One CAM Limited.

Voting arrangements: A simple majority of all Members present and voting.

1. Purpose

1.1 This paper is set out in three parts:

1. Outlining the decisions Leaders will be required to make
2. Setting out the new LTCP and seeking permission to 'soft launch'
3. Setting out the options for One CAM Limited

Part 1: What is the Proposal

1.2 The future of local transport planning for the Cambridgeshire and Peterborough area has and continues to undergo rapid change. Since the publication of the LTP in early 2020 there have been a number of significant changes that have directly and indirectly impacted on the current transport network and the appropriateness of the overarching strategy.

1.3 These changes include:

- New CO2 and EV targets published by government, contained within:
 - a) Decarbonisation of Transport Plan (DTP)

b) The Ten Point Plan for a Green Industrial Revolution document

- New national walking and cycling policy published by government entitled ‘Gear Change’;
 - Climate Change Commission recommendations (February 2021);
 - Developments within the OxCam Arc, including England’s Economic Heartland Transport Strategy and the changes to the spatial strategy framework;
 - The effects of Covid-19, and the need to avoid a predominantly car-based recovery during the establishment of the “new normal”;
 - Changes to ways of working and increased connectivity through use of technology;
 - The Comprehensive Spending Review; and
 - Data, underpinning the current LTP, more than two years out of date, both in relation to transport and non-transport related challenges and opportunities.
- 1.4 Significant progress has been made in relation to strategic schemes, including A428, East-West Rail, Peterborough Station quarter, the Greater Cambridge Local Plan and the Greater Cambridge Partnership (City Access proposals). The acceleration of these schemes and initiatives together with the changes in Government (local and national) policy has increased the need for a refreshed LTCP.
- 1.5 In May 2021 the Mayor was elected under a clear commitment to no longer support the CAM. The Mayor asked the One CAM team to put a hold on the CAM programme pending a review of the programme.
- 1.6 The decision of the Mayor to no longer support the CAM programme and the changes referred to above have prompted a review of the LTP and the CAM programme. Following a period of review in June 2021 by the One CAM team to consider any knowledge transfer from the CAM programme to the LTP team, this report makes recommendations to cease that CAM programme permanently in favour of the proposals in the new LTCP.
- 1.7 The LTCP CAM Sub Strategy would in itself become redundant as a document as there would be no CAM proposal related if a decision is taken to place the ONECAM into dormancy, and as such would cease in its relevance.

Part 2: The Local Transport & Connectivity Plan

- 2.1 The Local Transport and Connectivity Plan (LTCP) will describe how transport and digital interventions can be used to address current and future challenges and opportunities for the region. It will set out the revised policies and strategies needed to secure growth and ensure that planned developments can take place in the county in a sustainable way.
- 2.2 The purpose of a Local Transport Plan is to:
- Outline the current baseline with regard to transport, accessibility and pollution;

- Set out challenging, but achievable, objectives;
- Set out the timeline for achieving these objectives; and
- Outline 'bids' for funding from the DfT.

2.3 As outlined in the LTP, “*Cambridgeshire and Peterborough are likely to change significantly over the lifetime of the plan, in ways that we cannot currently predict. As a consequence, the transport strategy needs to be sufficiently flexible to influence and support transport initiatives as they are brought forward*”.

2.4 The reasons for a revised LTCP have been discussed at Transport and Infrastructure Committee and Board. It is expected that a framework document will be presented to Board on 30th March 2022 for approval subject to a number of independent assessments, including a Strategic Environmental Assessment (SEA) a Health Inequalities Assessment (HIA), an Equalities Impact Assessment (EqIA) and a Community Impact Assessment (CIA).

Strategy Alignment

2.5 The refresh of the LTCP will ensure alignment with other existing and emerging strategies thereby minimising any potential need for a further refresh in the short-medium term. For example, the LTCP will take into account the recommendations of Cambridgeshire and Peterborough Independent Commission on Climate Change. In addition, the evidential baseline will be updated, and potential scenarios explored to ensure that due consideration is given to the various ways in which society may emerge from the COVID-19 pandemic. It is important the Combined Authority and partners co-operate and to ensure a consistent evidence base to allow for the further development of the strategy to address key challenges and maximise the opportunities within the region.

Timescales: LTCP Refresh

Table 1: Local Transport and Connectivity Plan Programme

Dates	Task
June-Dec 2021 T&I Committee: 8 September 2021	Workstream development Update on current LTCP progress and upcoming public consultation
Sep-Oct 2021	Public engagement, preparation and development
1 Nov – 28 Nov 2021	4 week public engagement
Dec 2021 – Jan 2022	Review of engagement responses and analysis work
T&I Committee: 12 January 2022	Update following engagement
Jan – Feb 2022	6 week consultation dates TBC. Suggested revisions to the LTCP document following feedback from the T&I Committee; finalisation of SEA and CIA; and design of document
T&I Committee: 14 March 2022	Update on final version of the LTCP for sign-off

- 2.6 Whilst the initial public engagement (Soft Launch) is taking place, the main LTCP framework document will continue to be developed. During this time, engagement with officers, Leaders and Members from constituent Councils will continue. Specific member engagement with constituent Councils started in the week commencing 11th October, where the events were tailored to meet the needs and requirements of partners. These meetings are the start of a series of engagement activities with Members from constituent Councils throughout the development of the LTCP. In addition, Leaders will continue to have monthly updates, whilst TIC and Board members will have updates through the governance process.
- 2.7 The initial public engagement (Soft Launch) on the LTCP refresh will take place between 1st November and 28th November through a digital, online platform. In addition, there will be a number of engagement opportunities with stakeholders, Members of Parliament, Members and officers during the continued development of the LTCP.
- 2.8 The basis of the Soft Launch public engagement is to gain feedback on the amendment to the vision and changes to the overarching themes. In addition, this engagement will ask for feedback on the key challenges and opportunities across the region (in a localised manner).
- 2.9 Following the completion of the Soft Launch public engagement on 28th November, the information gathering will be used to update the final draft framework documentation ahead of a further round of consultation. This six-week consultation will commence in January 2022 to enable the LTCP to be signed off by Board on 30th March.

Part 3: One CAM

- 3.1 Following the publication of the CPIER report and the adoption of the Growth Ambition Statement by the CPCA in 2018, the CAM Programme was accelerated to meet the requirements of an area experiencing rapid economic growth. The programme was designed to provide a new transport network for Cambridgeshire and Peterborough to connect jobs to homes.
- 3.2 Upon election in May 2021 the Mayor requested a review of the CAM programme. The Mayor has stated publicly that he does not support the CAM programme for a number of reasons stated in the next paragraph. It is not possible to deliver a project where the Mayor does not give his support and work was paused on One CAM pending a review of the programme and its replacement.
- 3.3 The CAM project cannot be supported by the Mayor as it does not meet the needs for the transport strategy in the CPCA area, in particular:
- The projected cost of One CAM is very high and is anchored in a funding strategy not yet identified and partly reliant on housing growth not within current or anticipated local plans;
 - Funding opportunities have become more centralised with a move from devolving large amounts of discretionary funding to Combined Authorities towards national bidding for more immediately deliverable, localised funding projects;

- There is no Government financial support for the CAM programme and emerging policy is directed towards more immediate interventions in future travel planning, such as active travel and zero-carbon buses;
 - The focus of the proposed investment is heavily skewed towards the Greater Cambridge geography, which already benefits from significant proposed investment from the City Deal; and
 - The transport strategy should focus on areas of greater need such as Fenland and Peterborough which have a historic legacy of underinvestment and greater productivity and connectivity gaps.
- 3.4 The One CAM work to date has, nevertheless, demonstrated the potential for innovative Mass Rapid Transit and similar models to transform mobility in the area. This learning is important and remains applicable. Officers have been exploring more innovative approaches to transport delivery, some examples of which exist in the West Midlands, and these ideas will be reflected in the LTCP.
- 3.5 One CAM Limited (the Company) was established as a best-practice step for delivering the infrastructure of CAM's scale and scope. It offered the means to provide dedicated resource and the expertise at board level to build confidence among Government, investors and stakeholders. The Company was incorporated with Companies House on 16th September 2020.
- 3.6 The Combined Authority is the sole Shareholder of the Company which has a Non-Executive Chairman, whose appointment was approved by the CA Board at its meeting on 30th September 2020, and a Board of Directors. The Board had five Non-Executive Directors chosen for their experience in dealing with projects of national significance.
- 3.7 On 27th May 2021 the Mayor met with the Chair, the CPCA CEO and the interim CAM CEO and confirmed that he would not support the CAM programme. Following this, a One Cam Ltd Board Meeting was held on 15th June 2021 and a range of actions taken to minimise expenditure. This was to prevent one CAM becoming insolvent and to allow for a review to be conducted of the CAM programme. These decisions are as follows:
- Three of the non-executive directors voluntarily left One CAM Limited to minimise costs to the company;
 - It was agreed that work should be stood down on the programme (although the contracts at that time had not been transferred to One CAM Ltd and therefore the decision to pause the contracts was referred to the CEO of CPCA);
 - Recent offers of employment to executive roles were rescinded, again to minimise cost to the company and the CPCA as shareholder; and
 - The Chair and one non-executive director were advised to remain to meet the governance requirements of the company. A potential conflict of interests could potentially arise for the executive directors, appointed from within the Combined Authority, as approved at the CA Board meeting of 5th August 2020.

- 3.8 Since 30th June the company has been operating with a minimal board and staffing from within the CPCA. This material reduction in activity was noted by the CA Board at its meeting on 28th July 2021. A decision is now required by the CPCA as shareholder and project sponsor on the future of the programme and company.
- 3.9 One CAM Ltd is no longer required to operate if it not delivering the CAM programme and the following options arise where the programme is ended: One CAM Limited: proposal to be placed in Dormancy.
- 3.10 The Shareholder Agreement provides that any process towards closure of the Company requires the approval of the Combined Authority Board, acting as shareholder.
- 3.11 In particular, Schedule 2 (Shareholder Consent Matters) of the Shareholder Agreement, provides that shareholder consent must be given for:
- “the commencement of any winding up or dissolution of any Subsidiary, or of the appointment of any liquidator or administrator in respect of any Subsidiary, save as expressly contemplated by this Agreement or as required by law;”* paragraph 2.1.9
- 3.12 The CA Board is asked to decide whether One CAM Limited should now permanently cease work. Where it is decided to permanently cease that work, as the company is solvent.
- 3.13 It is proposed that the company be placed into dormancy. Following a period of dormancy, the company may then be struck off the register of companies.
Dormancy, followed by a strike-off of the company from the Companies House Register
- 3.14 It is open to the CPCA to maintain the company, in a dormant state. Dormancy requires that the company cease functioning (apart from actions taken in relation to wind down), and that it distributes its assets and equity. Following a period of three months, a filing may be made at Companies House for strike off.
- 3.15 A strike-off would ordinarily take no less than three months to be finalised. The likely costs in time and resource are expected to be c. £7,000 (net).
- 3.16 The work undertaken on the CAM Programme to date has considerable value, therefore, the One CAM Limited team and the CPCA transport team have worked to ensure transfer of knowledge and expertise from the CAM programme to the Combined Authority; and the CPCA is working with the GCP to support its work on route development within Cambridge. The Board is invited to agree that the refreshed Local Transport and Connectivity Plan should consider policies to deliver innovative transport solutions, using CAM learning, in support of:
- Integrated transport solutions across the entire Cambridgeshire and Peterborough Combined Authority to include:
 - Active Travel (cycling and walking);
 - Expansion of the E-Bike trial across the region;
 - Demand Responsive Transport rollout subject to positive trial outcome;
 - Bus Rapid Transit/Mass Rapid Transit where geographically appropriate;
 - Light Rail/Very Light Rail consideration where geographically appropriate;
 - Increased investment in bus services following the Bus Service Improvement Plan; and

- Improved rail connectivity working collaboratively with Network Rail and DfT
- Connectivity and productivity improvements in north Cambridgeshire including parts of Huntingdonshire and East Cambridgeshire plus the Fens and Peterborough;
- Surface journey time improvements in central Cambridge. This should include close working with the Greater Cambridge Partnership on the City Deal corridor schemes and on its City Access proposals, some of which may require enabling decision by the Combined Authority; and
- An overarching principle that those currently deprived of a public transport solution have a provision that is safe, reliable and affordable, wherever they are in the region.

3.17 As part of the process of making the company dormant, any remaining funds the company holds will be returned to the Combined Authority as the sole shareholder. While there is no legal onus on the Combined Authority to return the funds received to the Business Board's Growth Fund, the Combined Authority bid for those funds on the basis of the outcomes the CAM would deliver, which will now not materialise, as such it seems appropriate that whatever funds are received from the liquidation of the CAM are returned back into the Recycled Growth Funds.

4. Financial Implications

- 4.1 Following the resolution of the One CAM Board to issue a further £2m worth of shares to the CPCA the total value of shares in One CAM is £3.995m, funded by £3m of CPCA capital and £995k of Local Growth Fund capital.
- 4.2 To the end of September 2021, One CAM Ltd spent has spent £3.1m (including a £454k estimated VAT liability) including £1.54m (£1.30m excl VAT) to the 31st March 2021. The company's spend relating to the 2021-22 financial year to the end of September was £1.56m (1.34m excluding VAT), broken down below:

Expenditure Head	Spend (£)
Staffing (inc. interim CEO and technical support	214,740
CPCA provided staff time	47,104
Board costs	133,736
Consultancy for business case development	922,228
Legal Fees	26,287
Recruitment costs	197
Miscellaneous	122
Estimated VAT	215,650
Total Spend (01/04/2021 – 30/09/2021)	1,560,064

- 4.3 Due to the One CAM Board's actions to cease the work on the business case development, and withdraw employment contracts, monthly spend has dropped from more than £400k in May and June, to less than £100k in July and August to only £11,200 from October. Excluding the potential closedown costs set out earlier in the report, the only continuing commitments of One CAM are the Board's costs of £11.2k per month, and one-off costs of insurance, unpaid accruals, and company accounts totalling £39k.

- 4.4 One CAM Ltd had £901k of net assets as of the end of September 2021 with minimal ongoing costs. As such the Combined Authority, as the sole shareholder, can expect to receive the vast majority of the £901k upon the company's closure.
- 4.5 The Combined Authority allocated a capital budget of £7m to the delivery of the CAM for the 2021-22 financial year. Of this £2m was invested as share in One CAM Ltd and, due to the cessation of works in response to the Mayor's desire to cease works on the CAM, the balance of £5m remains uncommitted. This £5m, along with £657k of uncommitted revenue funds, and the balance of the £894k of shareholder funds repaid from One CAM Ltd are available to be allocated to the Combined Authority's new priorities.
- 4.6 £995k of Local Growth Funds were invested into One CAM Ltd on the recommendation of the Business Board based on the business case put forward by the Combined Authority. The Combined Authority's business case included the repayment of the Business Board's funds at a future date when the company became profitable. As such it is recommended that the Combined Authority reimburse the Business Board for their investment by transferring £995k into the Recycled Growth Fund, primarily from the shareholder funds repaid from One CAM Ltd and topped up from the £5 million of capital released by the cessation of the CAM as ratified.

5. Legal Implications

- 5.1 Legal implications are contained within the body of this report.

6. Other significant implications

- 6.1 None.

7. Appendices

- 7.1 None.

8. Background Papers

- 8.1 None.



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Agenda Item No: 2.2

Bus Service Reform

To: Cambridgeshire and Peterborough Combined Authority Board

Meeting Date: 27 October 2021

Public report: Yes

Lead Member: Mayor Dr Nik Johnson

From: Rowland Potter, Head of Transport

Key decision: Yes

Forward Plan ref: KD2021/050

Recommendations: The Combined Authority Board is recommended to:

- a) Delegate authority to the Head of Transport, in consultation with the Chair of the Transport and Infrastructure Committee, the Monitoring Officer and the Chief Finance Officer, to submit the Authority's Bus Service Improvement Plan to the Department for Transport no later than 29th October 2021;
- b) Delegate authority to the Head of Transport, in consultation with the Chair of the Transport and Infrastructure Committee, the Monitoring Officer and the Chief Finance Officer, to progress at the earliest opportunity the designated BSIP activities should the funding from Department for Transport (DfT) be approved; and
- c) Approve public engagement on the Bus Reform proposals following completion of the independent audit of the Outline Business Case.

Voting arrangements: A vote in favour by at least two thirds of all Members (or their Substitute Members) appointed by the Constituent Councils present and voting, to include the Members appointed by Cambridgeshire County Council and Peterborough City Council, or their Substitute Members.

Any vote in favour must include the vote of the Mayor, or the Deputy Mayor acting in place of the Mayor, to be carried.

1. Bus Service Improvement Plan (BSIP)

- 1.1 In Spring 2021 the Government announced a National Bus Strategy which involved a major change in the way the bus industry operates. The Department for Transport (DfT) has allocated three billion pounds nationally over three years to substantially improve public transport and significantly grow the number of passengers compared to the period before Covid.
- 1.2 Local Authorities have been invited to create ambitious but deliverable BSIPs. To qualify for access to this pot of money.
- 1.3 The Combined Authority (CPCA) is required to submit a BSIP to DfT by the 29 October 2021 to qualify for any consideration of funding support.
- 1.4 This BSIP is a mechanism intended to guarantee better joined up public travel by requiring all of the bus operators and the Local Transport Authority (LTA – in this case CPCA) to work together to submit a joint bid for funding. The DfT is clear in asking LTAs for ambitious plans, which can make a significant difference for the travelling public.
- 1.5 The key part of the BSIP is a set of spreadsheets devised by DfT, which look at the costs and outcomes of the proposals submitted by the LTA and look at the benefits and costs associated with the proposals. That is backed by a detailed report. BSIPs will be requested each year to measure the effectiveness of the measures.
- 1.6 Our starting point is our CPCA Vision For Bus, developed before lockdown, which states that everyone should have the opportunity to travel; their chances in life should not be constrained by the lack of travel facilities open to them.
- 1.7 We have also rooted our proposals in the large-scale tracking survey data compiled by Transport Focus which indicates that the top items that matter to passengers are:
 - punctuality;
 - frequency;
 - polite driver;
 - clean bus;
 - personal safety.Other sources of data have been used as well, including East Cambridgeshire District Council's (ECDC) 2020 report on bus needs in East Cambridgeshire, and the Greater Cambridge Partnership's City Access Strategy.
- 1.8 The BSIP we have developed is a balanced and pragmatic report which recognises the importance of delivering significant improvements and creating a position from still more strategic planning around buses as a core component of an integrated and inclusive transport plan.
- 1.9 In our BSIP we propose additional buses to the existing network to improve the frequencies of city services and our important inter urban routes;

- 1.10 Overlaying our existing network is proposed a rural network where we wish to see a dramatic increase in mobility for people living in rural areas and our many villages. This will mirror our newly launched Demand Responsive Transport (DRT) service in West Huntingdonshire or specific variants of within the diverse geographical and demographic locations.
- 1.11 We have identified a need for a new fast express bus service between Huntingdon and Cambridge.
- 1.12 We are proposing trials of evening services which serve different desire-line destinations to the daytime services, to reflect the travelling public's different travel patterns.
- 1.13 We seek to create improvements in the bus services, and other measures, to encourage more people out of cars into public transport, generating revenue which can be fed into sequential expansions, gradually increasing patronage numbers.
- 1.14 Peterborough is developing its 2040 City Centre Transport Vision. The BSIP will help to lay the groundwork for this vision, and will explore the need to give the city a new bus depot for charging and maintenance.
- 1.15 CPCA is working closely and will continue to work collaboratively with all partners to deliver the ambitions of this BSIP.
- 1.16 As required by the DfT, we have worked closely with our operators to create a formal, independently chaired, Bus Operator Forum which has met regularly and considered the challenges in developing network and service improvements particular following the impact of covid. In turn the forum created:
- A Fares Working Group which has agreed the principles for county-wide all-operator bus tickets to be introduced in 2022;
 - A Passenger Charter working group whose output is being taken by Transport Focus as an exemplary piece of work.

As part of the charter, all buses in the CPCA area will have to be cleaned daily and fitted with CCTV.

- 1.17 The report to the Transport and Infrastructure Committee on 8 September 2021 provided a progress update on the ZEBRA (Zero Emission Bus Regional Area) Phase 2 Application. as a decision is still awaited the Zebra proposal has been added as part of the BSIP.
- 1.18 We have undertaken a data driven approach to identifying route pinch points and there are proposed interventions to include:
- Highways Improvements
 - Enforcement measures where appropriate
 - Signal improvements to enhance flow
- 1.19 The BSIP needs to work closely in line with our Local Transport & Connectivity Plan (LTCP, due out in spring 2022) in order to ensure close integration of active travel, Bus, DRT and rail integration that incentivise multi-modal travel across wide areas.

- 1.20 It is intended to upgrade bus stops one corridor at a time, systematically rolling out better bus maps and at-stop information alongside vehicle branding and timetable upgrades.
- 1.21 Behaviour and cultural change will be key to mode shift and incentives will be developed with partners to make bus transport a real alternative choice to the motorist.
- 1.22 The DfT has requested ambitious BSIPs from Local Transport Authorities. DfT is seeking bids for sufficient funding to sustain and build public transport patronage and achieve better financial stability as a result.

2 Bus Reform

- 2.1 The CPCA has finalised an Outline Business Case for Bus Reform and this is now being independently audited by external auditors. Once the OBC has been audited it is intended to go to a full, three-month public engagement with a mix of electronic, online and local roadshow engagement opportunities to explain what Bus Reform might mean for citizens. This work is being carefully carried out in line with criteria set within Bus Services Act 2017.

3 Financial Implications

- 3.1 The BSIP will outline the need for significant financial interventions over the next 3 years to deliver the service envisioned; however, the Department for Transport recognise that the plans will be outlines at this stage in the process and thus more detailed work is expected on individual schemes within the BSIP before final decisions on individual interventions, and funding requirements, are agreed. As such, there are no direct financial implications arising from this decision: the BSIP is a statement of intent and a vision rather than a detailed investment plan.
- 3.2 While the delivery of the different interventions would be spread across the local bus service operators, the Combined Authority, and the local Highways Authorities; the Combined Authority will, at a minimum, need to take responsibility as accountable body for the funds flowing through it, and it is likely there will be significantly higher resource requirements for specific interventions where the Combined Authority takes a more delivery focused role. Where the resourcing needs for support and delivery of the interventions is not expected to be met within existing capacity the additional cost for resourcing is included in the indicative project budget.

4 Legal Considerations

- 4.1 Legal comments within the body of this report.

5. Appendices

- 5.1 None

6. Background Papers

- 6.1 None



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Agenda Item No: 2.3

OxCam Arc Spatial Framework Position Statement

To:	Cambridgeshire and Peterborough Combined Authority Board
Meeting Date:	27 October 2021
Public report:	Yes
Lead Member:	Mayor Dr Nik Johnson
From:	Paul Raynes, Director of Delivery and Strategy
Key decision:	No
Forward Plan ref:	n/a
Recommendations:	<p>The Combined Authority Board is recommended to:</p> <ul style="list-style-type: none">(a) Note the response to the government's consultation attached at Appendix 1;(b) Note the issues raised by constituent authorities, parish councils and other respondents to the consultation in Cambridgeshire and Peterborough; and(c) Mandate the Mayor, lead members and officers to engage proactively in discussions with government as it enters the next phase of developing its proposed spatial framework.
Voting arrangements:	<p>A simple majority of all Members present and voting</p> <p>To be carried, the vote must include the vote of the Mayor, or the Deputy Mayor when acting in place of the Mayor.</p>

1. Purpose

- 1.1 This report provides an update on Cambridgeshire and Peterborough's response to the government consultation on a vision for the Oxford to Cambridgeshire Arc Spatial Framework, and invites the Board to set out views on the next phase of engagement with central government.

2. Background

- 2.1 The government has conducted a public consultation entitled *Creating a Vision for the OxCam Arc*. The consultation began on 20 July 2021 and is concluded on 12 October 2021. The consultation was addressed "to everyone. [The government is] keen to hear from the public and interested parties from across the public and private sector."
- 2.2 The focus of the consultation was on the initial vision to inform the development of a Spatial Framework for the Oxford to Cambridge Arc. That framework is intended to have the status of national planning policy – which would make it a consideration with weight in developing future local plans – and of national transport policy – which would make it a consideration in future decisions on government funding for transport projects.
- 2.3 The consultation was mainly run on a digital platform and was structured to encourage a wide public response. The digital form asked respondents to rate issues and statements for their importance, and allowed limited free text comments on each main issue. The issues were:
 - Environment
 - Economy
 - Connectivity and Infrastructure
 - Place-making
 - Engaging Communities
 - Data and evidence
 - Monitoring and Delivery.
- 2.3 The Combined Authority is the Growth Board for this part of the Arc geography.
- 2.4 Leaders asked officers to encourage maximum engagement with the consultation by residents and organisations in Cambridgeshire and Peterborough, and to use that as the evidence base for the Combined Authority's position in future discussions. Although the Combined Authority (CA) was not the principal target audience for a consultation aimed at the wider public, DLUHC officials asked that the CA should also make a short formal response itself. Following discussion with the Mayor and Leaders, officers submitted the text at Appendix 1.
- 2.5 Officers have reviewed consultation responses from constituent authorities, parish councils, and other partners. A number of consistent common themes emerge from them:
 - We need homes, jobs and infrastructure for this and next generations. With the innovation and potential of the Arc it is possible to plan for greener future prosperity;

- Housing development requires a bottom-up approach mindful of the region's geography, especially flood risks;
- Homes need to be built with energy efficiency and sustainability in mind
- Local plans remain the democratic basis for allocating development; existing transport plans also rest on much work and evidence and should be respected;
- Nature charities are mindful of the impact of overdevelopment but recognised the meaningful contribution a green OxCam arc can deliver for the environment;
- There is a significant infrastructure challenge, especially in relation to water, if the current planned level of growth is to be sustainable.

2.5 The next public stages of the government Spatial Framework process are currently planned to be

Spring 2022 Consultation on emerging policies and options (this will include a formal government response to the consultation evidence)

Autumn 2022 Consultation on a draft Spatial Framework.

2.6 During the autumn, DLUHC officials will be assessing responses to the consultation and beginning to develop options and policies for the next round of public engagement in the spring. Members and officers from Cambridgeshire and Peterborough participate in a number of formal and informal groups, such as the Arc Leaders Group, the Environment Group, the Infrastructure Group, and will therefore have the opportunity to engage in a dialogue with government as the Spatial Framework develops further. The Board is invited to give guidance to those representatives for the next phase of engagement, and may wish to ask for further updates on progress during the autumn and winter.

Significant Implications

3. Financial Implications

3.1 None at this stage.

4. Legal Implications

4.1 None at this stage.

5. Other Significant Implications

5.1 None.

6. Appendices

6.1 Appendix 1 – Officer Response to the OxCam Vision Consultation

7. Background Papers

- 7.1 Government Ox-Cam Arc vision consultation document:
[Creating a vision for the Oxford-Cambridge Arc](#)

CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY
RESPONSE TO OXCAM ARC SPATIAL FRAMEWORK CONSULTATION

The Cambridgeshire and Peterborough Combined Authority is composed of the Local Planning Authorities in its area, the County Council and Business Board, and is chaired by the elected Mayor. This collective response to the government's consultation on a proposed Spatial Strategy for the OxCam Arc is consistent with, and in addition to, the responses to the consultation made by the constituent authorities.

The Combined Authority is also the designated Growth Board for its part of the OxCam Arc geography. The Authority looks forward to continuing positive engagement with the government as the proposed Spatial Framework is developed. We see the potential of the Arc Spatial Framework to foster sustainable growth in all areas of the Arc, and to advance our local levelling-up agenda. Cambridgeshire and Peterborough is home to some of the UK's globally significant economic assets, but also to communities that are among the country's most left behind. The Arc needs to benefit the whole of its geography and all its communities.

The Combined Authority endorses the general themes of the consultation. We share the government's aspiration to see sustainable economic growth that is consistent with improvements to the environment, excellent transport connectivity, much better provision of affordable housing, the right infrastructure, well-planned and provided in advance of and in support of growth, and based on collaborative working and engagement with communities. The consultation identifies a large number of objectives, all of which we recognise as important in principle. As it develops, the spatial framework will encounter the need to make choices and set priorities among these objectives. The Combined Authority looks forward to working with government in helping to understand and address those decisions.

Local Plans remain the fundamental democratic building block of spatial planning. The Spatial Framework creates a particular opportunity to add value to local plans by addressing wider factors in sustainability, especially the infrastructure planning for water, energy, and transport, and the regulatory and funding decisions needed to enable the transition to net zero carbon by 2050. The Combined Authority is currently developing a refreshed Local Transport Plan and an action plan to implement the recommendations of the Cambridgeshire and Peterborough Independent Commission on Climate, and is stepping up work with partners on water issues, and we look forward to ensuring that the Spatial Framework reflects the local evidence we have built up.

The Combined Authority looks forward to a strong and effective partnership with government over the coming months as the development of the Spatial Framework moves into its substantive phase.



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Agenda Item No: 2.4

Strategic Water Issues

To: Cambridgeshire and Peterborough Combined Authority Board

Meeting Date: 27 October 2021

Public report: Yes

Lead Member: Mayor Dr Nik Johnson

From: Paul Raynes, Director of Delivery and Strategy

Key decision: No

Forward Plan ref: n/a

Recommendations: The Combined Authority Board is recommended to:

- a) Agree that the Combined Authority should send a senior representative to the Sponsor Group of the Future Fens Integrated Adaptation Initiative, and approve a financial contribution of £40,000 in 2021-22 from the Non-Strategic Spatial Framework budget line to support the initiative in developing a business case for investment in water management and climate change adaptation in the Fens;
- b) Agree that the Combined Authority should join the Water Resources East (WRE) Board and approve the expenditure of £7,500 in 2021-22 from the Non-Statutory Spatial Framework budget as a subscription to WRE membership; and
- c) Subject to recommendation (b) being approved, delegate authority to the Chief Executive to nominate a senior officer to represent the Combined Authority on the Water Resources East Board.

Voting arrangements: A simple majority of all Members present and voting

To be carried, the vote must include the vote of the Mayor, or the Deputy Mayor when acting in place of the Mayor.

1. Purpose

- 1.1 This report recommends that the Combined Authority should support constituent authorities' local plan development and delivery, the Devolution Deal objective of doubling GVA sustainably, and the Combined Authority's objectives on the natural environment, by taking an active role in two key forums which will shape future planning for water infrastructure in Cambridgeshire and Peterborough.

2. Background

- 2.1 The future management of water is a crucial issue in enabling future sustainable growth in Cambridgeshire and Peterborough. The evidence base for the Greater Cambridge Local Plan has identified future water supply as a potential "deal breaker" under the preferred option published for consultation. Medium or high growth levels would need new regional scale infrastructure, such as reservoirs and transfer schemes. Even on existing plans, the current reliance on water abstraction from the chalk aquifer is considered unsustainable. Seasonal flooding is already a significant issue in Huntingdonshire. Evidence produced by Cambridge University for the Cambridgeshire and Peterborough Independent Commission on Climate indicates that by the end of the century, based on current locations and not allowing for future development, nearly 1 in 10 homes and 1 in 4 agricultural and industrial production facilities could face river flooding. Communities, farms and industry in the areas of Wisbech, Whittlesey, Huntingdon, St Ives and the eastern edge of Peterborough face the highest risk. Meanwhile, hotter and drier summers will increase the stress on water resources, impacting people, farming, industry, biodiversity and the quality of the natural environment.
- 2.2 Combined Authority officers together with officers from constituent authorities have held discussions with the government's OxCam Arc unit on the need for nationally-led infrastructure planning processes to take into account Cambridgeshire and Peterborough's water challenges. The Mayor and officers have also engaged with the water industry and other partners. As a result of these discussions, the Combined Authority has been invited to join two significant initiatives which are focussed on planning for future water needs.

Future Fens Integrated Adaptation

- 2.3 The Future Fens Integrated Adaptation (FFIA) project was established in May of this year. The Mayor attended its inaugural meeting. FFIA is a concept to bring together many different but key sectors, organisations and people into a partnership that builds on the strategic work across sectors, aiming to draw on international experience to lead, develop and deliver a truly integrated water management approach. As part of this work on resilience, Anglian Water are looking at proposals to develop two new large surface water reservoirs. One in South Lincolnshire and one on the Norfolk/Fenland boundary. These reservoirs are being planned as multi-purpose assets and will use source water from Fen rivers. The likely cost of these reservoirs is £1.5 to £2.0 billion depending on the final design options/locations. The proposed integrated water management approach created by this partnership aims to be a solution addressing the environmental, economic and social challenges faced. The Project has identified the potential to unlock wider benefits including:
- Long-term food security for the UK;
 - Increased biodiversity and natural capital;

- Carbon sequestration within the peat;
- New sustainable housing growth and thriving regenerated communities;
- New investment in green transport systems;
- Business and job creation.

The invitation to the Combined Authority to join the FFIA is set out in full in Appendix 1.

Water Resources East

- 2.4 Water Resources East is one of five Regional Planning Groups working under the National Framework for Water Resources to develop a long-term integrated water management plan for Eastern England. Given the diverse range of water users in the region, Water Resources East became an independent legal entity (a Company Limited by Guarantee) in 2019, and a multi-sector Board of Directors was formed along with a new membership model. Water Resources East (WRE) Ltd now operates as an independent membership organisation, working with over 200 stakeholders. Its integrated water management plan will be submitted to the government and regulators as the basis for future investment plans by the industry. The invitation to the Combined Authority to join WRE is set out in Appendix 2.

Strategic Alignment

- 2.5 The Combined Authority's strategic objectives, as set out in the Devolution Deal, the Growth Ambition Statement, and the Business Plan, include:
- Enabling the sustainable growth of the economy in line with the target of doubling GVA over 25 years;
 - Supporting constituent authorities' Local Plans and the delivery of the homes and growth set out in those plans;
 - Ensuring that infrastructure is in place in a timely way to support development.

The evidence indicates that failure to ensure effective management of water in the future would jeopardise the Devolution Deal growth objective. The Combined Authority does not have decision-making powers over water supply, water infrastructure, or flood defence and works in partnership to influence those decisions. Membership of WRE and FFIA would formalise the Combined Authority's role in the two key partnerships shaping decisions about future water planning and investment, and significantly enhance the Combined Authority's ability to ensure that the needs of Cambridgeshire and Peterborough residents, and of constituent authorities, are met by future decisions on water resources.

Significant Implications

3. Financial Implications

- 3.1 The Future Fens Integrated Adaptation project has asked for a contribution either in cash or in kind to resource the current phase of its work drawing up a compelling business plan. The Combined Authority's headcount does not make it possible to offer a secondees, as partners such as the Environment Agency have. A financial contribution of a comparable order - £40,000 – is therefore suggested for the Board's consideration. Given the strategic alignment of FFIA's work to the Combined Authority's objectives, and the necessity of

addressing water issues for the achievement of sustainable growth in line with the Devolution Deal aim, this is considered to represent acceptable value for money.

- 3.2 Water Resources East is a company limited by guarantee, whose shareholders contribute £15,000 a year to support its running costs. For the current financial year, WRE has asked the Combined Authority for a £7,500 contribution as counterpart to taking a shareholding. Given the strategic alignment of WRE's work to the Combined Authority's objectives, and the necessity of addressing water issues for the achievement of sustainable growth in line with the Devolution Deal aim, this is considered to represent acceptable value for money.
- 3.3 The Board is recommended to fund these two subscriptions by approving expenditure from the Non Statutory Spatial Framework Budget, which is intended to support work on strategic planning in support of constituent authorities' local plans. The MTFP provides £301,000 in 2021-22 for this work.

4. Legal Implications

- 4.1 Membership of WRE would involve the Combined Authority becoming a shareholder in a company limited by guarantee. The liability would be for a £1 share. The Combined Authority would be required to nominate a Director to the company. It is recommended that this should be a senior officer nominated by the Chief Executive.

5. Other Significant Implications

- 5.1 None

6. Appendices

- 6.1 Appendix 1 – Letter to the Mayor from Future Fens Integrated Adaptation
- 6.2 Appendix 2 – Letter to Officers from Water Resources East

7. Background Papers

[Devolution Deal](#)

[Growth Ambition Statement](#)

[Business Plan 2021-22](#)

[Greater Cambridge Local Plan Preferred Option Consultation](#)

[Greater Cambridge Local Plan Integrated Water Management Study](#)

[CPICC first report](#)

To: Dr Nik Johnson

By email only

30 July 2021

Dear Nik,

Future Fens: Integrated Adaption Project

Proposition for the CPCA to join the Sponsor Group

Introduction

The inaugural Future Fens Integrated Adaptation (FFIA) Taskforce event was held on the 19 May 2021. It was co-hosted by Anglian Water (AW), Water Resources East (WRE) and the Environment Agency (EA).

In attendance were over 80 different stakeholders from 47 different organisations representing national and local government, agriculture, business academia, energy, water and environmental sectors. Key note speeches and presentations were received from Emma Howard-Boyd (Chair - Environment Agency), Norman Robinson/Paul Burrows (Environment Agency), Dr Robin Price (Managing Director - WRE), Hannah Stanley Jones (Head of Water Resources - Anglian Water), Dr Nik Johnson (Mayor - Cambridge & Peterborough), Peter Glass (Delta Commissioner - Netherlands Government), Kamyar Guivetchi (California Water Resources), Mike Emmerich (Founding Director - Metro Dynamics) and Stephen Barclay MP (Chief Secretary to the Treasury).

The event was well received and considerable momentum created. One of the next steps agreed at the event was to develop the governance needed to take this collaborative and innovative concept forward. The Sponsor Group is part of this proposed governance and will represent the key driving force to influence direction, shared funding opportunities and pace. Terms of reference are currently being developed. In addition to the three organisations already heavily involved in the FFIA it is hoped that the CPCA will also join the Sponsor Group and help play a lead role. Some initial discussions have already taken place in this regard.

Key issues and challenges driving this Project

The impact of climate change is presenting us all with a huge and urgent challenge.

The Fens are one of the areas of the UK most at risk from climate change. With one third of the land already at or below sea-level. The Fens were drained centuries ago, resulting in a dry, highly fertile agricultural region supported by a system of drainage channels, relief channels, automated pumping stations and designated temporary flood washes.

Half of the UK's most fertile agricultural land is located in the Fens, providing a fifth of the nation's crops and a third of its vegetables.

In addition to the current flood risk from extreme weather events there is an increasing coastal flood risk mainly due to the impact of climate change. Not only is sea-level rising but the current range of projections for sea-level rise (re Met Office Hadley Centre) show a continued rise beyond 2100 across all future emission scenarios. It is important to note that even for the low emission scenario there is significant rise in the projected sea-levels around the East Coast. Coastal inundation therefore presents a real threat of irreversibly changing the landscape. This would be disastrous outcome on so many levels.

At the other end of the spectrum, East Anglia is one of the most water scarce parts of the country. The pressure on our water resources is increasing due to climate change and population growth, along with the need to provide water for farming, industry and to protect and enhance the environment.

In addition, the Fens have suffered historically from low economic growth and recorded high deprivation levels. The recent work commissioned by the CPCA, for example 'Growing Fenland - Strategy Proposal' and 'Market Town masterplans' has highlighted the scale of issues and the fundamental priorities to allow for regeneration and sustainable growth. Flood resilience was identified as a key part of this strategy and the need for more certainty regarding the future. For example, discussions with MHCLG on the idea of a Wisbech Garden town have so far been met with a red flag and a question. 'Given the potential impact of climate change what is the long-term solution with regard to flood resilience for this area'? To allow major infrastructure and investment to move forwards this question needs to be answered.

What is Future Fens: Integrated Adaptation?

FFIA is a concept to bring together many different but key sectors, organisations and people into a single integrated, holistic approach to help solve the problems we all face together.

We have started the process to develop this partnership that builds on the strategic work across sectors, aiming to draw on international experience to lead, develop and deliver a truly integrated water management approach.

As part of this work on resilience Anglian Water are looking at proposals to develop two new large surface water reservoirs. One in South Lincolnshire and one on the Norfolk/Fenland boundary. These reservoirs are being planned as multi-purpose assets and

will use source water from Fen rivers. The likely cost of these reservoirs is £1.5 to £2.0 billion depending on the final design options/locations.

The proposed integrated water management approach created by this partnership aims to be a solution addressing the environmental, economic and social challenges faced. The Project would look to identify shared public value and efficiencies. To this end it promises massive benefits both for the area and the UK. This Project enables the Fens to take control of its own destiny, adapting and becoming climate change resilient. It has the potential to unlock wider benefits including:

- long-term food security for the UK;
- Increased biodiversity and natural capital;
- Supports carbon sequestration within the peat;
- New sustainable housing growth and thriving regenerated communities;
- New investment in green transport systems;
- Business and job creation.

The ambition is for this project to be a UK exemplar for adaptation in the UK.

Timeline

We have launched the taskforce with two distinct phases. The first phase takes us up to the immediate milestone of COP26. The second phase develops the detail proposals, the funding options and delivery. See the Timeline attached.

Mapping existing activity

One of the next steps, in collaboration, is to understand what is already happening and what isn't, across each sector. Mapping these will help understand the full picture and any gaps that need addressing.

Each of the three lead partners have been in contact with organisations across sectors. Those with projects already planned, or underway, are being invited to share them at this mapping exercise to see where they can support one another, both in securing funding and driving synergistic development into the future.

Following the inaugural taskforce meeting, three things became clear:

- The Fens are an area with great potential. Containing 48% of England's grade 1 agricultural land, it is the 'breadbasket of the UK': all despite only accounting for 5% of its agricultural land. It is also home to a range of SSSI's, reserves and unique ecosystems found nowhere else. If utilised properly, sitting in the heart of England these areas can provide accessible locations for people to enjoy and interact with nature.
- Time is of the essence. The looming climate and biodiversity crises will not wait and decisive action is needed to avoid the worst effects these threats present. With COP26 swiftly approaching this presents an opportunity we are keen to grasp

raising the profile of these threats and gaining support both domestically and internationally.

- The integrated, collaborative approach to these issues, outlined in the taskforce, is key to adapting to and mitigating the challenges faced in the Fens. By pooling collective resources and expertise cross-sector, we can ensure projects and decisions provide the most benefit to the communities and wildlife inhabiting this unique area, as well as more widely through climate change mitigation.

This initial mapping exercise is the start point in the complex path.

This exercise will unlock discussions around where, how and when to collaborate, and deliver the full potential of the Fens in the short to medium term. It will also influence discussions on what our combined vision for the Fens long term will be, setting up another, key, 'visioning' workshop. This is planned for early September.

Coordination

We want to build on the hard work done by many organisations over the last few years and develop and help coordinate this holistically.

AW / WRE and the EA have already committed resource such that the Project can progress at pace to meet the immediate timeline milestones. This commitment recognises the opportunity at COP 26 to raise the profile on the national and international stage.

At a sponsoring and commissioning level there is considerable support at director level to meet the Project needs.

- Peter Simpson (CEO - AW) commitment to chair the Taskforce / support nationally.
- Alex Plant (Dir S&R AW) commitment to the Sponsor Group and wider.
- Dr Robin Price (MD WRE) commitment to the Sponsor Group and wider.
- Norman Robinson (Area Dir) commitment to the Sponsor Group and wider.

At project level the direct resource commitments at this stage are:

- AW - Project Manager (Russell Beal) and graduate (Will Davies).
- EA – Paul Burrows (Senior Manager) taken offline to focus on future Fens.
- WRE - Project Manager (Rachel Dyson) part-time.

Proposal

Our proposal is that that CPCA join this Sponsor Group and makes a commitment to support financially the collective aims.

The level of commitment would be flexible and any necessary changes agreed through discussion at the Sponsor Group, but to include:

- An invitation for the CPCA to nominate someone to join the Sponsor Group and to be part of our presence at COP 26 on the resilience hub (details TBC);

- Financial support to enable a further full-time resource role to align the work on climate change, transport, sustainable economic growth and future funding bids / shared public value. A further option would be to provide some financial support to fund an external resource to the same end. This commitment would be similar in scope to the existing commitment for Future Fens being made by AW/WRE/EA.
- An announcement on this commitment to be made public on or before the next Taskforce meeting on the 22 September 2021.

This proposition is intended to help formulate an important opportunity for the Mayor and CPCA to consider. We welcome further discussion on this.

Yours Sincerely,

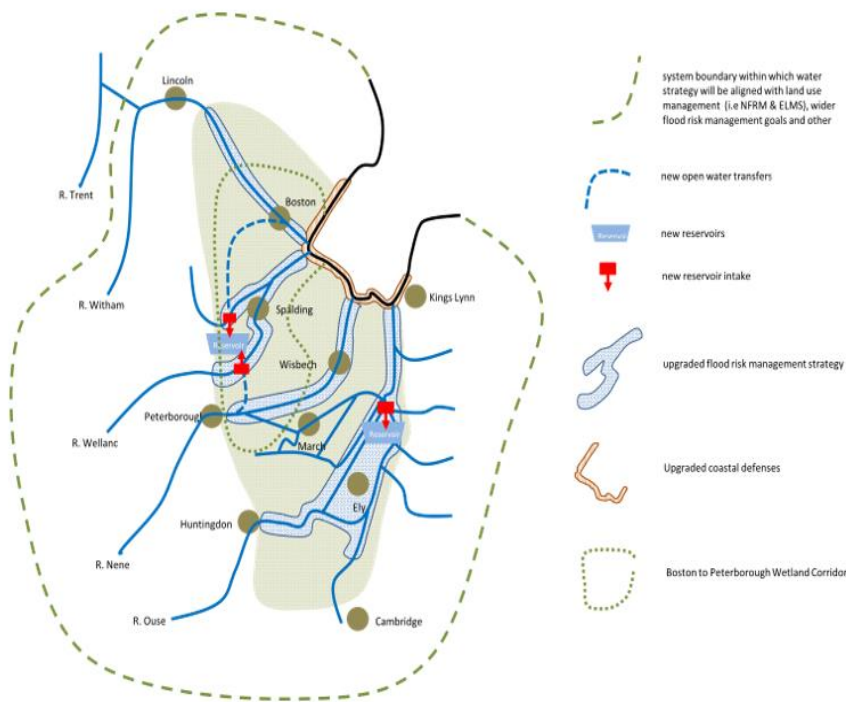
Signature
redacted

Alex Plant
Director of Strategy & Regulation
Anglian Water
(on behalf of the Sponsors' Group)

Appendix

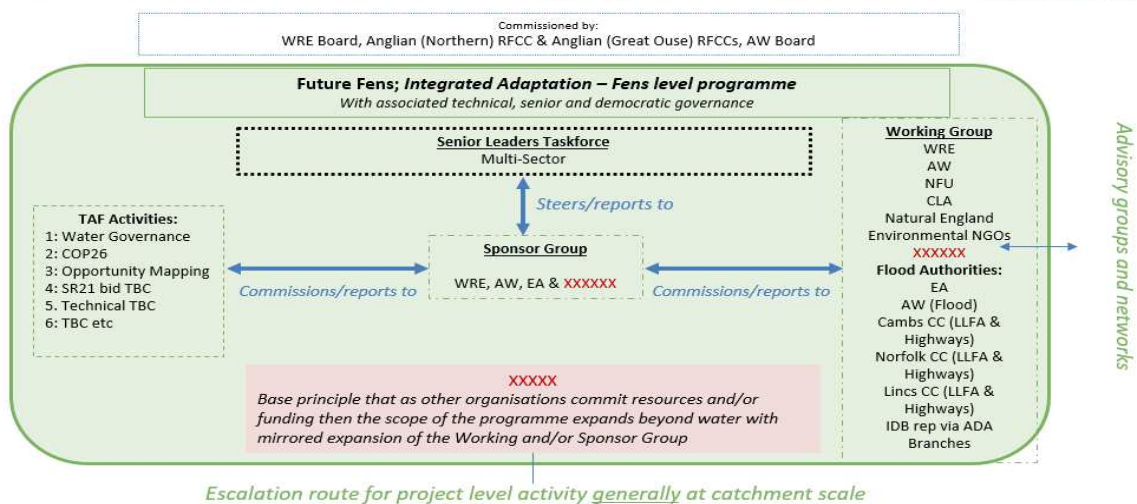
1. FFIA - Schematic
2. FFIA - Governance proposals
3. FFIA - Timeline up to COP 26

FFIA - SCHEMATIC

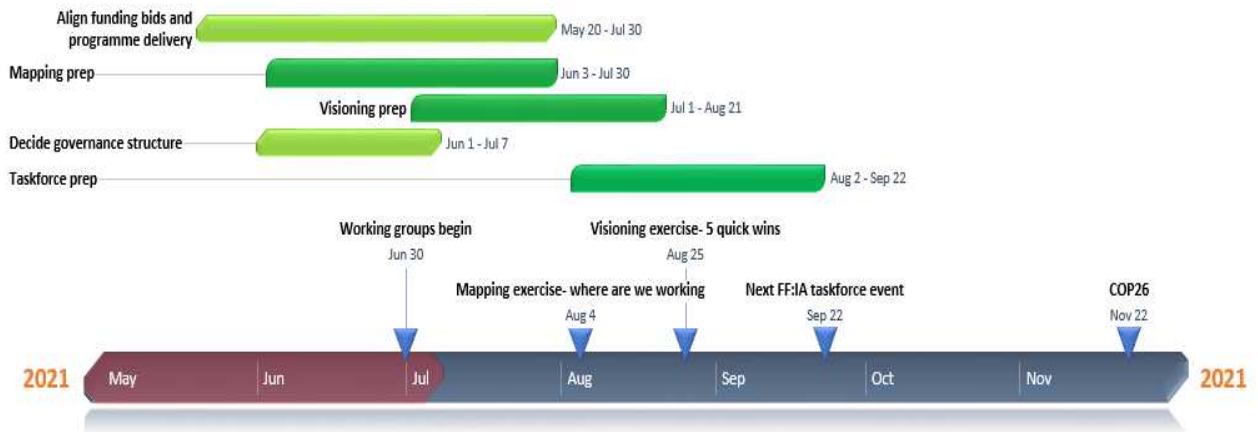


FFIA - GOVERNANCE PROPOSALS

Future Fens: Integrated Adaptation Governance (Integrated – Multi Sector)



FFIA – TIMELINE UP TO COP 26





Water Resources East (WRE) Ltd
The Enterprise Centre
University of East Anglia
University Drive
Norwich
NR4 7TJ

7th October 2021

Adrian Cannard
Cambridgeshire and Peterborough Combined Authority
The Mayor's Office
72 Market Street
Ely, Cambridgeshire
CB7 4LS

Dear Adrian

Water Resources East

Water Resources East (WRE) is one of five Regional Planning Groups working under the National Framework for Water Resources to develop a long-term integrated water management plan for Eastern England. Given the diverse range of water users in the region, Water Resources East became an independent legal entity (a Company Limited by Guarantee) in 2019, and a multi-sector Board of Directors was formed along with a new membership model. Water Resources East (WRE) Ltd now operates as an independent, inclusive, collaborative, exploratory and forward-thinking membership organisation, working with over 200 stakeholders.

Eastern England is characterised by its low rainfall, internationally important habitats and diversity of water use, including very significant non-public water supply users, particularly irrigated agriculture, food production, energy and conservation organisations.

WRE's vision is for Eastern England to have sufficient water resources to support a flourishing economy, a thriving environment and the needs of its population, and for the region to be seen as an international exemplar for collaborative integrated water resource management.

The Articles of Association for Water Resources East (WRE) Ltd detail the types of membership being offered for Water Resources East (WRE) Limited. In summary, they detail two tiers of membership, namely **Primary Funding Members** (PFMs) who will form the **Board of Directors** and **Standard Members** who will form the **Strategic Advisory**

The Enterprise Centre, University of East Anglia, University Drive, Norwich NR4 7TJ

Find out more at www.waterresourceeast.com

Group. Those organisations represented on the Board will collectively fund or otherwise facilitate WRE's function. This funding could be a direct financial contribution of a minimum 3% of the day to day operational costs for the organisation (salaries, accommodation and expenses), or could be an 'in kind' contribution which is equivalent to a 3% direct contribution. This could take the form, for example of the provision of a support service which reduces the overall operational cost of the business. For 2021/22, a 3% contribution is equivalent to £15k.

The broader technical programme for WRE will be funded separately, for example via external grants such as Inter-Reg or via academic partnerships, or could be funded by members of the company. Agreement around funding for the technical programme will be via Business Cases brought to the Board.

The Board of Directors will have specific duties:

- Appointment of the Chairman and the Managing Director.
- Remuneration policy for the Chairman, Managing Director and Technical Director.
- Approval of the annual budget and the Business Plan.
- Appointment of new PFMs and Standard Members.
- Appointment of sub-committees and specific working groups, and approval of resources for the delivery of key workstreams.
- Setting of the overall strategy and vision for Water Resources East.
- The decision as to which issues require voting by the entire membership, and which matters can be agreed by the Board. It is expected that the draft and final Regional Plan will be approved by the entire membership.

Board Membership:

The **Board of Directors** will be in control of, and at the heart of the shaping and development of the overall water strategy for Eastern England. Board members have the opportunity to employ WRE and its team of experts in the co-delivery of the water elements of relevant organisations' water strategies, with the explicit aim of more than recovering the cost it has invested. This cost recovery may be non-financial (ie the perceived value of the significant influence a Board seat will have over the development of the Regional Plan), or could be financial by utilising the technical expertise of the WRE team to avoid more expensive consultant costs.

As part of its influence, the WRE Board will also be able to help shape broader strategies alongside the other sectors and organisations who have already agreed to join the Board. We also hope that there will be positive communication and engagement opportunities around being closely associated with WRE, with an organisation being seen to be at the heart of solving a fundamental issue for our region.

WRE is unique in that it is completely independent of any organisation or sector, with the ability to convene groups to work together to solve particular issues. Overall, WRE has already helped inform and set government policy around multi-sector water resource planning and management, and the aim is that we will continue to do this. Board

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Find out more at www.waterresourceeast.com



membership therefore provides an opportunity to directly influence government thinking around integrated water management.

If you require any further information please do not hesitate to get in touch.

Best wishes

Signature redacted

Dr Robin Price
Managing Director



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Agenda Item No: 2.5

Net Zero Compliant Policies: Making an Immediate Difference

To: Cambridgeshire and Peterborough Combined Authority Board

Meeting Date: 27 October 2021

Public report: Yes

Lead Member: Councillor Bridget Smith, Lead Member for the Environment and Climate Change

From: Paul Raynes, Director of Strategy

Key decision: Yes

Forward Plan ref: KD2021/058

Recommendations: The Combined Authority Board is recommended to:

- a) Endorse the proposed Action Plan setting out the Combined Authority's actions to implement the first recommendations of the Cambridgeshire and Peterborough Independent Commission on Climate;
- b) Note the setting up of the Climate Working Group to bring partners together to provide system-wide leadership in implementing the wider elements of the Commission's recommendations;
- c) Mandate officers to take forward actions with CPCA budget implications through the Medium-Term Financial Plan refresh process and in line with the Assurance Framework requirements for expenditure decisions;
- d) Mandate officers to review the Assurance Framework and project management guidance to ensure that future Board decisions at project gateways can take into account evidence of their climate impact; and

e) Mandate officers to prepare a procurement policy for consideration by the Board that would set out criteria for applying climate change considerations to the procurement of goods, services, and to future funding agreements with delivery partners. This policy to include:

- a. appropriate scoring criteria for climate change in tendered goods and services;
- b. any minimum standards to be applied for suppliers;
- c. an assessment of impacts on supply chain.

Voting arrangements: A simple majority of all Members present and voting

To be carried, the vote must include the vote of the Mayor, or the Deputy Mayor when acting in place of the Mayor.

1. Purpose

- 1.1 To agree an Action Plan to begin implementing the Cambridgeshire and Peterborough Independent Commission on Climate recommendations addressed to the Combined Authority. In particular, to agree changes to the Combined Authority's approach to procurement and project scoping to make Climate Change a key consideration in future decisions about project delivery.

2. Background

- 2.1 The Board agreed in June 2021 to take appropriate action on all of the 31 recommendations of Independent Commission on Climate, initially as they relate to the Combined Authority only. The first overarching recommendation requires the adoption of an Action Plan. This report sets out a first such action plan, focusing on actions the Combined Authority itself can take to make early progress (Appendix 1). It does not cover those aspects of the recommendations aimed at constituent councils or other organisations (Appendix 2). There is significant activity and analysis already underway by councils and organisations across the area that will need to feed into the development of the action plan on those wider recommendations. The Climate Working Group will convene to lead the discussion on how delivery can be achieved.
- 2.2 The Combined Authority's own carbon footprint is very limited. It can influence the net zero trajectory of delivery partners (i) by using its buying power through changes to procurement policy and through the way projects are scoped, and by passing those requirements on to delivery partners which we fund and (ii) through using its strategic role to set policy for transport, skills, housing and business support.
- 2.3 Delivery on the recommendations requires a mix of changes to operational procedures, use of funding, strategic policies, and the convening/lobbying role of the Combined Authority. Directors have reviewed opportunities to bring forward immediate action in line with the recommendations. These are included in Appendix 1. The estimated costs shown are additional to existing approved budget. They will be scrutinised and assessed further as part of the MTFP refresh process for the Board to consider in a way that is compliant with the Assurance Framework.

Procurement and funding agreements

- 2.4 Making the operations of the Combined Authority net zero by 2030 means addressing the different categories of greenhouse gas emissions. Scope 1 and Scope 2 emissions are those within direct control of the Authority. Scope 3 are indirectly generated in the Authority's supply chain – there are difficulties in attributing all such emissions where supply chains are extended. An assessment will be made to set the organisation a suitable science-based target – targets are considered 'science-based' if they are in line with what the climate science deems necessary to meet the goals of the Paris Agreement – limiting global warming to below 2°C above pre-industrial levels and pursuing efforts to limit warming to 1.5°C.

Scope 1	Scope 2	Scope 3
Fuel combustion Company vehicles Fugitive emissions	Purchased electricity, heat and steam	Purchased goods and services Business travel Employee commuting Waste disposal Use of sold products Transportation and distribution (up- and downstream) Investments Leased assets and franchises

- 2.5 The Authority only has limited Scope 1 and 2 emissions (the energy requirements of the Ely office). For Scope 3, the main emissions will be from purchased goods and services, and employee commuting and business travel.
- 2.6 For goods and services, a key lever to bring about change is through procurement policy. Legislation allows the scoring of tenders for purchased goods and services to reflect climate change policy (where the goods/services are not materially a climate-related project, in which case those considerations would be primary to the tender decision). Currently, the Authority's approach to procurement is set out in the Constitution. Legal advice is that we should now develop a standalone procurement policy that would set out standard criteria for assessing climate change considerations. Once agreed, the procurement approach would be cascaded through the delivery chain through future funding agreements with external organisations.
- 2.7 Opportunities to reduce Scope 3 emissions from employee commuting and business travel is a factor in the current review of the office requirements and working practices of the Combined Authority and will be reflected in any future accommodation strategy.

Climate Impact Assessments

- 2.8 The requirements for scoping new Combined Authority projects are set out in the Assurance Framework and the Authority's guide to project management (the "Ten Point Guide"). The Board is asked to agree that these policies should both be amended to require climate impact assessments to be included in (i) Project initiation Documents and (ii) future Business Cases.
- 2.9 The Board is also asked to agree that future Board reports seeking decisions on project initiation and business case gateway decisions should include a section setting out the climate impacts of the projects.

CPICC recommendations: CPCA action plan

- 2.10 Appendix 1 sets out an initial Action Plan to begin implementing the Cambridgeshire and Peterborough Independent Commission on Climate recommendations addressed to the Combined Authority. This breaks down the CPICC's 31 recommendations into 48 detailed actions. The Action Plan has been developed collaboratively across the Authority's directorates. Although it only at this stage contains commitments to action by the Combined Authority itself – in line with the guidance given by the Board at its meeting in June – the

Action Plan has been discussed with officers from constituent authorities who have fed in views on its deliverability and focus.

- 2.11 The Action Plan contains a number of actions which would require funding. The Board is not being asked to allocate funding at this point. These proposed expenditure commitments will be taken forward in the normal way through the Medium Term Financial Plan process.

Climate Working Group

- 2.12 CPICC first overarching recommendation asked the Combined Authority to establish a Climate Cabinet to provide system-wide coordination in taking forward the Commission's recommendations to the wider public and private sector. The Board endorsed this recommendation, with the proviso that it be renamed a Climate Working Group. The Mayor has issued invitations to members of this group, whose proposed membership would include public sector organisations represented on the CPCA Board, businesses including transport and agriculture, the University sector, environmental groups, and a youth representative. A first meeting of the group is being scheduled for November.

Significant Implications

3. Financial Implications

- 3.1 Proposed actions with budget implications in the Action Plan would be considered through the Medium-Term Financial Plan (MTFP) refresh process and in line with the Assurance Framework requirements for expenditure decisions.

4. Legal Implications

- 4.1 Climate change considerations in the scoring of tenders can be regularised through the introduction of a specific Procurement policy (alongside the existing Contract Procedure Rules of the constitution). This can set any minimum thresholds that suppliers have to reach, the weighting given within the scoring criteria of tenders for climate response, and any exclusions.
- 4.2 Consequential changes to the Assurance Framework will be progressed in the normal way through Audit and Governance Committee to Board.

5. Other Significant Implications

- 5.1 Addressing climate change has potentially significant equalities implications. The second report of the CPICC contains a number of recommendations relating to equality and fairness under the heading "Just Transition". These will be brought to the Board for consideration in November.

6. Appendices

- 6.1 Appendix 1 – Climate Action Plan for the Combined Authority's Operations
- 6.2 Appendix 2 – Actions to be Considered via the Climate Working Group and Individual Organisations
- 6.3 Accessible versions of Appendix 1 and Appendix 2 are available on request from democratic.services@cambridgeshirepeterborough-ca.gov.uk

7. Background Papers

- 7.1 [Initial report of the Cambridgeshire and Peterborough Independent Commission on Climate Change](#)
- 7.2: [Combined Authority Board 30 June 2021 - Item 4.3 refers](#)

Appendix 1

ACTION PLAN FOR COMBINED AUTHORITY'S OPERATIONS														
Recommendations as they apply to the CPCA operations (i.e. where the CPCA has a convening role, policy or financial lever)		Action	Timing	Internal Action owner	Impact		Resources (£000's)					Comment		
					Now	1-2 yrs	3+yrs	21-22	22-23	23-24	24-25		Type	
OVERARCHING														
Ov1	The CPCA to create a climate cabinet, funded delivery team, green investment team, a climate action plan, and establish an independent monitor	Ov1.1	Establish the Climate Working Group	Oct-21	D&S									Invitations sent. Initial meeting planned for November.
		Ov1.2	Increase staff capacity on climate issues in delivery and strategy directorate	Dec-12	D&S				60	60	60	60	Revenue	Recruitment underway for Principal Climate Change Officer (closing date end October, timing assumes notice period).
		Ov1.3	Green investment team - see Ov6.	Apr-22	D&S								Revenue	Capacity to be developed as part of Action Ov6.1
		Ov1.4	Prepare the Climate action plan	Oct-21	D&S									This schedule sets out initial actions for the Combined Authority. The Climate Working Group to convene to shape the multi-agency action plan. The costs of the actions are picked up under individual recommendations
		Ov1.5	Establish monitoring and reporting arrangements	Nov-21	D&S				50	50	50	50	Revenue	CPCA Board to consider monitoring issue after it has the recommendations from the Climate Commission's second report on future governance arrangements. A budget for 'commission' activity is allocated.
Ov2	The CPCA to introduce a formal Climate Change assessment for its decisions, including procurement	Ov2.1	Revise procurement policy	Oct-21	Governance									Need to market test with SME suppliers
		Ov2.2	Revise project management guidance	Oct-21	PMO									Need to test with HMG
		Ov2.3	Revise Assurance Framework	Oct-21	Governance									
		Ov2.4	New funding agreement clauses	Oct-21	Governance									
		Ov2.5	New grant agreement clauses	Oct-21	Governance									
		Ov2.6	Revise Board report template	Oct-21	Governance									
		Ov2.7	Staff climate impact assesment training	Nov-21	D&S/HR				10	0	0	0	Revenue	Assumes @£100 course accreditation
Ov3	The CPCA's own operations should be net zero by 2030, underpinned by regional SBTi-type action plan	Ov3.1	Revise policies as set out in Ov2	Oct-21	Governance								Need to market test with SME suppliers	
		Ov3.7	Accommodation Strategy	?	HR								Includes new ways of working policy Discuss alignment with councils	
		Ov3.8	Set out SBTi target framework	Oct-21	D&S									
Ov4	The CPCA to assess the availability of funding for green opportunities (such as Green bonds or other instruments to accelerate housing retrofit, nature based solutions and peat restoration) and develop an ambitious funding plan.	Ov4.1	Funding Plan post Autumn Spending Review (see also Ov1.3 and Ov6.1)	Jan-21	Finance									
Ov5	The CPCA to lead a plan for engagement with local people and businesses.	Ov5.1	Initial engagement to link with COP26	Sep-21	Comms								Shared Comms activity underway on awareness raising as part of COP26.	

		Ov5.2 Convene shared Comms activity across the constituent Councils to make efficient use of collateral	Oct-21 Comms							Shared Comms activity underway on awareness raising as part of COP26.
		Ov5.3 Support just transition engagement events by the Commission, summer 2021	Aug-21 Comms	Done						Events held and results fed into the Commission's report
Ov6	The CPCA to adopt a leadership role in accelerating the achievement of the Doubling Nature ambition, specifically to create or to conserve habitats such as woodland, grassland or wetlands that can store or absorb carbon.	Ov6.1 Establish a Fund for Nature/Environment to invest in sites	Apr-22 D&S			0	1000	0	0 Capital	Scheme would seek multi-benefits, including meeting future Biodiversity Net Gain requirements on CPCA schemes
		Ov6.3 Local Nature Recovery Strategy - habitat surveying and strategy development	Apr-22 D&S			0	250	0	0 Revenue	LNRS likely to be requirement once Environment Bill is enacted. Govt funding for new powers not confirmed.
		Ov6.2 Rewilding fund (competitive)	Apr-22 D & S			0	50	50	50 Revenue	
Ov7	The CPCA to review training and upskilling plans and maximise high quality job opportunities in the region.	Ov7.1 CEC Contract to role out green careers IAG to all secondary schools and FE colleges	Mar-22 B&S			20	0	0	0 Revenue	£20k to design and commission.
		Ov7.2 Employment and Skills Strategy to include demand led green skills qualifications	Nov-21 B&S							Revised Strategy to November Skills Committee
Ov8	The CPCA should commission work to understand the fitness of the innovation ecosystem to support the net-zero-aligned agritech and clean tech sectors:	Ov8.1 Agritech sector strategy	Mar-22 B&S							To be incorporated into the overall refresh of the Local Economic Recovery Strategy / Local Industrial Strategy
		Ov8.2 Clean tech sector strategy - University of Peterborough to provide focus for Net Zero sector development across northern half of CPCA – creating a net zero carbon footprint assessment tool for all 6 phases of the university - Business eco-system development esp manufacturing – building innovation in net zero research and advanced manufacturing through in phase 2 & 5	Sep-21 B&S						Revenue	Resource required to develop the University masterplan £350k (rev), development of the carbon footprint assessment tool £40k (rev) - plus funding to develop business cases for funding on phase 5 £20k (rev)
		Ov8.3 Place-based innovation programme. This to include R&D investment with private sector, a cluster innovation programme, and engaging manufacturing SME's in sustainability action planning and implementation.	Sep-21 B&S						Capital and revenue	Potential multi-million £ programme using SPF funding from government with local business investment – subject to funding bid to be delivered across Peterborough and Fenland. Smart Manufacturing Alliance (SMA) launched to promote adoption of digital and net zero technologies within manufacturing sector, particularly SME's

Ov9	The CPCA should actively broker, and where appropriate, invest in, the creation of demonstration projects for the decarbonisation of the built environment	Ov9.1 Join the Cambridgeshire Energy Partnership to assist in the draw down of government funding for decarbonisation projects for residential buildings	Apr-22 Housing						Capital	Combined Authority is host for the Greater South East Energy Hub and its delivery activity. CPCA also engaging with government for a CPCA housing programme post March 2022
		Ov9.2 Set up decarbonisation projects for vulnerable residents (care home buildings)	Apr-22 D & S			1000	1000	0	0 Capital	Decarbonisation project aimed at Care Homes, to address future overheating and climate impacts.
		Ov9.3 Net Zero Villages Fund	Apr-22 D&S / B&S			1000			Capital	Bidding fund aimed at parish councils to support decarbonisation initiatives
TRANSPORT										
T1	CPCA to lead the development of a plan for the rollout of electric vehicle recharging infrastructure	T1.1 LTCP to include rollout plan for EV charging infrastructure. See also B2.2	Mar-22 Transport						Revenue	Study underway on Alternative Fuels for transport as part of the Local Transport and Connectivity Plan review (see T3)
		T1.2 Digital Strategy to include actions to support rollout (Smart poles etc)	Nov-22 D&S							Revised Digital strategy to November Board
T2	Buses operating within the CPCA area with public subsidies should be zero emission by 2030 (with progress by 2025).	T2.1 Being considered through the Bus Services Improvement Plan. Specific bid progressing with government to secure 30 electric buses as a first phase on commercial routes.	Nov-21 Transport			1963	0	0	0 Capital	The ZEBRA project involves a contribution of £2.944m, of which includes already approved revenue budget of £1.031m. Funding subject to reprofiling of the Transforming Cities Fund and to ZEBRA grant approval by DfT
T3	CPCA to support action to reduce car miles driven by 15% to 2030 relative to baseline.	T3.1 LTCP revision to consult on appropriate policies. To consider the Commission's recommendations that major new developments are connected with shared, public transport and safe cycling; and alternatives to road investment to be prioritised for appraisal and investment – from active travel and public transport options, to opportunities for light rail and bus rapid transit or options to enhance rail connections.	Mar-22 Transport						Revenue	The Local Transport and Connectivity Plan is being developed, with engagement underway and consultation into 2022.
	CPCA to support 100% of homes and businesses to have access to superfast broadband by 2023	T3.2 Review of the Digital Strategy underway, reporting to Board in November	Nov-22 D&S							The proposed Digital Strategy for 2021-2025 includes the final phase of the superfast rollout to take coverage to over 99% by 2022. It also proposes a target of 85% coverage for gigabit capable by 2025
	CPCA to undertake a trial of electric on-demand buses to increase accessibility and connectivity	T3.3 Launch a trial of on-demand buses	Oct-21 Transport							Trial project launched in Huntingdonshire in October 2021, providing a responsive public transport service. For the initial trial it was not possible to run it with suitable electric buses.

	CPCA's Buses Review to prioritise affordability and reliability of services	T3.4	Bus Services Improvement Plan to consider affordability and reliability.	Apr-22 Transport				Bus Services Improvement Plan in development with operators and stakeholders. Investment by CPCA/operators in digital ticket machines is providing real time reliability data.
	CPCA to work with major employers, employment hubs and Liftshare to encourage car-sharing, public transport, walking and cycling for commuting	T3.5	Set policy context in review of the LTCP.	Mar-22 Transport				The Local Transport and Connectivity Plan is being developed, with engagement underway and consultation into 2022. Delivery of active travel projects subject to reprofiling of the Transforming Cities Fund.
	CPCA to explore options to improve cycling infrastructure both within urban areas, and to encourage the use of e-bikes for longer trips to and from market towns and cities	T3.6	Set policy context in review of the LTCP	Mar-22 Transport				The Local Transport and Connectivity Plan is being developed, with engagement underway and consultation into 2022. E-bikes scheme to be extended across CPCA area.
T4	CPCA to undertake a trial of electrification of short-haul freight from farm to warehouse.	T4.5	Discussion with Peat Committee on pilot scheme on farm EV use	B & S			Capital	To be scoped
BUILDINGS								
B1	CPCA to support local area energy planning	B1.1	Develop LEAP approach with UKPN and other providers	Apr-22 Energy Hub / D&S				CPCA will engage with Councils e.g. Peterborough City Council's potential LEAP project.
B2	Any CPCA funded new buildings are net zero ready by 2023 at latest and designed for a changing climate.	B2.1	To ensure CPCA funded new buildings are net zero ready by 2023 at latest and designed for a changing climate	Housing /B&S				The CPCA is in discussion with government on a housing programme post March 2022, which would including principles on net zero.
B3	CPCA to influence policy on new developments so they minimise emissions	B3.2	Promoting the Environmental and Infrastructure Principles through CPCA engagement with the OxCam Spatial Framework	Oct-22 D&S				The October Board to consider the recommendation to adopt the OxCam Arc Environment Principles
B4	CPCA buildings achieve high energy efficiency standards, and are heated from low-carbon sources. Every building, starting by 2025, to have renovation plan.	B4.1	To review energy standards of CPCA buildings (As of Oct 2021 the CPCA had no direct ownership of premises).	Oct-22 Housing				CPCA to use this criterion in its accommodation strategy. Future CPCA housing programme to adopt principles of net zero ready
ENERGY								
E2	To the extent than there is interest in options for hydrogen production within CPCA, prioritise consideration of potential for hydrogen production from surplus generation.	E2.1	CPCA considering policy on all fuel types for future transport needs in the LTCP review.	Mar-22 Transport				This recommendation from the Commission will largely fall within the Climate Working Group to consider, but there is the question of hydrogen fuels for transport that will be considered through the review of the Local Transport and Connectivity Plan.
PEAT								

P1	The CPCA should establish and provide funding, of the order of £50,000 a year, to support the operation of a CIPCC Fenland Peat Committee, initially for a period of 5 years, with a remit to inform and develop 'whole farm' land use policies aimed at achieving climate change mitigation and biodiversity enhancement in the Fens, and to help establish an agreed set of numbers for GHG emissions for deep, shallow and wasted peat soils.	P1.1	Continue to fund the Fen Peat Committee	Sep-21 D&S			50	50	50 Revenue	£50k committed for 21/22, proposal to extend this through MTFP.
P2	CPCA to consider up-front funding (with other sources) for on the ground peat research to fill in the current gaps in the scientific evidence, development of best practice guidance and provision of farming advisors to support farmers in the transition	P2.1	Secure external funding for Peat research, best practice and farming advice.	Apr-22 B&S / D&S						Working with the Peat Committee and Lowland Peat Taskforce to establish proposals.
P4	The CPCA should establish a process to consult on and develop a vision and strategy for the Fens, which takes account of economic impact and goes beyond the single issue of peat emissions, taking a leadership role at the forefront of national action. This will need strong engagement with local communities, particularly farming.	P4.1	Convene debate about future of the Fens in collaboration with key partners	Nov-22 D&S						There are key strategies that will feed into the debate about an overall vision, not least the corporate and statutory local plans of councils and other infrastructure providers. Note that the CPCA engaging with the Future Fens Integrated Adaptation project and Water Resources East Regional Water Plan, with proposals to October Board to formally join both initiatives (revenue funded from existing spatial planning budget)

ACTIONS TO BE CONSIDERED VIA THE CLIMATE WORKING GROUP AND INDIVIDUAL ORGANISATIONS

Ref	The Commission's recommendation for action	Action ref	Lead organisations?
Ov2	Organisations to undertake Climate Change assessments for their decisions, including procurement	Ov2.1	All organisations
Ov3	Council operations should be net zero by 2030, underpinned by regional SBTi-type action plan	Ov3.1	Councils
Ov6	Councils take a key role in accelerating the achievement of the Doubling Nature ambition, including on land that they own or control.	Ov6.1	Councils
Ov10	Central Government to provide greater clarity about how costs in the transition will be met, including increased devolved funding for local authorities.	Ov10	Government
Ov11	Central Government to provide increased powers for local authorities to require higher standards.	Ov11	Government
T2	Taxis operated within the CPCA area should be zero emission by 2030, with 30% by 2025.	T2.1	Private operators / District Councils as licencing authorities
T2	Council owned and contracted vehicles should be zero emission by 2030. Each Council should make its own commitments, reflecting the make-up and age of existing vehicles.	T2.2	Councils
T3	Organisations to support action to reduce car miles driven by 15% to 2030 relative to baseline.	T3.1	All organisations
	Major new developments connected with shared, public transport and safe cycling.	T3.1	Local planning authorities (policy context) / Developers
	Councils to encourage their employees to reduce car miles by car-sharing, public transport, walking and cycling for commuting	T3.5	Councils
	Councils to explore options to improve cycling infrastructure both within urban areas, and to encourage the use of e-bikes for longer trips to and from market towns and cities	T3.6	Councils
T4	Diesel vans and trucks to be excluded from urban centres by 2030	T4.1	Highways Authorities / GCP
	At least 3 freight consolidation centres to be established outside of major urban areas with onward zero emission deliveries	T4.2	Private operators / Highway Authorities
	Home deliveries should only be made by zero emission vehicles, including cargo bikes, by 2030	T4.3	Private sector / Highways Authorities
	UK Power Networks to develop tools and fast-track services to assist companies wishing to convert fleets of vans and trucks to electric to rapidly ascertain grid connection upgrade requirements and costs for charging	T4.4	UKPN

B1	Councils (with CPCA) to support local area energy planning that identifies heat zones for buildings (e.g. suitability for heat pumps or district heating) and retrofit priorities. Working with stakeholders: identify which heat and energy efficiency options and national policies apply in particular areas; consider zoning areas for specific heating solutions; are the basis for communications to build community understanding.	B1.1	Councils
B2	All new buildings are net zero ready by 2023 at latest and designed for a changing climate.	B2.1	Councils (for own development) / Local Planning authorities (policy context) / Developers
	Adopt a net zero ready standard for new homes (requiring “world-leading” energy efficiency and low-carbon heating in new homes) by 2023, and adopt a similar standard for non-domestic buildings;	B2.2	Local planning authorities (policy context) / Developers
	Consider developing new build guidance to address embodied emissions, with targets strengthening over time.	B2.3	Local planning authorities (policy context) / Developers
B3	Spatial strategies promote sustainable development, low emissions and low risks from climate change.	B3.1	Local planning authorities (policy context)
	New developments to be sited to minimise emissions implications, including through making them attractive for walking and cycling, and access to wider transport infrastructure; access to green space and nature; enhanced biodiversity	B3.2	Local planning authorities (policy context) / Developers
B4	All existing buildings achieve high energy efficiency standards, and are heated from low-carbon sources. Every building, starting by 2025, to have renovation plan.	B4.1	Organisations
B5	Performance is actively monitored, represents real world use, and standards fully enforced	B5.1	Local planning authorities (planning permission requirements) / Developers
B6	Councils own estate is net zero by 2030. Public sector estate should have a plan by 2025, and energy use is monitored and reported	B6.1	Councils
E1	Develop a local area energy plan, in close collaboration with interested stakeholders, including distribution companies, consumers and large energy users.	E1.1	Councils / stakeholders
E3	OfGen to urgently develop and make proposals on distribution network investment ahead of need.	E3.1	Government
E4	OfGen to urgently provide clarity on revised arrangements for network access (connection charges) which enable local decarbonisation projects.	E4.1	Government
E5	Government to advise areas on where hydrogen is likely to be available in the gas grid as soon as possible.	E5.1	Government
E6	Government to streamline, simplify and provide longer-term horizons for schemes funding local energy projects.	E6.1	Government

P2	<p>Up-front funding should be sought from Defra, NERC and other sources, to support the work of the Fenland Peat Committee but also more widely, for:</p> <ul style="list-style-type: none"> - on the ground research to fill in the current gaps in the scientific evidence -development of best practice guidance - provision of famring advisors to support farmers in the transition 	P2.1	Organisations
P3	<p>Cambridgeshire County Council and Peterborough City Council should work to develop the role of County farms as leaders and exemplars in the transition</p>	P3.1	Cambridgeshire County Council / Peterborough City Council



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Agenda Item No: 2.6

OxCam Arc Environment Principles

To: Cambridgeshire and Peterborough Combined Authority Board

Meeting Date: 27 October 2021

Public report: Yes

Lead Member: Councillor Smith, Lead Member for the Environment and Climate Change

From: Paul Raynes, Director of Strategy

Key decision: Yes

Forward Plan ref: KD2021/059

Recommendations: The Combined Authority Board is recommended to:

Endorse the OxCam Arc Environment Principles.

Voting arrangements:

A simple majority of all Members present and voting

To be carried, the vote must include the vote of the Mayor, or the Deputy Mayor when acting in place of the Mayor.

1. Purpose

- 1.1 To consider the request from the OxCam Arc Leadership Group to endorse a set of Arc-wide Environment Principles. These will form a shared statement of ambition for the Arc. They will influence the environment policies in the Arc Spatial Framework and provide a frame of reference to further develop the Principles at a local and sub-regional level.

2. Background

- 2.1 In 2020 the Arc Leadership Group Environment Working Group (chaired by Cllr. Smith) agreed to produce a set of Arc-wide Environment Principles. After a collaborative piece of work led by a range of partners and stakeholders (including LUHC), the Principles (attached as Appendix 1) were endorsed by Arc Leadership Group Plenary on 09 March 2021. The Arc Leadership Group is asking each local authority, including the CPCA, to individually endorse the Principles.
- 2.2 The Principles are not formal policy but rather a shared statement of ambition for the Arc. They are intended to:
- support the position with respect to the environment policies emerging from the Arc Spatial Framework;
 - allow use of the Arc as a place for DEFRA to test and apply its 25-year plan and funding through pilots and projects;
 - support Local Planning Authorities with a frame of reference to further develop the Principles through Local and Strategic Plans at a local and sub-regional level.
- 2.3 The Arc Leadership Group will next be developing an Arc Environment Strategy which will provide the route map to delivering against these ambitions, including trajectories for meeting ambitious future performance targets.
- 2.4 There are five overarching principles:
- To target net zero carbon at a pan-Arc level by 2040;
 - To protect, restore, enhance and create new nature areas and natural capital assets, including nationally and locally designated wildlife sites and priority habitats through the implementation of the spatial planning mitigation hierarchy of avoid, mitigate, compensate and gain;
 - To be an exemplar for environmentally sustainable development, in line with the ambitions set out in the government's 25-year plan. This will incorporate a systems-based and integrated assessment and implementation approach. Aim to go beyond the minimum legislated requirements for development;
 - To ensure that existing and new communities see real benefits from living in the Arc;
 - To use natural resources wisely.
- 2.5 Establishing the Arc as an exemplar for environmentally sustainable development accords with the CPCA's vision for Cambridgeshire and Peterborough to be a world class place to live, work and learn.
- 2.6 Principle 1 commits to work towards a pan-Arc net zero target by 2040. The March 2021 report of the Cambridgeshire and Peterborough Independent Commission on Climate did not recommend achieving net zero carbon for the CPCA area earlier than the national

target of 2050, but did emphasise the need for rapid action to deliver reductions. The Commission's background work by the University of Leeds identified a roadmap to achieving net zero by 2050. This included some offsetting measures (to capture carbon) for certain emissions that could not be avoided. That study also highlighted that some of the reduction will rely on technological innovation. A pan-Arc target of 2040 is therefore very challenging in the local context but would commit government to supporting the CPCA and local partners in taking suitable action, and should be on the premise that it will attract significant additional investment into the area to do so.

- 2.7 Principle 2 seeks to protect and enhance the natural capital in the Arc, including 'doubling nature'. This accords with the Doubling Nature ambition of the CPCA (which was itself the genesis of this ambition across the Arc) and is in line with the CPCA's response to the relevant recommendation of the Independent Commission.
- 2.8 Principle 2 also sets out to deliver 20% net biodiversity gain on both Town & Country Planning Act developments and nationally determined developments. The Environment Bill currently proposes to mandate a national minimum of 10% net biodiversity gain. Delivering increased levels of biodiversity has many benefits, particularly so in the CPCA area that has comparatively low amounts of rich wildlife areas. It would contribute to the doubling nature ambition. It can also be combined with other environmental or societal benefits, such as improved public realm. Delivering biodiversity net gain can in many cases be through better scheme design (and hence not unduly affecting scheme financial viability). Applying this ambition for 20% net gain to the CPCA's projects (rather than 10%) will have implications for project costs if additional land or offsetting payments are needed. This is not able to be quantified at this stage. However, the CPCA can also consider delivering projects that include biodiversity gains, and in effect 'recycle' any additional costs into those suitable projects.
- 2.9 Principles 3, 4 and 5 are intended to ensure that existing and new communities see real benefits from living in the Arc, and the associated health and wellbeing benefits are realised. These accord with the response of the CPCA to the Independent Commission on Climate's recommendations.

Significant Implications

3. Financial Implications

- 3.1 Under the proposals of the Environment Bill future CPCA infrastructure projects will be required to deliver a minimum 10% net gain in biodiversity, which will need to be part of project design. Applying an ambition for a minimum of 20% biodiversity net gain might increase project costs. This will need to be considered on a case by case basis through the project business case approval process.

4. Legal Implications

- 4.1 None.

5. Other Significant Implications

5.1 None.

6. Appendices

6.1 Appendix 1 – Shared Regional Principles for Protecting, Restoring and Enhancing the Environment on the Ox-Cam Arc

6.2 An accessible version of this appendix is available on request from democratic.services@cambridgeshirepeterborough-ca.gov.uk

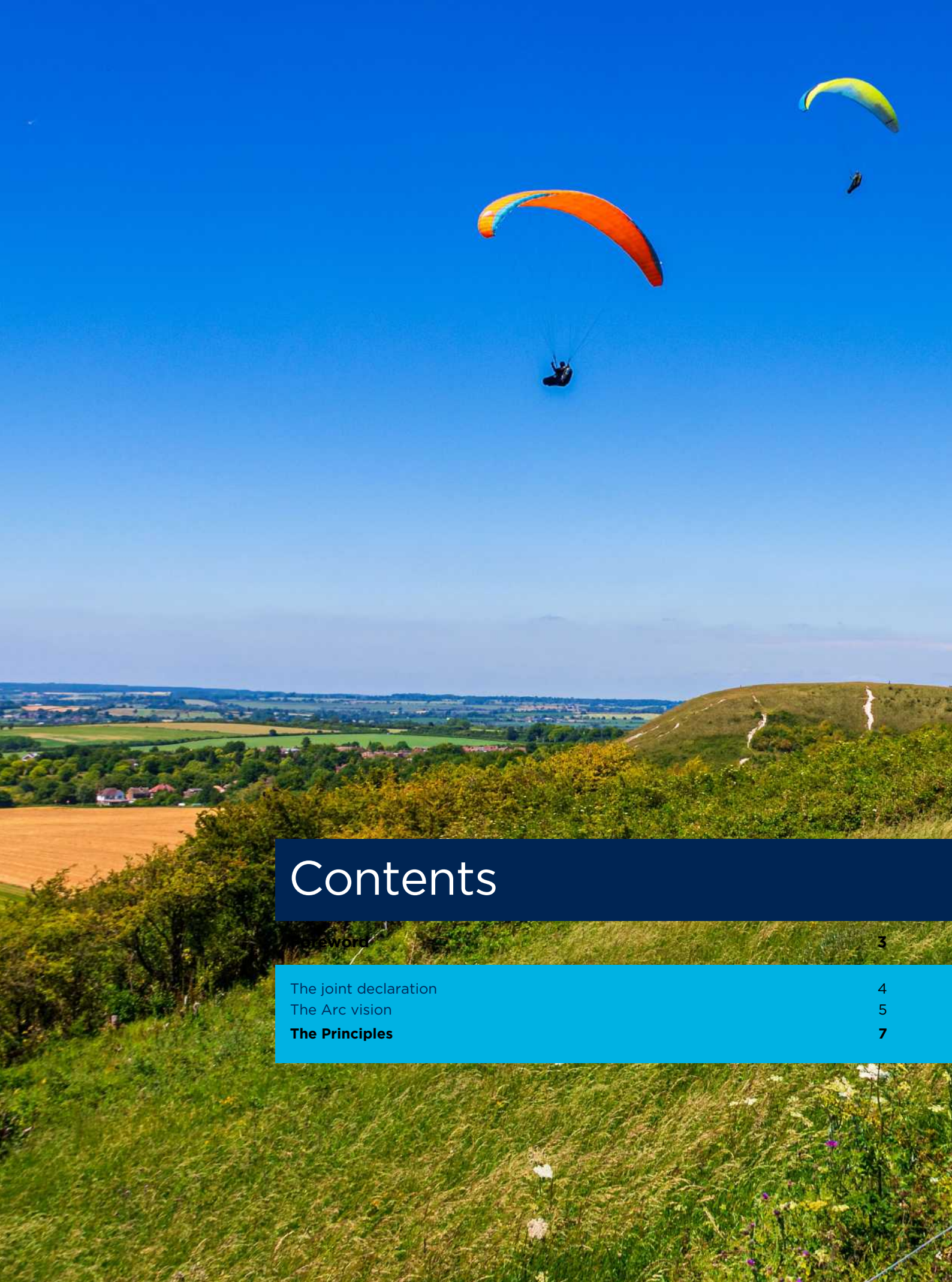
7. Background Papers

7.1 [Initial report of the Cambridgeshire and Peterborough Independent Commission on Climate Change](#)

7.2 [Arc Environment Principles](#)

Shared regional principles for protecting, restoring and enhancing the environment in the **Oxford-Cambridge Arc**





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Foreword

The days when we could take our environment for granted are long gone. We must now seek out every opportunity we can to protect and enhance what we have left and ensure that we do everything we can to ensure that the Oxford-Cambridge Arc is a place where we can all work and live truly sustainably.

Both the Arc Leadership Group’s OxCam Arc Economic Prospectus and the Government’s publication, planning for sustainable growth: introduction to the Arc Spatial Framework has given top billing jointly to the economy and the environment. It is now our job to ensure that the environment is at the centre of everything we do and every decision we take.

The work of the OxCam Arc Environment Working Group has been focused on putting forward this set of principles that will allow us to be outstandingly ambitious and aspirational for the OxCam Arc. If we can get this right then the world will look to our ‘Green Arc’ as an internationally significant exemplar for the very best in sustainable living and working, for practical ways to doubling nature, and innovative solutions to energy and water shortages as well as stimulating a green economy.

These principles will form the basis for the creation of an OxCam- wide Environmental Strategy that will embrace everything from green spaces, to housing standards, to sustainable transport, energy generation and transmission and water management and conservation.

It is vital, as we and government move forward with the OxCam Arc, that we take the people already living here with us. We can do this by committing to greener transport, by doubling the number of trees and acreage of accessible managed green spaces, by protecting our chalk streams and supporting local green energy production to name but a few.

If we are to double economic growth along the OxCam Arc then as a minimum we must be doubling nature and ensuring that the Arc leads the way in the zero carbon living and working of the future.

Councillor Bridget Smith,
Leader South Cambridgeshire District Council,
Chair Arc Environment Working Group

Left
Paragliding off the
Dunstable Downs Chiltern
Hills in Bedfordshire

In March 2019, Government and local partners set out their ambition for the Arc in a joint declaration¹:

“We want better places to live, which are beautiful and inspiring, to benefit the Arc’s residents today as well as tomorrow. The Government has already set out its intention for the Arc to embody England’s 25 Year Environment Plan, which we will work together to deliver, including through planning for local natural capital. We want new developments to use intelligent and sensitive design to create or enhance habitats and improve habitat connectivity, in situ and in the surrounding area. We also want to improve access to the environment for existing and new communities in order to improve health and wellbeing.”

“Conserving and enhancing the natural environment is at the heart of Government’s ambitions for the Arc. The 25 Year Environment Plan also sets out our comprehensive approach to improving landscapes and habitats, and

the aspiration to move to a policy of net environmental gain. We expect the policy for the wider Oxford-Cambridge corridor to embody this approach.”

An Environment Working Group (EWG) has been established to take forward the environmental pillar outlined within the joint declaration. The EWG will work with partners in the Arc, including those responsible for the other pillars, to ensure that the protection and enhancement of the environment is at the heart of decision-making and any actions are based on a clear and agreed evidence base.

¹https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/799993/OxCam_Arc_Ambition.pdf

Above
Sunrise at Willen Lake in Milton Keynes.

Right
Elmsbrook eco-town - Bicester.

In October 2020 an economic prospectus for the Arc was published jointly by local authorities and the Local Enterprise Partnerships within the Arc. It outlines the following vision:

“By 2050, the Arc will be a world leading place for high-value growth, innovation and productivity. A global hub where ideas and companies are generated and thrive, home to exemplary models of 21st century development, with a high-quality environment and outstanding quality of life, and with a strong economic focus that drives inclusive clean growth.”

The environmental principles supporting this vision are set out in this document. They are ambitious and will require the collective effort of all partners in the Arc if they are to be delivered.





The principles address how we will tackle some of the biggest challenges of our time: achieving net zero carbon, climate resilience, biodiversity net gain, environmental net gain, doubling the area of land actively managed for nature, restoring, protecting and enhancing the natural environment and ensuring renewable natural capital (resources derived from living things that if properly managed can be replenished) remains available for future generations.

The principles

The regional principles have been written and agreed by the Arc’s local partners and stakeholders. They are informed by Government policy. They are a clear statement of regional intent that will help to clarify the commitment to adopting an approach that results in environmentally sustainable economic growth. This includes the protection, restoration and enhancement of the environment (air, water, land, soil, biodiversity), net biodiversity and net environmental gain, net zero carbon, the sustainable use of resources.

The principles align with the government’s 25 Year Environment Plan² and the commitment in the joint declaration to embody the 25 year plans goals and ambitions.

We will also take account of other appropriate government strategies, plans and guidance. Our aim is for the principles to inform and become an integral part of developing plans and statements in relation to the Arc, local plans, local council activities and the plans and activities of activities and delivery programs for all bodies operating in the Arc. It is also our ambition to see universities, private sector developers and third sector organisations adopt these principles.



Above
Cotswolds Hills Countryside
in the area of outstanding
natural beauty.

Right
Autumn view of the river
Nene Valley, near Castor
village, Cambridgeshire.

²A Green Future: Our 25
Year Plan to Improve the
Environmentfile/799993/
OxCam_Arc_Ambition.pdf

The Arc partners will seek to:

1.

Work towards a target of net zero carbon at an Arc level by 2040. This will include:

- a. Ensuring all **decisions about development and new infrastructure support this goal.**
- b. Working with Government to **enhance building regulations and planning policy to actively reduce the carbon footprint of, and energy consumption in, new buildings.**
- c. Pursuing a **major programme of transformation** in existing settlements and infrastructure to reduce energy intensity and carbon emissions.
- d. Construction, operational and transport activities.

2.

Protect, restore, enhance and create new nature areas and natural capital assets, including nationally and locally designated wildlife sites and priority habitats, and links between them. We will implement the spatial planning mitigation hierarchy of avoid, minimise, remediate, compensate and gain. This will include:

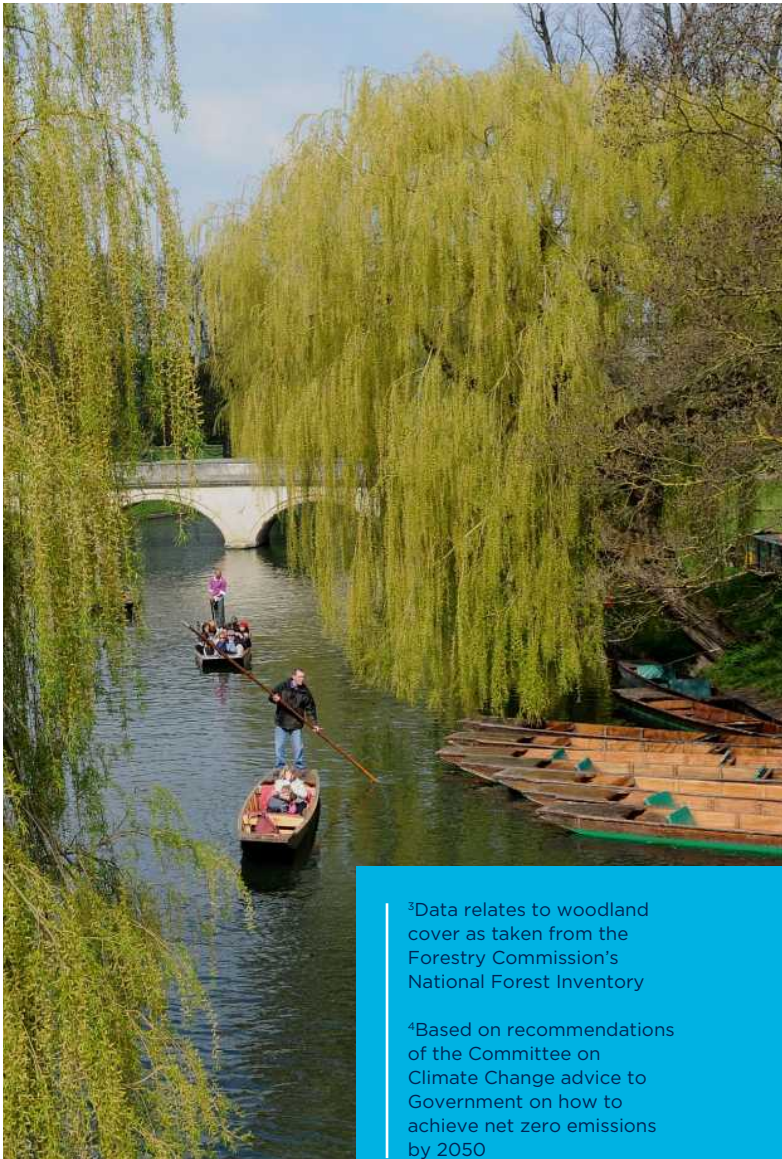
- a. Doubling the area of land managed primarily for nature in the Arc (**‘Doubling Nature’**). To contribute to Government’s commitment to protecting 30% of land for nature conservation by 2030. We will seek to maximise public, private and third sector funding opportunities **to protect, restore and enhance the natural environment** and maintain existing, and increase investment in, natural capital assets, working with partners including major landowners and our important agriculture sector across the Arc.



Above
Heron Valley, Rushmere Country Park, Leighton Buzzard.

Right
Punting on the River Nene, Peterborough.

- b. Coordinating work on local nature recovery strategies and the Arc’s contribution to **the Nature Recovery Network for England** by creating more, bigger, better-connected places, in the required condition, for nature including landscape scale interventions.
- c. Delivering **biodiversity net gain for Town & Country Planning Act developments of 20%.** This is above the 10% Government mandated minimum to reflect the Arc’s world leading environmental ambitions.
- d. Delivering **biodiversity net gain for all developments of 20% with a minimum requirement of 10%** including Nationally Significant Infrastructure and projects brought forward outside of the Town & Country Planning Act. This is to reflect the Arc’s world leading environmental ambitions.
- e. **Working with Government to develop a suitable net environment gain metric that** incorporates biodiversity net gain and, once available, to set an ambitious target to reflect the Arc’s world leading environmental ambitions.
- f. Establishing **human and nature mobility corridors** across the Arc – using existing or new transport corridors for maximum environmental benefit/gain.
- g. **Increasing tree and woodland cover across the Arc from 7.4%³ to 19%⁴.** This is in recognition of the ability of trees and woodlands to deliver a wide range of environmental, health, social and economic benefits. We will ensure the right trees are planted in the right places.
- h. Protecting and enhancing protected landscapes. Enhancing landscape character areas, recognising the intrinsic character and beauty of the wider countryside.



³Data relates to woodland cover as taken from the Forestry Commission’s National Forest Inventory

⁴Based on recommendations of the Committee on Climate Change advice to Government on how to achieve net zero emissions by 2050

3.

Be an exemplar for environmentally sustainable development, in line with the ambitions set out in the government’s 25 year plan. This will incorporate a systems-based and integrated assessment and implementation approach and will fully recognise the associated health and wellbeing benefits. We will aim to go beyond the minimum legislated requirements for development. This will include:

- a. All new settlements, urban extensions and infrastructure contributing to the achievement of delivering net biodiversity gain, net environmental gain, and net zero carbon both in site and route selection and in the design of settlements and transport corridors. In addition, areas of tranquillity will be protected and measures taken to avoid light pollution and protect dark sky areas. Making cycling and walking more attractive ways to travel and investing in zero emission public transport of the future.

- b. Understanding the impact of development on the natural environment, including cumulative and indirect impacts (taking into account associated housing and other forms of development), so that these can be addressed in line with the mitigation hierarchy, and carrying out environmental and strategic assessments as appropriate for the type and scale of development programmes including options and proper community consultation.
- c. Understanding the Arc’s environmental capacity to accommodate different levels of growth and development in different locations and ensuring that planned growth and development remains well within environmental capacity limits.
- d. Working with Government to enhance the building regulations and the role of planning policy so that they align with sustainability principles, and actively reduce the carbon footprint, water and energy consumption in new and existing buildings. We will encourage Arc local partners to exceed the minimum standards required by building regulations.
- e. Promoting the switch to renewable and other sustainable energy supplies, improving travel choices, and supporting changing working practices. This will enable improvements to the design and development of sustainable communities and the protection and enhancement of the natural environment.

Right
People walking in open spaces.



4.

Ensure that existing and new communities see real benefits from living in the Arc including through:

- a. Maximising the health and wellbeing benefits of nature by providing sector-leading areas of accessible nature-rich greenspace in, and accessible to, new settlements, urban extensions and commercial zones and increasing and enhancing greenspace, and access to it, for existing settlements in the Arc.
- b. Promoting and increasing equality of sustainable access to nature and its benefits by investing in, increasing and enhancing nature-rich greenspace in the places and communities where it is most lacking. We will improve access to greenspace and nature, ensuring Natural England’s Access to Natural Greenspace standards, and (once available) Green Infrastructure Standards, are maximised for existing housing and delivered for future developments.

5.

Use natural resources wisely by:

- a. Working to address existing **water resource, water quality and flood management** issues and through an integrated approach across the water agenda ensure future issues and risks are managed, including in the context of climate change, with a focus on nature-based interventions.
- b. Ensuring that soil quality is properly protected and improved including within development, infrastructure and agricultural activities.
- c. Making **more efficient use and management of waste and resources**, working towards a circular economy with no net waste and promoting the use of sustainable building materials and construction guidelines.
- d. Working with local authorities to share best practice and coordinate action being taken on local **air quality management plans** including addressing emissions from agriculture and from installations regulated by the Environment Agency.
- e. Supporting the development of interventions that reduce the **impact of agriculture on the environment** and support productivity.
- f. Helping to build collaboration between farmers to generate catchment and landscape scale environmental improvement under the **Environmental Land Management Scheme**.
- g. Ensuring that the required mineral resources for the Arc are sourced in an environmentally sensitive manner and that mineral sites are restored in a coordinated manner to after-uses that benefit nature and people, as well as helping to provide ecosystem services such as carbon sequestration and water management.

We will continue to work with the other Arc pillars to develop appropriate environmental principles for incorporation within these workstreams.

We will review and update the environmental principles in the light of developing policies, practices, evidence, experience, knowledge and governance arrangements.

Resourcing our ambitions

To achieve delivery of these principles we will need to work collaboratively across the public, private and third sectors. Some resources are already in place and there are many more that we will need. As a starting point we will:

- Build on the work of the Arc Local Natural Capital Plan and the associated work in the 5 counties to **make publicly available, agreed baseline maps for natural capital and ecosystem services across the Arc**. Resources will be required to maintain the data and make it accessible.
- Work with the statutory agencies and with local councils to ensure ready **access to the wide range of environmental data** currently collected by them.
- **Work with government to agree methodologies** for both net biodiversity gain and net environment gain for use within the Arc. We will establish a technical group(s) to assess net gain propositions on behalf of local planning authorities and provide planning committees with independent advice.
- **Support and promote a 5 yearly environmental census** across the Arc including promoting public engagement through citizen science approaches.
- Use **evidence on health, deprivation and ecosystem services demand** (e.g. for air quality improvement) to inform planning for greenspace, habitats and **natural capital assets**.
- Work with all those that fund nature improvement work across the Arc including the Defra Group, water companies, environmental Non-Governmental Organisations, local councils, catchment partnerships, housing and commercial property developers and infrastructure providers, together with those allocating Environment Land Management System funding, and private investors to **take a more efficient and effective systems based approach to natural capital and ecosystem systems based interventions**. We will seek to ensure that funding is used strategically and not in a piecemeal way.
- **Invest in projects that deliver natural capital and environmental benefits**, such as carbon sequestration, pollinator habitats, soil improvement, flood alleviation and water resource resilience, and establish Arc-wide and more local Natural Capital Investment Plans to inform and support the emerging Arc Spatial Framework.

Right
Sunlight shines through
beech trees in the bluebell
woods of Oxfordshire.

Monitoring

We will pursue our commitment as outlined within these principles and will work with government and local partners on the development of associated metrics and targets in line with the 25 Year Environment Plan, carbon reduction commitments and the UN Sustainable Development Goals.

Engagement

We will engage and consult with communities, residents and people working in the Arc, as well as businesses, other organisations and NGOs, on the vision and ambitions for sustainable environmental growth in the Arc.

This document is supported by the Arc Leadership Group, Arc Universities Environment Group, Arc Local Enterprise Partnerships, England’s Economic Heartland, and has been drafted with input from the Arc Local Nature Partnerships whose members include representatives from environment NGOs, local councils, LEPs, developers, businesses, business representation bodies, the Environment Agency, Natural England, and the Forestry Commission and important contributions from central government departments, other environment NGOs and businesses.





Below
Sunrise panorama at
the Campbell park in
Milton Keynes.

Published by the
Environment Working Group,
Oxford-Cambridge Arc
Leadership Group: March 2021





**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Agenda Item No: 3.1

Cambridgeshire and Peterborough Combined Authority Forward Plan of Executive Decisions

Published 19 October 2021

The Forward Plan is an indication of future decisions. Please note that it is subject to continual review and may be changed in line with any revisions to the priorities and plans of the CPCA. It is re-published on a monthly basis to reflect such changes.

Purpose

The Forward Plan sets out all of the decisions which the Combined Authority Board and Executive Committees will be taking in the coming months. This makes sure that local residents and organisations know what decisions are due to be taken and when.

The Forward Plan is a live document which is updated regularly and published on the [Combined Authority website](#) (click the Forward Plan' button to view). At least 28 clear days' notice will be given of any key decisions to be taken.

What is a key decision?

A key decision is one which, in the view of the Overview and Scrutiny Committee, is likely to:

- i. result in the Combined Authority spending or saving a significant amount, compared with the budget for the service or function the decision relates to (usually £500,000 or more); or
- ii. have a significant effect on communities living or working in an area made up of two or more wards or electoral divisions in the area.

Non-key decisions and update reports

For transparency, the Forward Plan also includes all non-key decisions and update reports to be considered by the Combined Authority Board and Executive Committees.

Access to reports

A report will be available to view online one week before a decision is taken. You are entitled to view any documents listed on the Forward Plan after publication, or obtain extracts from any documents listed, subject to any restrictions on disclosure. There is no charge for viewing the documents, although charges may be made for photocopying or postage. Documents listed on this notice can be requested from Robert Parkin, Chief Legal Officer and Monitoring Officer for the Combined Authority at Robert.Parkin@cambridgeshirepeterborough-ca.gov.uk.

The Forward Plan will state if any reports or appendices are likely to be exempt from publication or confidential and may be discussed in private. If you want to make representations that a decision which it is proposed will be taken in private should instead be taken in public please contact Robert Parkin, Chief Legal Officer and Monitoring Officer at Robert.Parkin@cambridgeshirepeterborough-ca.gov.uk at least five working days before the decision is due to be made.

Notice of decisions

Notice of the Combined Authority Board's decisions and Executive Committee decisions will be published online within three days of a public meeting taking place.

Standing items at Executive Committee meetings

The following reports are standing items and will be considered by at each meeting of the relevant committee. The most recently published Forward Plan will also be included on the agenda for each Executive Committee meeting:

Housing and Communities Committee

1. Affordable Housing Programme Update

Skills Committee

1. Budget and Performance Report
2. Employment and Skills Board Update

Transport and Infrastructure Committee

1. Budget Monitor Update
2. Performance Report

Accessibility

An accessible format version of this document is available on request from democratic.services@cambridgeshirepeterborough-ca.gov.uk

Combined Authority Board – 27 October 2021

Governance items

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
1.	Minutes of the meeting on 29 September 2021 and Action Log	Cambridgeshire and Peterborough Combined Authority Board	27 October 2021	Decision	To approve the minutes of the previous meeting and review the action log.	Relevant internal and external stakeholders	Richenda Greenhill, Democratic Services Officer	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.
2.	Annotated Forward Plan	Cambridgeshire and Peterborough Combined Authority Board	27 October 2021	Decision	To approve the latest version of the forward plan.	Relevant internal and external stakeholders	Robert Parkin Chief Legal Officer and Monitoring Officer	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
3.	Appointment of Independent Persons	Cambridgeshire and Peterborough Combined Authority Board	27 October 2021	Decision	To approve the appointment of two Independent Persons.	Relevant internal and external stakeholders	Robert Parkin Chief Legal Officer and Monitoring Officer	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.
4.	Information Governance: Updated GDPR Policies New item	Cambridgeshire and Peterborough Combined Authority Board	27 October 2021	Decision	To approve the updated data protection policies.	Relevant internal and external stakeholders, including the Audit and Governance Committee	Robert Parkin Chief Legal Officer and Monitoring Officer	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.

Combined Authority Decisions

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
5.	OneCAM – Future of programme/ Future Options for OneCAM Company OneCAM and Local Transport Plan Refresh	Cambridgeshire and Peterborough Combined Authority Board	27 October 2021	Key Decision 2021/057	To seek a decision from the Combined Authority Board on the future of the OneCAM company and to seek approval to begin consultation on the refreshed Local Transport Plan	Relevant internal and external stakeholders	Kim Sawyer Director of Corporate Services.	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
6.	Local Transport Plan Refresh Incorporated into the report above	Cambridgeshire and Peterborough Combined Authority Board	27 October 2021	Decision	To seek approval to begin consultation on the refreshed Local Transport Plan	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices to be published

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
6.	Bus Service Reform	Cambridgeshire and Peterborough Combined Authority Board	27 October 2021	Key Decision 2021/050	To seek approval for the publication of the Bus Service Improvement Plan, and approval of the Outline Business Case to go to public consultation.	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices to be published
8.	OxCam Arc Spatial Framework: Position Statement	Cambridgeshire and Peterborough Combined Authority Board	27 October 2021	Decision	To provide a position statement on the OxCam Arc spatial framework, reflecting learning from engagement with the community and constituent authorities. This will inform the	Relevant internal and external stakeholders	Paul Raynes Director Strategy	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices to be published

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
					Combined Authority's more direct engagement with government during policy in the autumn.				
9.	Future Fens: Integrated Adaption Group: Sponsor Group involvement, and Water Resources East Membership Strategic Water Issues	Cambridgeshire and Peterborough Combined Authority Board	27 October 2021	Decision	To agree a response to a request to participate in the Future Fens Integrated Adaption Group; and to agree an approach to membership of Water Resources East.	Relevant internal and external stakeholders	Paul Raynes Director of Delivery and Strategy	Councillor Bridget Smith Lead Member for the Environment and Climate Change Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices to be published

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
10.	Net Zero Compliant Policies Making an Immediate Difference	Cambridgeshire and Peterborough Combined Authority Board	27 October 2021	Key Decision 2021/058	To agree changes to procurement, contracting and funding agreement processes to reduce greenhouse gas emissions.	Relevant internal and external stakeholders	Paul Raynes Director of Delivery and Strategy	Councillor Bridget Smith Lead Member for the Environment and Climate Change	It is not anticipated that there will be any documents other than the report and relevant appendices to be published
11.	OxCam Arc Environment Principles	Cambridgeshire and Peterborough Combined Authority Board	27 October 2021	Key Decision 2021/059	To endorse the OxCam Arc Environment Principles and to support their inclusion in the government's OxCam Arc Spatial Framework.	Relevant internal and external stakeholders	Paul Raynes Director of Delivery and Strategy	Councillor Bridget Smith Lead Member for the Environment and Climate Change	It is not anticipated that there will be any documents other than the report and relevant appendices to be published

Housing and Communities Committee – 3 November 2021

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
12.	Affordable Housing Programme Scheme Approvals: November 2021	Housing and Communities Committee	3 November 2021	Key Decision 2021/013	To consider and approve allocations to new schemes within the Affordable House Programme.	Relevant internal and external stakeholders	Roger Thompson Director of Housing and Development	Councillor Lewis Herbert Lead Member for Housing	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
13.	Connecting Cambridgeshire Strategy Review	Housing and Communities Committee	3 November 2021	Decision	To provide an update on to targets and future direction of the Cambridgeshire and Peterborough Digital	Relevant internal and external stakeholders	Paul Raynes Director of Delivery and Strategy	Councillor Lewis Herbert Lead Member for Housing	It is not anticipated that there will be any documents other than the report and relevant appendices

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
					Connectivity Infrastructure strategy for 2021-2025.				to be published

Transport and Infrastructure Committee – 8 November 2021

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
14.	March Area Transport Study Outline Business Case	Transport and Infrastructure Committee	8 November 2021	Decision	To consider the Outline Business Case and make recommendations to the Combined Authority Board on the next stage of the project.	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
									appendices to be published.
15.	Local Transport Plan Update	Transport and Infrastructure Committee	8 November 2021	Decision	To provide an update on the Local Transport Plan refresh.	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
16.	Wisbech Rail Update	Transport and Infrastructure Committee	8 November 2021	Decision	To provide an update on the project and outline next steps.	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
									to be published.
17.	St Ives Strategic Outline Business Case	Transport and Infrastructure Committee	8 November 2021	Decision	To review outcomes from the Strategic Outline Business Case and next steps and make recommendations to the Combined Authority Board.	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
18.	A141 Strategic Outline Business Case	Transport and Infrastructure Committee	8 November 2021	Decision	To review outcomes from the Strategic Outline Business Case and make recommendations of next steps to the Combined Authority Board.	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
									to be published.
18.	A10 Outline Business Case	Transport and Infrastructure Committee	8 November 2021	Decision	To update the committee on the programme and arrangements for development of the Outline Business Case for the A10.	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
20.	A1260 Nene Parkway Junction 15 New item	Transport and Infrastructure Committee	8 November 2021	Decision	To consider the Full Business Case and make recommendations to the Combined Authority Board around approval to drawdown construction funds.	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
									to be published.
21.	England's Economic Heartlands Peterborough-Northampton-Oxford Connectivity Study	Transport and Infrastructure Committee	8 November 2021	Decision	To review and feedback on the outputs of the England's Economic Heartland's Peterborough-Northampton-Oxford connectivity study.	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

Skills Committee – 10 November 2021

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
	University of Peterborough— Multi-Phase Delivery Plan and Basis for Campus Outline Planning	Skills Committee	10 November 2021	Decision	To consider proposals for the Multi-Phase Delivery Plan and Basis for Campus Outline Planning for the University of Peterborough and make recommendations to the Combined Authority Board.	Relevant internal and external stakeholders	John T Hill Director of Business and Skills	Councillor Lucy Nethsingha Lead Member for Skills	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
22.	Outline Planning Application (OPA) for University of Peterborough Multi-Phase Delivery Plan New item	Skills Committee	10 November 2021	Decision	To consider and recommend to the Combined Authority Board approval of additional funding for the Outline Planning Application process for the University of Peterborough.	Relevant internal and external stakeholders	John T Hill, Director of Business & Skills	Councillor Lucy Nethsingha Lead Member for Skills	It is not anticipated that there will be any documents other than the report and relevant appendices

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
									to be published
23.	Adult Education Budget Commissioning Approach and Statement for 2022/23 onwards	Skills Committee	10 November 2021	Decision	To consider the proposed commissioning approach and the refreshed Adult Education Budget Commissioning Statement and to make recommendations to the Combined Authority Board.	Relevant internal and external stakeholders	John T Hill Director of Business and Skills	Councillor Lucy Nethsingha Lead Member for Skills	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
24.	Employment and Skills Strategy	Skills Committee	10 November 2021	Decision	To consider the Employment and Skills Strategy for Cambridgeshire and Peterborough.	Relevant internal and external stakeholders	John T Hill Director of Business and Skills	Councillor Lucy Nethsingha Lead Member for Skills	It is not anticipated that there will be any documents other than the report and

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
									relevant appendices to be published.
25.	English for speakers of other languages (ESOL) Local Planning New item	Skills Committee	10 November 2021	Decision	To approve the implementation of English for speakers of other languages (ESOL) Local Planning.	Relevant internal and external stakeholders	John T Hill Director of Business and Skills	Councillor Lucy Nethsingha Lead Member for Skills	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

Combined Authority Board – 24 November 2021

Governance Items

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
26.	Minutes of the meeting on 27 October 2021 and Action Log	Cambridgeshire and Peterborough Combined Authority Board	24 November 2021	Decision	To approve the minutes of the previous meeting and review the action log.	Relevant internal and external stakeholders	Richenda Greenhill, Democratic Services Officer	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.
27.	Annotated Forward Plan	Cambridgeshire and Peterborough Combined Authority Board	24 November 2021	Decision	To approve the latest version of the forward plan.	Relevant internal and external stakeholders	Robert Parkin Chief Legal Officer and Monitoring Officer	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.
28.	Budget Monitor Update	Cambridgeshire and Peterborough	24 November 2021	Decision	To provide an update on the revenue and capital	Relevant internal and external stakeholders	Jon Alsop Section 73 Chief	Mayor Dr Nik Johnson	It is not anticipated that there will be any

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
		Combined Authority Board			budgets for the year to date.		Finance Officer		documents other than the report and relevant appendices to be published.
29.	Performance Report	Cambridgeshire and Peterborough Combined Authority Board	24 November 2021	Decision	To note the Combined Authority performance reporting Dashboard	Relevant internal and external stakeholders	Paul Raynes Director of Delivery and Strategy	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
30.	Draft 2022-23 Budget and Medium-Term Financial Plan to 2025-26 for	Cambridgeshire and Peterborough Combined Authority Board	24 November 2021	Decision	For the Combined Authority Board to approve the draft 2022-23 Budget and Medium-Term	Relevant internal and external stakeholders	Jon Alsop Section 73 Chief Finance Officer	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
	public consultation New item				Financial Plan to 2025-26 for public consultation.				appendices to be published.

Combined Authority Decisions

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
31.	Response to the Independent Commission on Climate Change	Cambridgeshire and Peterborough Combined Authority Board	24 November 2021	Key Decision 2021/025	To approve a response to the Independent Commission on Climate Change's full recommendations.	Relevant internal and external stakeholders	Paul Raynes Director of Delivery and Strategy	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
									to be published.
32.	Capability Fund 2021/22 Grant Award New item	Cambridgeshire and Peterborough Combined Authority Board	24 November 2021	KD2021/066	To advise the Board of the grant Award and to seek approval for forwarding to Peterborough City Council and Cambridgeshire County Council to deliver against the funding criteria.	Relevant internal and external stakeholders	Kim Sawyer Director of Corporate Services.	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices to be published
33.	St Neots Future High Streets Fund Scheme Business Case [May contain exempt appendices]	Cambridgeshire and Peterborough Combined Authority Board	24 November 2021	Decision	To note the Business Case from Huntingdonshire District Council in regard to the St Neots Future High Street Fund Scheme and Combined	Relevant internal and external stakeholders	John T Hill Director of Business and Skills	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
					Authority match funding.				
34.	Market Towns Programme Investment Prospectus – Approval of recommended projects - November 2021 New item	Cambridgeshire and Peterborough Combined Authority Board	24 November 2021	Key Decision 2021/062	To recommend approval of projects under the Market Towns Programme Investment Prospectus from East Cambridgeshire District Council.	Relevant internal and external stakeholders	John T Hill Director of Business and Skills	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.

By recommendation to the Combined Authority

Recommendations from the Transport and Infrastructure Committee

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
35.	March Area Transport Study Outline Business Case	Cambridgeshire and Peterborough Combined Authority Board	24 November 2021	Key Decision 2021/026	To receive the Outline Business Case and decide on the next stage of the project.	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.
36.	Wisbech Rail Update	Cambridgeshire and Peterborough Combined Authority Board	24 November 2021	Decision	To provide an update on the project and outline next steps.	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
37.	St Ives Strategic Outline Business Case	Cambridgeshire and Peterborough Combined Authority Board	24 November 2021	Decision	To review outcomes from the Strategic Outline Business Case and recommended next steps.	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
38.	A141 Strategic Outline Business Case	Cambridgeshire and Peterborough Combined Authority Board	24 November 2021	Decision	To review outcomes from the Strategic Outline Business Case and recommendations on next steps.	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
39.	A1260 Nene Parkway Junction 15 New item	Cambridgeshire and Peterborough Combined Authority Board	24 November 2021	Key Decision 2021/032	To consider the Full Business Case and approve drawdown of construction funds.	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

Recommendations from the Skills Committee

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
40.	Adult Education Budget Commissioning	Cambridgeshire and Peterborough	24 November 2021	Key Decision 2021/053	To approve the proposed commissioning	Relevant internal and	John T Hill	Councillor Lucy Nethsingha	It is not anticipated that there

	Approach and Statement for 2022/23 onwards	Combined Authority Board			approach and the refreshed Adult Education Budget Commissioning Statement.	external stakeholders	Director of Business and Skills	Lead Member for Skills	will be any documents other than the report and relevant appendices to be published.
41.	Outline Planning Application (OPA) for University of Peterborough Multi-Phase Delivery Plan New item	Cambridgeshire and Peterborough Combined Authority Board	24 November 2021	Key Decision 2021/063	To approve additional funding for the Outline Planning Application process for the University of Peterborough.	Relevant internal and external stakeholders	John T Hill, Director of Business & Skills	Councillor Lucy Nethsingha Lead Member for Skills	It is not anticipated that there will be any documents other than the report and relevant appendices to be published

Recommendations from the Business Board

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
42.	Strategic Funding Management Review November 2021 and Project Change Request New item	Cambridgeshire and Peterborough Combined Authority Board	24 November 2021	Key Decision 2021/065	To monitor and review programme performance, evaluation, outcomes and risk and to approve a Project Change Request for the Manufacturing and Materials Research and Development Centre (University of Peterborough Phase 2).	Relevant internal and external stakeholders	John T Hill, Director of Business & Skills	Austen Adams Chair of the Business Board	It is not anticipated that there will be any documents other than the report and relevant appendices to be published
43.	Agri-Tech Sector Strategy	Cambridgeshire and Peterborough Combined Authority Board	24 November 2021	Decision	To approve and adopt the Agri-Tech Sector Strategy for Cambridgeshire and Peterborough.	Relevant internal and external stakeholders	John T Hill, Director of Business & Skills	Austen Adams Chair of the Business Board	It is not anticipated that there will be any documents other than the report and relevant

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
									appendices to be published
44.	Business Board Annual Report 2020/21 New item	Cambridgeshire and Peterborough Combined Authority Board	24 November 2021	Decision	To note the Business Board Annual Report 2020-2021.	Relevant internal and external stakeholders	John T Hill, Director of Business & Skills	Austen Adams Chair of the Business Board	It is not anticipated that there will be any documents other than the report and relevant appendices to be published

Housing and Communities Committee – 10 January 2022

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to
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									the decision maker
45.	Affordable Housing Programme Scheme Approvals January 2022	Housing and Communities Committee	10 January 2022	Key Decision 2021/038	To consider and approve allocations to new schemes within the Affordable House Programme.	Relevant internal and external stakeholders	Roger Thompson Director of Housing and Development	Councillor Lewis Herbert Lead Member for Housing	It is not anticipated that there will be any documents other than the report and relevant appendices.

Transport and Infrastructure Committee – 12 January 2022

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
46.	Local Transport Plan Update	Transport and Infrastructure Committee	12 January 2022	Decision	To provide an update on the Local Transport Plan refresh following consultation.	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
									relevant appendices.
47.	University Access Study	Transport and Infrastructure Committee	12 January 2022	Decision	To consider recommendations on the Outline Business Case Phase 1 and outline next steps and make recommendations to the Combined Authority Board.	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.
48.	A47 Dualling	Transport and Infrastructure Committee	12 January 2022	Decision	To summarise outcome of the Highways England Review and outline next steps.	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
49.	Fenland Stations Regeneration	Transport and Infrastructure Committee	12 January 2022	Decision	To give an update on construction completion of March and Manea stations as part of the Fenland Stations Regeneration programme.	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.
50.	Bus Reform January 2022	Transport and Infrastructure Committee	12 January 2022	Decision	To provide an update on the results on the Bus Reform Outline Business Case public consultation and next steps.	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.
51.	England's Economic Heartlands Peterborough-Northampton-	Transport and Infrastructure Committee	12 January 2022	Decision	To agree the outputs of the England's Economic Heartland's	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
	Oxford Connectivity Study				Peterborough-Northampton-Oxford connectivity study.				other than the report and relevant appendices to be published.

Skills Committee – 17 January 2022

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
52.	Opportunities to develop the Greater South East Energy Hub	Skills Committee	17 January 2022	Decision	To note the opportunities for a green supply chain and skills requirements in the Cambridgeshire and	Relevant internal and external stakeholders	John T Hill Director of Business and Skills	Councillor Lucy Nethsingha Lead Member for Skills	It is not anticipated that there will be any documents other than the report and

					Peterborough area.				relevant appendices to be published.
53.	Growth Works Management Review – January 2022	Skills Committee	17 January 2022	Decision	To monitor and review programme delivery and performance and make recommendations to the Combined Authority Board.	Relevant internal and external stakeholders including the Business Board	John T Hill, Director of Business & Skills	Councillor Lucy Nethsingha Lead Member for Skills	It is not anticipated that there will be any documents other than the report and relevant appendices to be published
54.	Adult Education Budget – Delivery Outcomes and Impact	Skills Committee	17 January 2022	Decision	To present a review of the Combined Authority's performance in improving delivery of Adult Education	Relevant internal and external stakeholders	John T Hill, Director of Business & Skills	Councillor Lucy Nethsingha Lead Member for Skills	It is not anticipated that there will be any documents other than the report and relevant appendices to be published
55.	Local Skills Report Update	Skills Committee	17 January 2022	Decision	To update Committee Members on the	Relevant internal and external stakeholders	John T Hill, Director of	Councillor Lucy Nethsingha	It is not anticipated that there

					Local Skills Report.		Business & Skills	Lead Member for Skills	will be any documents other than the report and relevant appendices to be published
56.	Local Industrial, Recovery, Brexit and Skills Strategy Business and Skills Strategy	Skills Committee	17 January 2022	Decision	To consider recommendations on an integrated strategy for Cambridgeshire and Peterborough, including the Local Industrial, Local Economic Recovery, Post Brexit and Employment and Skills Strategies. To approve the draft Business and Skills Strategy.	Relevant internal and external stakeholders	John T Hill, Director of Business & Skills	Councillor Lucy Nethsingha Lead Member for Skills	It is not anticipated that there will be any documents other than the report and relevant appendices to be published
57.	Strategic Outline Business Case (SOBC)	Skills Committee	17 January 2022	Decision	To consider the Strategic Outline Business Case (SOBC) for the	Relevant internal and external stakeholders	John T Hill, Director of Business & Skills	Councillor Lucy Nethsingha	It is not anticipated that there will be any

	for University of Peterborough Multi-Phase Delivery Plan New item				University of Peterborough Multi-Phase Delivery Plan and make recommendations to the Combined Authority Board.			Lead Member for Skills	documents other than the report and relevant appendices to be published
58.	University of Peterborough Phase 3 Full Business Case (FBC)	Skills Committee	17 January 2022	Decision	To note the Full Business Case for the University of Peterborough Phase 3. To consider the Full Business Case (FBC) for Phase 3 of the University of Peterborough and make recommendations to the Combined Authority Board.	Relevant internal and external stakeholders	John T Hill, Director of Business & Skills	Councillor Lucy Nethsingha Lead Member for Skills	It is not anticipated that there will be any documents other than the report and relevant appendices to be published
59.	Community Renewal Fund Bids Update	Skills Committee	17 January 2022	Decision	To provide an update on the outcome of the submission of	Relevant internal and external stakeholders	John T Hill Director of Business and Skills	Councillor Lucy Nethsingha	It is not anticipated that there will be any

	Deferred from November				bids to the Community Renewal Fund.			Lead Member for Skills	documents other than the report and relevant appendices to be published.
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Combined Authority Board – 26 January 2022

Governance Items

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
60.	Minutes of the meeting on 24 November 2021 and Action Log	Cambridgeshire and Peterborough Combined Authority Board	26 January 2022	Decision	To approve the minutes of the previous meeting and review the action log.	Relevant internal and external stakeholders	Richenda Greenhill, Democratic Services Officer	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.
61.	Annotated Forward Plan	Cambridgeshire and Peterborough	26 January 2022	Decision	To approve the latest version of the forward plan.	Relevant internal and external stakeholders	Robert Parkin Chief Legal Officer and	Mayor Dr Nik Johnson	It is not anticipated that there will be any

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
		Combined Authority Board					Monitoring Officer		documents other than the report and relevant appendices.
62.	Budget Monitor Update	Cambridgeshire and Peterborough Combined Authority Board	26 January 2022	Decision	To provide an update on the revenue and capital budgets for the year to date.	Relevant internal and external stakeholders	Jon Alsop Section 73 Chief Finance Officer	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
63.	2022-23 Budget and Medium-Term Financial Plan to 2025-26 New item	Cambridgeshire and Peterborough Combined Authority Board	26 January 2022	Key Decision 2021/060	To set a balanced budget for the forthcoming financial year as required by law, and a medium term financial plan	Relevant internal and external stakeholders	Jon Alsop Section 73 Chief Finance Officer	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
					for the next four years.				to be published.
64.	Mayor's Budget 2022-23 New item	Cambridgeshire and Peterborough Combined Authority Board	26 January 2022	Key Decision 2021/061	To agree the Mayor's draft budget for 2022-23.	Relevant internal and external stakeholders	Jon Alsop Section 73 Chief Finance Officer	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
65.	Performance Report	Cambridgeshire and Peterborough Combined Authority Board	26 January 2022	Decision	To note the Combined Authority performance reporting Dashboard	Relevant internal and external stakeholders	Paul Raynes Director of Delivery and Strategy	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
66.	Devolution Deal Update New item	Cambridgeshire and Peterborough Combined Authority Board	26 January 2022	Decision	To note the update against Devolution Deal Commitments.	Relevant internal and external stakeholders	Paul Raynes Director of Delivery and Strategy	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
67.	Annual Report and Business Plan 2022/23 New item	Cambridgeshire and Peterborough Combined Authority Board	26 January 2022	Decision	To approve the 2022/23 Business Plan.	Relevant internal and external stakeholders	Paul Raynes Director of Delivery and Strategy	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

Combined Authority Decisions

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
68.	County of Culture	Cambridgeshire and Peterborough Combined Authority Board	26 January 2022	Decision	Proposal for funding for a Full Business Case for a 2024 County of Culture.	Relevant internal and external stakeholders	John T Hill Director of Business and Skills	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.

By recommendation to the Combined Authority Board

Recommendations from the Transport and Infrastructure Committee

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
69.	Bus Reform January 2022	Cambridgeshire and Peterborough Combined Authority Board	26 January 2022	Key Decision 2021/045	To provide an update on the results on the Bus Reform Outline Business Case public consultation and next steps.	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.
70.	University Access Study	Cambridgeshire and Peterborough Combined Authority Board	26 January 2022	Key Decision 2021/031	To consider recommendations on the Outline Business Case Phase 1 and outline next steps.	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.
71.	A47 Dualling	Cambridgeshire and Peterborough	26 January 2022	Decision	To summarise outcome of the Highways England	Relevant internal and	Rowland Potter	Mayor Dr Nik Johnson	It is not anticipated that there

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
		Combined Authority Board			Review and outline next steps.	external stakeholders	Head of Transport		will be any documents other than the report and relevant appendices.

Recommendations from the Skills Committee

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
72.	Strategic Outline Business Case (SOBC) for University of Peterborough Multi-Phase Delivery Plan	Cambridgeshire and Peterborough Combined Authority Board	26 January 2022	Decision	To approve the Strategic Outline Business Case (SOBC) for the University of Peterborough Multi-Phase Delivery Plan.	Relevant internal and external stakeholders	John T Hill, Director of Business & Skills	Councillor Lucy Nethsingha Lead Member for Skills	It is not anticipated that there will be any documents other than the report and relevant

	New item								appendices to be published
73.	University of Peterborough Phase 3 Full Business Case (FBC)	Cambridgeshire and Peterborough Combined Authority Board	26 January 2022	Key Decision 2021/064	To approve the Full Business Case (FBC) for Phase 3 of the University of Peterborough.	Relevant internal and external stakeholders	John T Hill, Director of Business & Skills	Councillor Lucy Nethsingha Lead Member for Skills	It is not anticipated that there will be any documents other than the report and relevant appendices to be published
74.	Growth Works Management Review – January 2022	Cambridgeshire and Peterborough Combined Authority Board	26 January 2022	Decision	To monitor and review programme delivery and performance.	Relevant internal and external stakeholders including the Business Board	John T Hill, Director of Business & Skills	Councillor Lucy Nethsingha Lead Member for Skills	It is not anticipated that there will be any documents other than the report and relevant appendices to be published

Recommendations from the Business Board

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the
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									decision submitted to the decision maker
75.	Business Board Appointments	Cambridgeshire and Peterborough Combined Authority Board	26 January 2022	Decision	To confirm the appointment of new Business Board members.	Relevant internal and external stakeholders including the Skills Committee	John T Hill, Director of Business & Skills	Austen Adams Chair of the Business Board	It is not anticipated that there will be any documents other than the report and relevant appendices to be published
76.	Combined Authority Implications of the Local Enterprise Partnership Review Deferred from November	Cambridgeshire and Peterborough Combined Authority Board	26 January 2022	Decision	To note the outcomes of Government's national Local Enterprise Partnership (LEP) Review.	Relevant internal and external stakeholders	John T Hill, Director of Business & Skills	Austen Adams Chair of the Business Board	It is not anticipated that there will be any documents other than the report and relevant appendices to be published

77.	Strategic Funding Management Review – January 2022 New item	Cambridgeshire and Peterborough Combined Authority Board	26 January 2022	Decision	To monitor and review programme performance, evaluation, outcomes and risks.	Relevant internal and external stakeholders	John T Hill, Director of Business & Skills	Austen Adams Chair of the Business Board	It is not anticipated that there will be any documents other than the report and relevant appendices to be published
78.	Local Industrial, Recovery, Brexit and Skills Strategy Business and Skills Strategy	Cambridgeshire and Peterborough Combined Authority Board	26 January 2022	Decision	To consider recommendations on an integrated strategy for Cambridgeshire and Peterborough, including the Local Industrial, Local Economic Recovery, Post Brexit and Employment and Skills Strategies. To approve the draft Business & Skills Strategy	Relevant internal and external stakeholders including the Skills Committee	John T Hill, Director of Business & Skills	Councillor Lucy Nethsingha Lead Member for Skills	It is not anticipated that there will be any documents other than the report and relevant appendices to be published
79.	Community Renewal	Cambridgeshire and Peterborough	26 January 2022	Decision	To provide and update on the outcome of the	Relevant internal and	John T Hill	Austen Adams	It is not anticipated that there

	Fund Bids Update Deferred from November	Combined Authority Board			submission of bids to the-Community Renewal Fund.	external stakeholders	Director of Business and Skills	Chair of the Business Board	will be any documents other than the report and relevant appendices to be published.
80.	Growth Works Inward Investment Service – request for recycled Local Growth Funds Deferred from November	Cambridgeshire and Peterborough Combined Authority Board	26 January 2021	Key Decision 2021/055	To approve the use of £1,750,000 from recycled Local Growth Funds to be reinvested into the Inward Investment Service line within the Growth Works contract.	Relevant internal and external stakeholders	John T Hill Director of Business and Skills	Austen Adams Chair of the Business Board	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

Housing and Communities Committee – 9 March 2022

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker

81.	Affordable Housing Programme Scheme Approvals March 2022	Housing and Communities Committee	9 March 2022	Key Decision 2021/039	To consider and approve allocations to new schemes within the Affordable House Programme.	Relevant internal and external stakeholders	Roger Thompson Director of Housing and Development	Councillor Lewis Herbert Lead Member for Housing	It is not anticipated that there will be any documents other than the report and relevant appendices.
82.	Northern Fringe Progress Report	Housing and Communities Committee	9 March 2022	Decision	To receive a progress report on the Northern Fringe.	Relevant internal and external stakeholders	Roger Thompson Director of Housing and Development	Councillor Lewis Herbert Lead Member for Housing	It is not anticipated that there will be any documents other than the report and relevant appendices.

Transport and Infrastructure Committee – 14 March 2022

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
83.	Local Transport Plan 2022	Transport and Infrastructure Committee	14 March 2022	Decision	To consider the Local Transport Plan refreshed document and make recommendations to the Combined Authority Board.	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.

Combined Authority Board – 30 March 2022

Governance Items

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
84.	Minutes of the meeting on 26 January	Cambridgeshire and Peterborough	30 March 2022	Decision	To approve the minutes of the previous meeting	Relevant internal and external stakeholders	Richenda Greenhill, Democratic	Mayor Dr Nik Johnson	It is not anticipated that there will be any

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
	2022 and Action Log	Combined Authority Board			and review the action log.		Services Officer		documents other than the report and relevant appendices.
85.	Annotated Forward Plan	Cambridgeshire and Peterborough Combined Authority Board	30 March 2022	Decision	To approve the latest version of the forward plan.	Relevant internal and external stakeholders	Robert Parkin Chief Legal Officer and Monitoring Officer	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.
86.	Budget Monitor Update	Cambridgeshire and Peterborough Combined Authority Board	30 March 2022	Decision	To provide an update on the revenue and capital budgets for the year to date.	Relevant internal and external stakeholders	Jon Alsop Section 73 Chief Finance Officer	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

Combined Authority Decisions

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
87.	Opportunities to develop the Greater South East Energy Hub Deferred from January	Cambridgeshire and Peterborough Combined Authority Board	30 March 2022	Decision	To note the opportunities for a green supply chain and skills requirements in the Cambridgeshire and Peterborough area.	Relevant internal and external stakeholders	John T Hill, Director of Business & Skills	Austen Adams Chair of the Business Board	It is not anticipated that there will be any documents other than the report and relevant appendices to be published

By recommendation to the Combined Authority Board

Recommendations from the Transport and Infrastructure Committee

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to
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									the decision maker
88.	Local Transport Plan 2022	Cambridgeshire and Peterborough Combined Authority Board	30 March 2022	Key Decision 2021/033	To approve the Local Transport Plan refreshed document.	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.

Recommendations from the Business Board

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
89.	Enterprise Zones Programme Update Deferred from January	Cambridgeshire and Peterborough Combined Authority Board	30 March 2022	Decision	To update the Board on the Enterprise Zones Programme.	Relevant internal and external stakeholders	John T Hill, Director of Business & Skills	Austen Adams Chair of the Business Board	It is not anticipated that there will be any documents other than the report and relevant appendices

									to be published
90.	Digital Sector Strategy Deferred from January	Cambridgeshire and Peterborough Combined Authority Board	30 March 2022	Decision	To approve and adopt the Digital Sector Strategy for Cambridgeshire and Peterborough.	Relevant internal and external stakeholders	John T Hill, Director of Business & Skills	Austen Adams Chair of the Business Board	It is not anticipated that there will be any documents other than the report and relevant appendices to be published

FP/10/2021

Comments or queries about the Forward Plan to Cambridgeshire and Peterborough Combined Authority

Please send your comments or queries to Robert Parkin, Chief Legal Officer and Monitoring Officer, at Robert.Parkin@cambridgeshirepeterborough-ca.gov.uk . We need to know:

1. Your comment or query:
2. How can we contact you with a response (please include your name, a telephone number and your email address).
3. Who you would like to respond to your query.



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Agenda Item No: 3.2

Appointment of Independent Persons

To:	Cambridgeshire and Peterborough Combined Authority Board
Meeting Date:	27 October 2021
Public report:	Yes
Lead Member:	Mayor Dr Nik Johnson
From:	Robert Parkin, Monitoring Officer and Chief Legal Officer
Key decision:	No
Forward Plan ref:	n/a
Recommendations:	<p>The Combined Authority Board is recommended to:</p> <ul style="list-style-type: none">a) Approve the appointment of David Pearl as the Independent Person for the Combined Authority for a four year term; andb) Approve the appointment of Gillian Holmes as the reserve Independent Person for the Combined Authority for a four year term.
Voting arrangements:	<p>A simple majority of all Members present and voting</p> <p>To be carried, the vote must include the vote of the Mayor, or the Deputy Mayor when acting in place of the Mayor.</p>

1. Purpose

- 1.1 The report requests that the Board approve the appointment of David Pearl as the Independent person and Gillian Holmes as the reserve Independent Person for a term of four years to be consulted on the decision to investigate any complaints for the Combined Authority.

2. Background

- 2.1 Under the provisions of the Localism Act 2011 all relevant authorities are responsible for deciding how to deal with standards issues at a local level, including adopting its own local code and determining what arrangements it will adopt to deal with complaints.
- 2.2 The Act provides that the Authority must appoint an Independent Person to assist in discharging these responsibilities. The Independent Person will be consulted on the decision to investigate complaints and before it makes a decision on an investigated complaint. The Independent Person may be consulted on other standards matters, including by the member who is subject to an allegation.
- 2.3 The appointment of two Independent Persons allows for any occasion when one of them may feel there is a conflict of interest. A more recent change in the law requires the involvement of two independent persons in disciplinary proceedings affecting certain statutory chief officers. It is therefore appropriate for the Combined Authority to appoint two such persons in place.
- 2.4 The Combined Authority Board approved the appointment process in July and instructed the Monitoring Officer to carry out a recruitment process.
- 2.5 The position was advertised on the Combined Authority website and social media platforms and sent to the constituent councils for publication on their respective websites between 20th September and the 1st October 2021.
- 2.6 Following the closing date for applications, interviews were held on the 18th October with David Pearl and Gillian Holmes being selected as the best candidates. Their CVs are attached at Appendix 1 and 2.

Significant Implications

3. Financial Implications

- 3.1 Independent persons from other constituent authorities are paid between £500 - £1100 per year; the following rates are currently paid:
 - Cambridgeshire County Council - £500 per annum
 - East Cambs District Council - £1027.50 per annum
 - South Cambs District Council - £1090 per annum Lead (£500 – Deputy)
 - Huntingdonshire - £1000 per annum Lead (£500 – Reserve)
 - Peterborough City Council - £1000 per annum (£500 – reserve)
 - Fenland District Council - £992 per annum

- Cambridge City Council - £1000 per annum

3.2 The rate of remuneration for the Combined Authority Independent Persons was agreed should be £1,000 per annum for the Lead and £500 for the reserve, with the addition of travel and parking expenses if appropriate.

3.3 This will be contained in existing budgets.

4. Legal Implications

4.1 These are set out in the report.

5. Other Significant Implications

5.1 None.

6. Appendices

6.1 Appendix 1 – David Pearl (CV)

6.2 Appendix 2 – Gillian Holmes (CV)

7. Background Papers

7.1 [CA Board report – July 2021](#)

Appendix 1

His Honour David Pearl.

Education: University of Birmingham (LLB, Class 1, 1965); University of Cambridge (LLM, Class 1, 1967); (PhD, 1971); Barrister (1968).

Academic Career:

University Assistant Lecturer in Law, University of Cambridge, 1967 -1972;

Research Fellow, Queens' College, Cambridge, 1967 – 1969;

University Lecturer in Law, University of Cambridge, 1972- 1989;

Director of Studies in Law, Fitzwilliam College Cambridge, 1969 -1989;

Professor of Law and Dean of the School of Law, University of East Anglia, Norwich, 1989-1994.

Judicial Career:

Circuit Judge, October 1994 – January 2012 ;

Chief Adjudicator, Immigration Appeals, Immigration Appellate Authority, 1994 – 1997;

President, Immigration Appeals Tribunal, 1997 – 1999;

Director of Studies, Judicial Studies Board, 1999 – 2002;

President, Care Standards Tribunal, 2002 – 2009;

Judge hearing cases at the Principal Registry of the Family Division (also sitting as a Judge of the High Court, Family Division), 2003 - 2012;

Judge of the Upper Tribunal, and Lead Judge for Appeals from the Independent Safeguarding Authority 2009 – January 2012;

Deputy High Court Judge, Administrative Court, 2008 – January 2012;

Legal member, Restrictive Patients Panel of the Mental Health Tribunal, 2009 – June 2015.

GMC:

National Chairman of the Medical Practitioners Tribunal Service, February 1st 2012 – December 31st 2016.

Major Committees:

Commissioner (Tribunals member), Judicial Appointments Commission, and member of its Audit and Risk Committee and its Quality Assurance Committee; 2006 – January 2012,

Member, Tribunals Committee of the Judicial Studies Board (now Judicial College) 2001 - 2012 .

Other commitments:

Bencher, Gray's Inn 2002 - ;

Life Fellow, Fitzwilliam College, Cambridge 1989 - ;

Honorary Professor of Law, University of East Anglia 1997 -;

Chairman, University Tribunal, Cambridge University 2005 - 2020 ; [The University Tribunal sits as a five member Tribunal hearing allegations of breaches of the University Statutes against members of the University not *in statu pupillari*].

Independent Person, Standards Committee, Uttlesford District Council 2015- ;[The Standards Committee hears allegations of breaches of the Code of Conduct by District Councillors and Parish Councillors within the District. As an appointed Independent Person under the Localism Act 2011, my views must be sought and taken into account both by the Monitoring Officer and the Standards Committee before decisions are made on the alleged breach].

Deputy Independent Person, Civic Affairs Committee, Cambridge City Council 2018 – [see above]

Lead Reviewer, Independent Report commissioned by the Church of England into the handling of allegations that have come to the attention of the Church of England concerning the late Hubert Victor Whitsey, former Bishop of Chester. (May 2019 – January 2021). Published as “A Betrayal of Trust” (www.churchofengland.org safeguarding)

Major Publications:

(i) I am a co-author of “Family Law and Society” (6th edition, Oxford University Press, 2009) with Baroness Hale of Richmond, Professor Elizabeth Cooke and Mr Daniel Monk.

(ii) I am the co-author with Professor Werner Menski of “Muslim Family Law” (third edition, Sweet and Maxwell, 2008).

(iii) I am the co-author with Professor Andrew Grubb “Blood Testing, AIDS and DNA Profiling” (Family Law 1990).

(iv) “Family Law and the Immigrant Communities” (Jordan and Sons, 1986).

(v) “Interpersonal Conflict of Laws: India, Pakistan and Bangladesh” (Stevens, 1981).

(vi) “Care Standards Legislation Handbook” (7th edition, Jordans, 2009).

I was one of the editors of “Clarke, Hall and Morrison on Children” from 2005 to 2014.

CURRICULUM VITAE

PERSONAL DETAILS: Gillian Holmes

EXPERIENCE:

Current positions: -

- I currently act as Independent Person for Cambridgeshire County Council, Peterborough City Council, East Cambridgeshire District Council & Huntingdon District Council. I act as Deputy Independent Person for South Cambridgeshire District Council.
- I also act, on a part time basis, as a Consumer Advocate for CCW (The Consumer Council for Water).

Previous employment:

- I am a qualified solicitor (now non practising). I spent the majority of my working life working for the Courts Service advising on criminal & family law and latterly as part of the Senior Management Team for Bedfordshire.

SKILLS:

- I have spent most of my working life in public service and so am familiar with the Principles of Public Life. The positions that I currently hold demonstrate both my interest in maintaining high standards in public life and also my wish to serve the community & uphold local democracy.
- Acting as an Independent Person has enabled me to develop an awareness and some degree of understanding of the role of Elected Members. I have experience of working with Member Codes of Conduct (they all seem to be slightly different!) and of their application. The complaints that I have been asked to give my views on have been wide ranging and varying in seriousness and complexity and have included complaints against Parish Councillors. Whenever I have been asked to give my views I have done so with impartiality & objectivity.
- My previous work as a Legal Adviser required me to advise in a public courtroom, so demonstrating independence and impartiality was critical. Cases could be difficult and complex so I was often required to analyse and evaluate complex material in order to make judgements and to properly advise. I continue to use analytical skills in the roles that I currently hold both as Independent Person and in my work with CCW.
- I live within Cambridgeshire and so am aware of the issues affecting the region & of the differing pressures and challenges that it faces. I promote equality in all that I do. Throughout my working life I have come in to contact with people from all walks of life and hope that I treat all with respect & consideration.
- I communicate well both in writing and orally. I am able to give clear advice and to explain the rationale behind any views that I give. This can be demonstrated both

through my legal work and through the work that I have done as Independent Person, where I have been required to give and explain my views both in writing and orally, particularly on the occasions when I have been required to attend Standards hearings.

- Much of my legal work was of a sensitive and private nature so that I have considerable experience of dealing with these issues; of the need to approach issues with sensitivity and to maintain confidentiality at all times.
- I would welcome the opportunity to take on the role of Independent Person with the Combined Authority, to utilise my skills and experience and to develop further.



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Agenda Item No: 3.3

Information Governance: Updated GDPR Policies

To:	Cambridgeshire and Peterborough Combined Authority Board
Meeting Date:	27 October 2021
Lead Member:	Mayor Dr Nik Johnson
From:	Rochelle Tapping, Deputy Monitoring Officer
Key decision:	No
Forward Plan ref:	n/a
Recommendations:	<p>The Combined Authority Board is recommended to:</p> <ul style="list-style-type: none">a) Approve and adopt the new GDPR policies set out at Appendix 1 to 7; andb) Delegate authority to the Monitoring Officer to make consequential amendments to the GDPR policies as required.
Voting arrangements:	<p>A simple majority of all Members present and voting</p> <p>To be carried, the vote must include the vote of the Mayor, or the Deputy Mayor when acting in place of the Mayor.</p>

1. Purpose

- 1.1 To seek approval from the Combined Authority Board of the new GDPR policies as per the recommendation by the Audit & Governance Committee on 24 September 2021.

2. Background

- 2.1 At a meeting on 16 December 2019 the Audit and Governance Committee reviewed the Combined Authority's current Data Protection Policy which was adopted by the Combined Authority Board at its meeting on 29 January 2020. The Data Protection Policy needs to be reviewed and updated from time to time.
- 2.2 In a report on Information Governance at the Combined Authority, prepared in October 2020 and put before the Audit and Governance Committee on the 5 March 2021, it was recommended that the Combined Authority:
- Update their GDPR Policy.
 - Introduce Data Privacy Impact Assessments (DPIAs) for all new projects which involve the processing of personal information. DPIAs are a process to help identify and minimise the data protection risks of a project.
- 2.3 Under the Data Protection Act 2018 ("DPA 2018") and the UK General Data Protection Regulation ("UK GDPR") the Combined Authority must have appropriate GDPR policies in place which must be kept under review. Following the Information Governance report mentioned in 2.2 above, a review of the Combined Authority's data protection policies was carried out.
- 2.4 The Combined Authority has entered into a service level agreement with Peterborough City Council to enable the Combined Authority to use GDPR officers from Peterborough City Council to assist in strengthening data protection practices. Work has commenced to revise the data protection policies. Once approved, staff will be advised of the revised policies and will also receive appropriate training on implementation. The revised data protection policies which have been created are shown at appendices 1 to 7 and listed in the table below:

Policy name	Summary of document
Data Protection Policy (Appendix 1)	This policy sets out the Combined Authority's responsibilities for processing and handling personal information.
Retention Policy (Appendix 2)	A policy on records management and retention practices. How all records should be kept and destroyed.
Data Protection Impact Assessment Guidance (Appendix 3)	Guidance on considering the impact of protecting personal data when planning a project

Data Protection Impact Assessment Checklist (Appendix 4)	To be used by officers when starting a project which may include personal information to decide whether a Data Protection Impact Assessment is required
Data Protection Impact Assessment (Appendix 5)	A new form which needs to be completed prior to the start of any new project to determine any risks associated with the use of personal data
Data Incident Reporting Policy (Appendix 6)	A policy on what do if a breach occurs and how to report a breach
Data Incident Reporting Form (Appendix 7)	A form to be completed when a data breach has occurred.

- 2.5 The Audit and Governance Committee reviewed these policies at its meeting on 24 September 2021 and recommended the policies to the CA Board for approval. A delegation is also sought for consequential amendments.
- 2.6 Following the recommendation from the Audit and Governance Committee, additions were made to the policies as listed below:
- Appendix 1 Data Protection Policy page 15 - Now notes that *'Risks relating to data protection will be recorded on the corporate risk register, as applicable, so that discussions around management of those risks can take place'*.
 - Appendix 2 Retention Policy page 7- Now notes that *'The Information Risk Group will be responsible for delivering training to staff on this policy and will ensure that processes for monitoring compliance are implemented. The Audit and Governance Committee will receive 6 monthly reports on Information Governance, which will include details of compliance with this policy.'*
 - Appendix 3 Data Impact Assessment Guidance page 9- Now notes that *'The Audit and Governance Committee receives 6 monthly reports on Information Governance. The report includes details of completed DPIA's.'*
 - Appendix 6 Data Incident Reporting Policy page 9- Now notes that *'The Audit and Governance Committee receives 6 monthly reports on Information Governance. The report includes details of incidents, as applicable'*.

GDPR Training

- 2.7 All officers within the Combined Authority have been asked to undertake mandatory online Data Protection training run by Cylix Limited. This is to ensure that staff are aware of their responsibilities. Currently 79% of all officers have completed this learning.

Significant Implications

3. Financial Implications

- 3.1 None

4. Legal Implications

- 4.1 The UK GDPR governs the UK data protection regime, following withdrawal of the UK from the EU.

5. Other Significant Implications

- 5.1 None

6. Appendices

- 6.1 Appendix 1 – Data Protection Policy
- 6.2 Appendix 2 – Retention Policy
- 6.3 Appendix 3 – Data Protection Impact Assessment Guidance
- 6.4 Appendix 4 – Data Protection Impact Assessment Checklist
- 6.5 Appendix 5 – Data Protection Impact Assessment
- 6.6 Appendix 6 – Data Incident Reporting Policy
- 6.7 Appendix 7 – Data Incident Reporting Form

7. Background Papers

[Audit & Governance Committee meeting 16 December 2019 – Agenda item 6](#)

[Combined Authority Board meeting 29 January 2020 – Agenda item 1.8](#)

[Audit & Governance Committee meeting 5 March 2021 – Agenda item 8](#)

[Audit & Governance Committee meeting 24 September 2021 – Agenda item 11](#)



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

DATA PROTECTION POLICY

Type of document:	Policy
Document produced by:	Cambridgeshire & Peterborough CA Data Protection Officer
Document approved by:	Cambridgeshire & Peterborough Combined Authority Board
Version :	Version 1
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Date due for review:	Annually April
Reviewer:	Rochelle Tapping Susan Hall

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“If you only read this page then....”

Do ask for only the information you need to do the job and only keep it for as long as you need to

Do be clear about why you are collecting the data

Do only use information for the reason it was collected and seek advice if you need to use it for something else

Do dispose of paper records and emails securely

Do use strong passwords to protect devices and data

Do use secure and encrypted devices

Do make sure you know who you are talking to and check their identity if you need to

Do check someone's email or postal address before you send anything and make sure you always update records to make sure they are accurate

Do check what is in an envelope or email before you send

Do use the report if any data is lost/misplace/misused, for advice or if someone asks to see information held about them or wants their information deleted

Don't share personal information unless you are sure you can and you know who is asking

Don't assume that someone's consent last forever and covers everything

Don't leave PCs, laptops and phones unlocked or share your passwords

Don't leave personal information on show on desks or in vehicles - make sure it's secure

Don't open emails or click on links if you don't recognise the sender - speak to IT

Don't write comments about an individual that we cannot defend - they have a right to see them

Don't ignore a possible data breach - the sooner it is reported, the sooner it can be dealt with

Don't think data protection does not matter, it does!

Introduction

We need to collect and use different types of information about people that we provide services for and communicate with in order to deliver those services. These could include current, past and prospective employees, contractors, and suppliers.

In addition, we may occasionally be required by law to collect and use certain types of information to comply with the requirements of government departments for business data.

The UK General Data Protection Regulation and Data Protection Act 2018 are pieces of law which will call ("UK GDPR") and ("DPA 2018") respectively, together, "**data protection legislation**". These explain the requirements and safeguards which we must be applied to personal data to ensure the rights and freedoms of living individuals are not compromised.

Data protection means when we record and use personal information then we must be open about how the information is used and keep it secure. It applies to how we collect, use, share, keep, delete and destroy personal information we use and decide how we use personal information, we have to ensure we comply with data protection legislation.

This policy applies to all personal data held by or on our behalf. It includes manual/paper records and personal data that is electronically processed by computer systems.

Why do we have a policy?

The purpose of this policy is to make sure that we:

- Comply with the law in respect of the data we holds about people
- Protect our customers, employees and other individuals
- Protect the organisation when a data breach happens
- Follow good practice

We recognise we have a responsibility to make sure we comply with all of our data protection duties. We also have to ensure that all of our employees and suppliers not only understand but comply with data protection legislation.

Who does the policy cover?

This policy applies to anyone accessing or using personal information, including for example: employees, temporary or contract staff, volunteers, work placements, contractors, suppliers, services providers or other partners or agencies.

We have to make sure that anyone delivering a service on our behalf complies with this policy and others to make sure our data is safe.

What are our responsibilities?

There are seven Data Protection Principles with which we must comply with in relation to personal information. In summary these are that personal information will be:-

- 1. Processed fairly and lawfully in a transparent way**
- 2. Obtained only for one or more specified and lawful purposes and not further processed in a manner incompatible with that purpose**
- 3. Adequate, relevant and limited to what is necessary**
- 4. Accurate and where necessary, kept up to date**
- 5. Not be kept for longer than is necessary**
- 6. Protected by appropriate technical and organisational measures**
- 7. We are accountable and take responsibility for what we do with personal data**

This means that we will:-

- a) make sure that when we ask for information then we are fair to the people whose information we ask for and use,
- b) explain why we are asking for the information and what we will do with it,
- c) make sure we only ask for the information we need,
- d) make sure the information we hold is up to date and accurate,
- e) make sure we only keep it for as long as we need to,
- f) ensure that we have processes in place to protect the information whether it is on paper or electronic,
- g) ensure that we won't send information abroad unless there are the proper safeguards,
- h) make sure that people can exercise their data protection rights.

In addition we will also:-

- have someone with specific responsibility for data protection (Data Protection Officer, or DPO),
- make sure all employees know that they are responsible for data protection and know what good practice is,
- train staff to manage and handle information correctly,
- support staff to manage and handle personal information correctly,
- respond to any queries about handling personal information promptly and courteously,
- review how we use personal information to make sure we are always complying,
- ensure staff know when they can share information with others.

Lawful basis for processing

We must have a lawful reason to use personal information and special category data. This will be one of the six legal bases in Article 6 of the UK GDPR for personal information:

- (a) Consent:** the individual has given clear consent for you to process their personal data for a specific purpose.
- (b) Contract:** the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.
- (c) Legal obligation:** the processing is necessary for you to comply with the law (not including contractual obligations).
- (d) Vital interests:** the processing is necessary to protect someone's life.
- (e) Public task:** the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.
- (f) Legitimate interests:** the processing is necessary for your legitimate interests or the legitimate interests of a third party, unless there is a good reason to protect the individual's personal data which overrides those legitimate interests. (This cannot apply if you are a public authority processing data to perform your official tasks.)

For special category data then this will be one of the ten legal bases in Article 9 of the UK GDPR:

- (a) Explicit consent:** the individual has given clear consent for you to process their special category data for a specific purpose.
- (b) Employment, social security and social protection:** if authorised by law and we have identified a condition in Part 1 of Schedule 1 of the DPA 2018.
- (c) Vital interests:** the processing is necessary to protect someone's life.
- (d) Not-for-profit bodies:** who process special category data in connection to the activities of charity, clubs, political parties, churches etc.
- (e) Made public by the data subject.**
- (f) Legal claims or judicial acts** if necessary to establish, exercise or defend legal claims.
- (g) Reasons of substantial public interest** with a basis in law and we have identified one of the 23 specific substantial public interest conditions set out in Part 2 of Schedule 1 of the DPA 2018.
- (h) Health or social care** with a basis in law and we have identified a condition in Part 1 of Schedule 1 of the DPA 2018.
- (i) Public health** with a basis in law and we have identified a condition in Part 1 of Schedule 1 of the DPA 2018.
- (j) Archiving, research and statistics** with a basis in law and we have identified a condition in Part 1 of Schedule 1 of the DPA 2018.

We should be able to say which applies. If you are not sure, then you should speak to the Data Protection Officer.

What are your responsibilities?

All of us, whether permanent or temporary, are required to read, understand and accept any policies and procedures that relate to the personal data that we may handle in the course of our work.

All of us must:

- understand the main points of the Data Protection legislation,
- identify and report any risks their line manager,
- make sure that customers understand their rights,
- identify any breaches or loss of data and report them,
- identify and report any rights requests to the Data Protection Team.

People have rights

Data protection legislation has introduced a set of rights for people. These are explained below and how we meet these.

All requests received should be directed to:

The Data Protection Officer
The Mayor's Office
72 Market Street
Ely
Cambs
CB7 4LS

Telephone: 07923250218

Email: dpo@cambridgeshirepeterborough-ca.gov.uk

The Right to be Informed

This means that people have a right to be told what we are doing with their information. We need to be clear and transparent about what we do because this helps build understanding and trust about what we do.

The way we normally tell people about what we do is in what we call a privacy notice. Our privacy notice is available on our website at the link <https://cambridgeshirepeterborough-ca.gov.uk/wp-content/uploads/documents/governance/transparency/codes-ofconduct-and-policies/Data-Protection-Policy.pdf> so that people can easily find it.

The Right of Access

If we hold information about a person, then they have a right to see their own information. There are a few exceptions to this rule, such as data held for child protection or crime detection / prevention purposes, but most individuals will be able to have a copy of the data held on them. We may have to redact some of the information if we cannot share something with a person.

The Right of Rectification

If a person believes that any of the information that we hold about them is inaccurate, then they have a right to request that we restrict the processing of that information and to rectify the inaccurate

personal information. Please note that if the request is to restrict processing their information, we may have to suspend the services provided. We have to respond with a month.

The Right to Erasure

This is popularly known as the “right to be forgotten”. It means that people can ask us to delete or remove information if there no strong reason for us to keep it.

We don't have to delete information. The below table indicates when we may agree to delete and when we will not

To delete...	Or not to delete...
We no longer need the information	to exercise the right of freedom of expression and information
We should not have the information	We need to keep it to comply with a legal obligation
Our customer withdraws their consent	We need to keep for public health purposes
Legally we should have deleted it	It is of public interest for scientific/historical research or statistical purposes
Our customers object to what we are doing, and we cannot justify keeping the information	We need to keep it for the defence of legal claims

We always need to listen and understand why someone is asking us to delete. We may have to keep some information, for example it is about safeguarding or health and safety. We should still take into account the customer's concerns and look what we can do to help reduce any distress or concerns they may have.

The Right to Restrict Processing

A person has the right to block or suppress the use of their information. If someone does ask us to restrict the use of their information, then it means that we can retain the information but not use it any further.

We will need to keep some information to ensure that we maintain the restriction.

The Right to Data Portability

Where we have requested a person's permission to process their personal information or they have provided us with information for the purposes of entering into a contract with us, then they have a right to receive the personal information you provided to us in a portable format.

The Right to Object

An individual can object to what we are doing with their data where if it is based on:

- our legitimate interests or
- public interest or statutory duty or
- direct marketing or
- purposes of scientific/historical research and statistics.

The objection must relate to the person's particular situation.

Rights related to automated decision-making including profiling

A person has the right to not be the subject of a decision if it is based on automated processing and it produces a legal effect or significant effect on them.

The right does not apply where processing is necessary for the performance of a contract, authorised by law (including fraud) or there is explicit consent.

What does 'it' mean?

Personal Information

Personal information is information about a living individual who you can identify directly or indirectly from that information. It may also be possible to identify an individual from that and other information which is in the possession of, or likely to come into our possession. It also includes any expression of opinion about the individual and any indication of our intentions.

It is also important to note that information to identify a living person is not limited to names and full addresses. Mapping point data can also potentially identify a person as can limiting the address to postcode.

Special Categories of Personal Information

Special categories of personal data, formerly known as sensitive personal data, means personal data consisting of information as to -

- the racial or ethnic origin of the data subject,
- his/her political opinions,
- his/her religious beliefs or other beliefs of a similar nature,
- whether he/she is a member of a trade union
- genetics
- biometrics
- his/her physical or mental health or condition,
- his/her sexual life,
- sexual orientation

In addition, we would consider the following to be sensitive:

- the commission or alleged commission by him/her of any offence,
- any proceedings for any offence committed or alleged to have been committed by him/her, the disposal of such proceedings or the sentence of any court in such proceedings,
- credit card/debit card details pertaining to the data subject

Data Controller

The Combined Authority is a data controller and will be responsible for ensuring compliance with data protection legislation. It means, on some occasions, that we determine what data is collected and how it is used.

Where someone acts completely on behalf of the authority then we are still the data controller.

You should refer to the contract for providing a service to understand who the data controller is.

Joint Data Controller

There will be occasions where two or more controllers jointly determine what information is collected and why. This could be with Cambridgeshire County Council or Peterborough City Council for example. We need to make sure that customers understand when this is the case.

You should refer to the contract for providing a service to understand when joint controllers exist.

Data Processor

A data processor is the person/service who use the information as per the controller's instructions. A data processor does not own the data and cannot use it for purposes other than stated in the contract or where permitted. Any use or sharing of data should not be done without the written consent of the data controller.

You should refer to the contract for providing a service to understand who the data processor is.

Data Controller-Data Processor Relationship - Contracts

Where the controller and processor are not the same ie the Combined Authority and Cambridgeshire County Council, the relationship must be underpinned by a contract.

It is very important that we have a contract in place for us to deliver services or for something to be done our behalf. The contract has a really important role to play because it makes sure that all concerned understand what should be delivered.

Any contract must contain detailed schedules of the data to be processed as well as the clauses regarding the arrangements for the use, storage, retention and deletion of data by that external party. In all cases, Legal Services will review every contract and ensure that it meets requirements. The contract between the authority and suppliers will make clear that the liabilities and duties of data protection legislation which must be complied with

This kind of terms will be defined in the contract.

Advice on the process for buying and providing services can be obtained from the Data Protection Officer.

When data is lost or goes missing...

We hold information which can be personal and sensitive information but also, for example, commercially sensitive information or simply data.

We must take every care to avoid a data breach by protecting personal information but also by taking steps to avoid losing any data.

In the unlikely event of data being lost or shared inappropriately, it is vital that appropriate action is taken to minimise any associated risk as soon as possible. You should refer to our data incident reporting policy which covers the process and complete the data incident reporting form.

You must report any breaches, suspected or confirmed, to the Data Protection Officer.

Keeping Information

We may have to keep information, but it must only be kept for as long as we need to.

We will store personal information securely in our IT systems or in hard copy in line with our retention schedule.

We will destroy hard copy personal information securely by using confidential waste bins and electronic records via IT.

More can be found in our Retention Policy.

Location of our information

It is important that we understand where our information is. This does not mean just it's on our devices or on the authority's network. We have to think about where that information really is and the same applies to any data we share or provide to others. This means where servers are or where a cloud/data centre is.

When the UK left the EU, this meant that transfers of information needed to be *permitted* under the UK GDPR. There are provisions in the UK GDPR to enable this flow of information. In order for information to flow from EEA countries, UK needed to be provided with an *adequacy decision* by the EU which it currently has. The UK has also recognised the EU adequacy decisions for non-EEA countries - Andorra, Argentina, Faroe Islands, Guernsey, Isle of Man, Israel, Jersey, New Zealand, Switzerland., and Uruguay.

If the information is being transferred to a country where there is no adequacy decision, such as USA, then we must ensure that we have appropriate safeguards in place. If this is the case, then you should speak to the Data Protection Officer and Legal.

How we handle information

Whenever we handle information then we should do so securely. This should mean that information we store is securely in systems protected by usernames and passwords or filing cabinets that are locked. It also means making sure that only people who should see that information have access. When we share or send information then we should make sure that it is secure.

The sharing of personal information must be by secure means such as secure email or secure file sharing may also be used after review by IT and in line with our IT policy. Failure to comply with this policy will result in the appropriate action being taken under either the relevant policy or contract.

The Sharing of Personal Information

We will only share personal information where a legal gateway exists, or consent has been obtained. Sharing means telling someone some information about them or another person and sharing means giving a supplier a list of people.

You should make sure you know whether you should share personal information and consult the Data Protection Officer if you are not sure.

Disclosures permitted by law

There will be occasions where the disclosure of personal information will be permitted in law such as for the prevention and detection of crime or safeguarding of vulnerable individuals. We will always seek a written request confirming the reason for the disclosure where consent has not been obtained and will evaluate that request before responding. Equally we need to make our own requests in a lawful and proper way.

Information sharing agreements

Any sharing of personal information between organisations may be best supported by an agreement that makes clear what is being shared, why and how. It helps us ensure we are complying with data protection legislation.

Further guidance on the completion of Information Sharing Agreements can be obtained from the Legal department of the Combined Authority.

Testing of systems

We may need to test that computer systems are developed to bring greater efficiency, benefits, and security work appropriately. In order to do so then we will need to consider using personal data in that testing. The first consideration will always be whether personal data is required for testing and the default will be that it is not with anonymised or randomly generated data being used. However, this may not fully test the functionality of a system, therefore consideration must be given to the use of a data snapshot from the live or current system.

We will undertake a data protection impact assessment prior to the use of any current or identifiable data to ensure that this is appropriate and that the appropriate safeguards are in place prior to the export, import and testing. The data will only be held in the test system for the period of testing and then removed. If the testing of the system is being undertaken by a partner or a processor then the same process will apply.

Privacy and the value of information

Data protection is all about privacy. When we use information about people then we have an impact on their privacy in some way.

This could be when we think about buying a new IT system or running a new project or service. It means we need to think about the impact on our customers; how will it affect them? Will it make a change on their lives? Are there any risks that we need to think about? The changes in data protection in 2018 made it mandatory that we have to consider the impact and show that we have. Please refer to the Data Protection Impact Guidance for further information.

Data Protection Impact Assessments (DPIA)

There are two levels of a DPIA; the screening process to work out whether you do need to do a DPIA is the starting point. This should always be completed whenever there are projects, new or changed service activities, or new ICT that could potentially impact on the privacy of individuals.

The completed screening checklist should be shared with the Data Protection Officer to determine whether any further assessment is required. They will inform you as to whether a DPIA is needed.

These can be published so it is important to make sure we have assessed impact and risk.

Only use what you need to use

It can be helpful to think about what level of information you need to use. Do you need to use every bit of information we hold about a person? Can you limit what you do use? You may only need ages and post code for example rather than their name, address, date of birth, NI number, health details and ethnicity.

There are other ways of using personal information without sharing who that person is.

Anonymisation of data

Data can be anonymised ie removal of information which could lead to the identification of an individual. It should be almost statistical because there should be no way that you can identify any individual person. It is not enough to remove the name and address. You should approach the Data Protection Officer for more detailed guidance.

Pseudonymisation

Where it is not necessary to share personal data but anonymised is not sufficient, then consideration should be given to the pseudonymising approach. This means when information is supplied it is not identifiable to the user but the individual producing the information has a “key” to identify.

Information as an asset

When information is organised, stored, used, and analysed then it is an asset that we can use. This means that we need to make sure it is managed properly. This management means that we know what we hold, where it is held, how long for and its qualities. This will help us use the information we have much more efficiently and better because we will understand it more.

Each service will have an Information Asset Owner (IAO) who is responsible for understanding that information, making sure it is only disclosed appropriately and is securely held.

Roles

Chief Executive

The Chief Executive has overall accountability and responsibility for data protection. The Chief Executive is required to provide assurance that all risks relating to data protection and information security are effectively managed and mitigated. Risks relating to data protection will be recorded on the corporate risk register, as applicable, so that discussions around management of those risks can take place.

The Chief Executive has delegated responsibility for compliance with the Data Protection Act (including the implementation of this policy and other related policies) to Senior Information Risk Owner.

Senior Information Risk Owner (SIRO)

The named SIRO is responsible for:

- leading and fostering a culture that values, protects, and uses information for the success of the organisation and benefit of its customers,
- overall ownership of the Information Governance policies,
- Act as the champion for Information Governance and provide written advice to the on the status of matters within the authority,
- owning the organisation's overall information risk policy and risk assessment processes and ensuring they are implemented consistently by IAOs,
- advising the Chief Executive or relevant accounting officer on the information risk aspects of his/her statement on internal controls,
- owning the organisation's information incident management framework, and
- ensuring that they receive appropriate training to fulfil the SIRO role.

Data Protection Officer

The Data Protection Officer will:

- manage the compliance with data protection legislation and FOIA,
- maintain an awareness of all IG/IM issues within the authority,
- review and update policies in line with local and national and best practice requirements,
- review and audit all processes and procedures where appropriate and on an ad-hoc basis,
- ensure all line managers and staff are aware of the requirements of these policies and guides,

- set a list of minimum expectations for security standards for IT systems.

Information Risk Group

The authority has a group chaired by the SIRO and attended by representatives of all departments. This is a key group to determining strategy and having oversight of all things data protection.

Responsibilities of Managers

All managers are required to ensure that they and their staff understand this policy and any associated procedures. They are responsible for ensuring that staff are informed and updated on any changes made to this policy.

All managers must identify and report any risks or breaches to the Data Protection Officer.

All line managers must ensure that their staff undertake data protection training and refresher training which will be undertaken annually.

Additional responsibilities for Managers - Temporary Staff

It is a requirement that all temporary staff, agency staff, volunteers, work placement students and all managers requesting access to systems for these temporary workers, should read, and undertake to comply with these compliance guidelines. Managers should ensure that any such staff are trained and understand data protection responsibilities.

Responsibilities of Members

All Members have responsibilities in their own right and when considering the use of personal information for any particular purpose, they should take into account the context in which that information was collected to decide whether their use of the information will be fair and lawful.

Members should also refer to the relevant “Code of Conduct”, which is intended to promote high standards of behaviour amongst the Members of the authority, and which is available on our website.

Responsibilities of all staff

All staff have a responsibility and a duty to abide by the authority's policies and procedures in handling personal data as well completing any mandatory training provided. They must report any risks or breaches to the Data Protection Officer.

Any breach of this policy or linked to data protection may be considered under the authority's disciplinary policies.

Policy Review

A review of this policy will take place annually to take account of any new or changed legislation, regulations or business practices.

Monitoring Compliance

Compliance with this policy and related standards and guidance will be monitored and findings will be reported to the Data Protection Officer.



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Retention Policy

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Introduction

Information can be one of our most important resources we have. We have to manage it and that means making sure we keep information for the right length of time and destroy it securely when we don't need it any more. The implementation of good records management and records retention practices will benefit the authority in many ways.

It's not just about Data Protection Act 2018 ("DPA") or the UK General Data Protection Regulations ("UK GDPR"). The Freedom of Information Act 2000 plays a part as well and places a legal obligation on us to make available information we hold.

However, neither the Data Protection Act / UK GDPR nor the Freedom of Information Act tell you how long to keep something for. There is usually another piece of law that tells us that like HMRC rules or acts relating to children for example.

This policy applies to all records held whether they are paper copy, CD, on the network, cloud or computer systems.

"If you only read this..."

Do know how long you should keep a record

Do keep a record of what has been kept and where

Do make sure you destroy securely

Do make sure you destroy when you should

Do keep a record of what you destroy and when

Do ask the Data Protection Officer for advice and help

Don't keep personal information just because it could be useful

Don't ignore retention schedules, it is all part of good records management

Quick questions

How do I know how long to keep a record?

There is no hard and fast one timescale fits all approach. It will depend on the type of record and what legislation like HMRC rules says. Check the schedule for what the document is about and then we can determine how long we should keep it for.

What do I do if I am not sure?

Ask. It is better to double check and help make sure our retention schedule guidance is up to date.

Should I use email as a place to keep records?

No. You should not keep personal information about customers or staff you manage in your email. It should be saved to a line of business system or a network folder. If you leave, the authority still has a need to gain access to that information.

How do I destroy securely?

We have a shredding bag at Ely where you can securely dispose of paper. Records can be deleted from a system either by the team who support the system or the provider.

Whose responsibility is records management?

All of us.

The Retention Schedule

We have a retention schedule that sets out what we have and how long we keep it for. It should also list where the information is and it is important that this is updated when we move information.

You can access the retention schedule via our intranet pages. The schedule will be based on the LGA schedule here <https://retention.esd.org.uk/guidance>.

If you become aware of a new legal requirement, or code of practice, with respect to a specific type of record then please let the Data Protection Officer ("DPO") know.

If you see that something is missing, then please let us know. This is a live document and can change as we collect new information.

The DPO will provide advice, guidance and training where necessary.

Storing records

It is important that we have a few rules about storing records:

- We should know what records we hold and who they are about
- We should know where records are
- We should make sure they are secure and safe so we know who can access them
- We have someone who knows the above and keeps the schedule updated
- If we cannot find one then we have an audit trail of who accessed it last or what the last thing done was

Accessing Records

When we give access to records then we should make sure that we know why someone has should access them. It means knowing that they have a genuine business reason to do so. Just because someone is interested does not mean that they have a reason.

If you hold paper copies then you should have a system in place for recording what file has been accessed or removed, by who and when. It should then be marked back as returned. A bit like a library book.

Destroying records

Always take care when destroying information and make sure that it is ok to destroy.

If it has personal information in then check the retention schedule. If it doesn't then you should make certain that we can destroy it.

Non personal information

This could be emails, letters, circulars or documents. It may not contain personal information but it may contain confidential or business sensitive material. You should make sure that it is not still needed for audit purposes and then destroy it securely in the same way as personal data described below.

Hard copies of records

Paper records should be destroyed securely using the confidential waste bags. The authority has shredding bags at Ely which are dealt with under a contract and ensures that the paper copies are shredded professionally. If you have large amounts then you should speak to the Data Protection Officer who will assist in identifying a way you can do this. If a company is storing them on our behalf then we will ask for a certificate of destruction.

Please keep a list of what has been destroyed, when and by who.

Electronic files

All departments will have electronic records held on secure systems. Access to these will be restricted to those who have a legitimate requirement for access and this access will have specific security processes like usernames and passwords.

Systems and databases will be subject to any policies, corporately and at departmental level, which ensures routine back ups and contingency plans are in place to maintain the records.

Where a case is closed or a record is no longer needed, it will be subject to the appropriate retention period and will then be securely deleted by either the support team or provider.

Changing the way we hold information

If any records are being transferred such as being scanned then the previous versions can be disposed of securely. You should discuss this with the DPO and consider whether a data protection impact assessment is needed. This would help you identify and manage any of the risks.

If the records are being transferred to another organisation, it is essential that secure transporting arrangements are in place regarding the transfer. Contact the DPO for further information.

Missing records

We hope that we won't lose records but sometimes it happens. If this happens then you must report this immediately following the process described in our guide to what to do if we have lost some data.

After any incident, you should review what happened and why so that we can change or update processes to prevent recurrence. The DPO will help with this and help implement changes where necessary.

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Who does what?

All of us

We need to think about whether we need to keep information, what we keep, where we keep it and how long for.

Data Protection Officer

The DPO will provide advice and guidance as well as maintaining the retention schedule, advising on timescales and helping ensure that information is kept securely.

SIRO

The SIRO is the senior officer with responsibility for security, risk and data. This means that they will receive reports on any issues such as lost files, incorrect records, or insecure storage.

Registers

The DPO will maintain the retention schedule.

Monitoring and Review

The Information Risk Group will be responsible for delivering training to staff on this policy and will ensure that processes for monitoring compliance are implemented. The Audit and Governance Committee will receive 6 monthly reports on Information Governance, which will include details of compliance with this policy.

This policy shall be reviewed annually after implementation.



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Data Protection Impact Assessments Guidance

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Introduction

Data protection is all about using information about people responsibly and transparently. Every time we use a piece of information about someone then we will have an impact on their privacy. This is because the information we hold about them is personal to them so if we misuse or lose it then their private information could become public or we make decisions which affect their life.

When we start using new systems, collecting new information, or providing a new service then we will need to think about the impact on our customers' private life.

We need to think "Privacy By Design" which means we build protecting our customers' privacy into every project. It means we balance what we want to do against someone's right to privacy – what is good for us is not necessarily good for them. You can find out more about the idea of Privacy By Design later in this policy.

To help us to do all of this then we need to think about how we assess that impact; such as making sure that we have considered the risks of what we are planning, how we will reduce those risks and importantly is what we are doing fair. This is called a Data Protection Impact Assessment or DPIA for short.

"If you only read this..."

Do make sure that you have completed a DPIA screening checklist before you start your project

Do explain clearly what the project is because not everyone is an expert in your area

Do make sure you confirm whether a DPIA is needed

Do make sure you know what the risks are and how you will mitigate them

Do ask the Data Protection Officer for advice and help

Don't think because we are commissioning a service that we are not responsible for the personal information

Don't think that this is for the Data Protection Officer to worry about, it's your responsibility

Who needs to do one?

Any one of us who is responsible for a project and/or managing a project needs to think about a DPIA. The project could be something brand new like a new service or new system or it could be changing a current service or system.

What do I need to do?

The change in data protection legislation made it mandatory for us to consider the potential impact on privacy that the project or service could have. The first step is to complete a screening checklist so that the Data Protection Officer (DPO) can determine whether you need to do a further assessment.

When do I need to do one?

You should do one at the start of the project or before you commission a service so that you have considered all the risks from the outset and can design processes that reduce or remove those risks.

Quick Questions – and quick answers!

We are just commissioning a service so we won't be collecting the information ourselves?

Maybe not but you are asking and paying someone else to do it on our behalf. They wouldn't do it if we weren't asking them to. This means that we have a responsibility for the use of that data.

We are only getting anonymised data from the provider to help us review their performance.

See above answer – to give you that data, they need to have collected the actual personal information that we asked them to. We have a responsibility for it.

The project involves many partners so who does this and do we need more than one?

No. The lead organisation needs to take ownership with the support of the other partners so there is just one DPIA but which covers all.

If I need help then is there someone to help me?

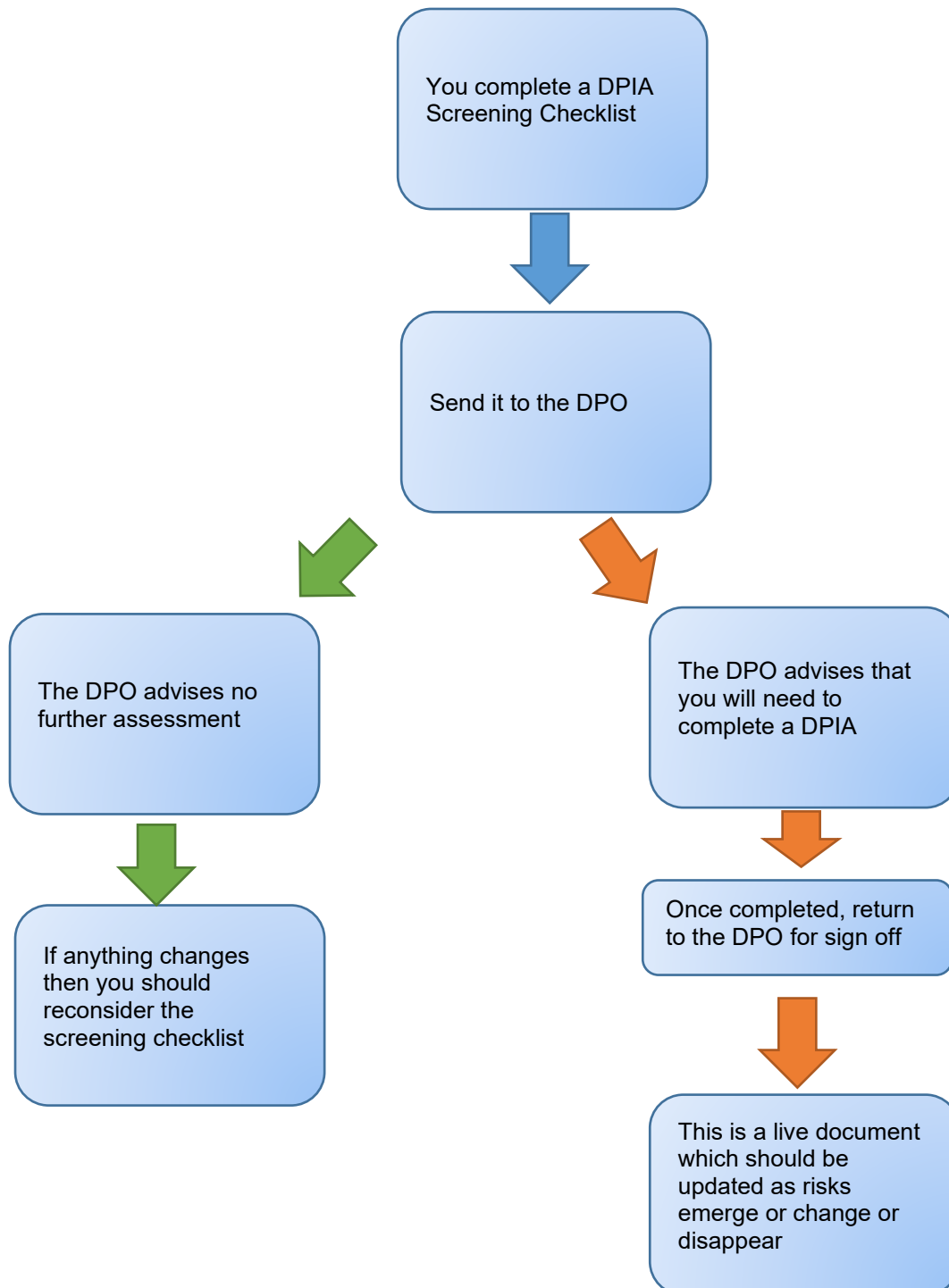
Yes the DPO is here for that. All we ask is that you explain in simple terms what your project is – what it is about, what information is being used, about who and why. Remember you are the person who knows the most about your service, not us.

Is it a bit hard?

It may look like another bit of bureaucratic paperwork but actually it helps you understand what your risks may be beyond cost or deadlines. Knowing these and how you resolve them could help your project be even better.

What is the process?

The flowchart below shows the outlined process and links to further sections.



The Screening Checklist

This helps to show that you have considered privacy in your project. We need a clear and simple explanation of what your project is about. As well as the objective, we need you be clear on who is involved, what the benefits are and importantly what the risks are.

Remember we will not necessarily understand your service like you do so acronyms or abbreviations may not make sense.

Data Protection

It is also at this stage that we ask you to consider what information you actually **need** to use and **not** what is easiest or **not** just what you want. Just because using the full data on 1000 people is easier than having that data anonymised or pseudonymised does not make it right. It may also help you avoid more paperwork!

Minimised? Pseudonymised? Anonymised?

Minimised means that you have stripped back as much as you can. If you only need age and postcode then that is what you use rather than name, address and date of birth.

Pseudonymised means that we have replaced any data which could identify someone with a code known to us. So instead of John Smith we say Person 5TVRA. It means that we can look back and re-identify John Smith if we need to.

Anonymised information means that we will not be able to identify anyone even if we wanted to.

Flows, Controllers, processors...

It is also here where we need to think if information is being shared between parties and why. This is important because along with why we have this project or why we have commissioned the service, then it helps determine who is a controller and who is a processor.

Checklist Yes or No's

There are then a series of questions we need you to answer yes or no to. There are four situations where a DPIA is mandatory – regular profiling and automated decision making, using special category data on a large scale, undertaking regular monitoring of public space and high risk processing.

In the screening checklist, you will see how these are explained. Whilst the first three are each a question, the definition of high risk processing could be a number of factors.

There is a second category where a DPIA may not be required but could prove useful and helps understand the information we are collecting and the risks with it. There may be some discretion here as to whether a DPIA is done but remember the DPIA can be a very useful way of making sure that we have thought of all the possible risks and benefits to our service users. It shows that we have thought about our service users and their privacy.

The DPIA

If a DPIA is required then we want this to be something that you can complete without it being too onerous or difficult.

The form covers a number of areas in more detail than the screening checklist but you can take some information from that to include in the DPIA.

Project Information

This covers much of what was in the screening checklist but also identifies why a DPIA is being completed.

Parties Involved

You should include all internal parties including the likes of Finance, Legal and ICT. Remember that all of these will have an input from costs to contracts to the system and its impact on the network.

It is also key to make sure that you have noted all external parties especially those who are acting on behalf of a party e.g. Serco acting on behalf of PCC or LGSS for CCC.

Data Flow

This section is really important. This is where we identify where information is coming from and going to, what we are doing with it and why, who will have access and why, how we will protect it, where it will be stored and how long for.

People

This is about the people whose data we are processing. We need to understand who they are, how we will explain what we are doing and how we make sure that we can meet their rights under data protection.

Legal Basis

Anything we do with personal information must be lawful. This means that we have a reason to do something with that data and we can say what that is. There are six reasons for processing personal information and ten for processing special category data. We need to pick one of each.

Risks

Whenever we process personal information, there will be risks and it is useful to identify those. Once we identify a risk then we need to say how we will mitigate or limit its impact and how we will know that this has been successful.

Unmitigated & High Risks

The assessment should highlight any risks we think we may encounter. It should also ensure that we have plans to reduce or eliminate those risks. If you believe that you have identified a risk which cannot be mitigated or even despite that mitigation remains high then speak to the DPO. We may have to discuss with the ICO if we want to go ahead with something which has such high risks.

Who does what?

All of us

We all need to think about a DPIA. We need to consider risks and how we mitigate them. Project managers and sponsors should ensure that a DPIA screening checklist is completed and any further assessments are also completed.

Data Protection Officer

The DPO will assess the screening checklist and determine the next action – no further action or a DPIA. They are also there to advise you and challenge you in the nicest possible way. Their job is to help you consider risks, mitigation and compliance. They may discuss the matter with the Information Risk Group.

SIRO

The SIRO is the senior officer with responsibility for security, risk and data. The SIRO will review and agree a full DPIA where necessary.

Registers

The DPO will maintain a register of screening checklists and DPIAs. They will also ask services to consider what information needs to be added to the Information Asset Register.

Monitoring and Review

There will be a quarterly report to the Data Protection Officer. This will inform training and risk assessments.

The Audit and Governance Committee receives 6 monthly reports on Information Governance. The report includes details of completed DPIAs.

This policy shall be reviewed annually after implementation.

Appendix 4

Data Protection Impact Assessment Screening Checklist

(To be used by the officer planning to commission a service, only where a large volume of Personal Data is expected to be handled or high-risk projects will be undertaken in relation to Personal Data)

This form will allow you to establish whether your project or commissioned service is likely to need a DPIA as well as what you are sharing and why. It will also help with the procurement and contract because it gathers information we need to know what clauses we need to include to protect the authority and its customers. Once completed send to the DPO for record retention.

Key Information	
Project Name:	
Project Manager:	
Responsible officer:	
This checklist has been completed by:	

Project Information
What does the project aim to achieve? <i>This needs to be in clear and simple language. Remember people reading this are not subject matter experts in the way you are.</i>
Who are the parties involved? <i>This could be the authority, service providers, health partners or internal colleagues.</i>
What the benefits will be to the organisation? <i>This could be a better service, streamlining the process, making savings or enabling our staff to work more effectively</i>
What are the benefits to service users? <i>This should carry out equal weight to the benefits to the authority. It could be a better service because it helps coordinate all the different people working with a client or making it easier to contact us.</i>

Are there any risks to the service user and/or the authority? <i>This is about identifying any risks such as sharing too much information, storing information in the cloud, sharing with new partner. This is important because we need to say what we will put in place to prevent these impacting on service users or the authority.</i>
Is this a new project? If so, then what is the expected go live date

The next questions are asked because we need to understand what information is being used and whether this is about people. Whether we are dictating exactly what someone does with the information or whether we are asking them to deliver a service on our behalf or whether they will just be sending us some performance data, someone is using data about a person.

Data Protection	
Will anyone in this project collect, share or use information about people? Such as service users, employees, customers. NO - If the answer is no, you do not need to complete this form – a DPIA is not required. YES - If the answer is yes, please continue.	
Describe what kind of information will this project/service need? <i>You should also think about whether you do need full, minimised, pseudonymised or anonymised information. If you state that it needs to be anything other than anonymised then you need to list what it kinds of information it will use e.g. names, addresses, health, social care and so on.</i>	
Describe what if any information the authority will share with any party and why? <i>This could be referring a customer to a provider so we need to give the provider that information to deliver the service</i>	
Describe what if any information the provider/party will share with the authority and why? <i>This could be feeding back into a social care case, providing performance statistics or a report on progress of the service</i>	
Are we asking another party to do the work as if we were delivering it? <i>This is important for us to understand the way the service is going to be delivered</i>	
Do we specify exactly what they can do with any data they collect, or can they determine what they do? <i>This is helps us understand who is a controller and who is a processor.</i>	

Mandatory data protection impact assessments If one of the following situations apply then you must complete a DPIA			
	Example	Yes	No
Are you going to be regularly using software to analyse and predict behaviour which helps to make significant decisions about people?	<i>This could be software which we use every week or month to look at personal data and analyse what people are doing so that we can tailor services to them</i>		
Are you using sensitive personal data like health, sexuality or criminal offence data on a large scale?	<i>This could be using introducing a new system to use lots of information about social care service users</i>		
Are you regularly monitoring a public space on a large scale?	<i>This will most likely be CCTV or other such monitoring systems</i>		

High Risk Processing It is also mandatory to complete a DPIA where what we are doing could be considered <i>high risk</i> . If one of the following situations applies then we will also need to complete a DPIA			
Question	Example	Yes	No
Are you using new technology like artificial intelligence or “internet of things” devices like smart meters?	<i>This may be information that we already hold but we are going to use new technology to do something different with it</i>		
Are you using software to profile and make automated decisions as a one off to make decisions on whether someone can access a service?	<i>This means that we use software to analyse data we hold and automatically decide whether someone should get a service from the authority</i>		
Are you using sensitive personal data like health, sexuality or criminal offence data to make decisions on whether someone can access a service?	<i>This means that we use sensitive information about people to decide whether they should receive our support. This could be social care, SEN or youth offending data. It could be the most private data about them.</i>		
Are you going to be analysing or predicting behaviour of lots of people?	<i>This may be a one off piece of work but we may use software to look at hundreds of people and try to analyse their actions</i>		
Are you going to be using biometric or genetic data?	<i>This could be DNA we collect or using fingerprints as a means of authenticating access to a system</i>		
Are you going to be data matching from a number of sources?	<i>This could be combining different data sets to create a single one such as identifying people who have not registered for something</i>		

Are you going to use personal data without informing the people whose data it is?	<i>We should explain to people what we are doing with a privacy notice however there are some situations such as fraud investigations when we will not tell people.</i>		
Are you going to track someone's online or offline locations or behaviour?	<i>We could be taking IP addresses, access to apps or social media for example to track where service users are and understand their activities</i>		
Are you going to be using the personal information of vulnerable children and/or adults?	<i>We have to take greater care when we are using data about those who are most vulnerable</i>		
Are you making decisions about people who we have power over and would not ask them for the consent?	<i>We have power over our employees or others because of the contract we have with them which means we can make decisions without their consent</i>		
Are you going to be using children's personal data to analyse behaviour, make any automated decisions, offer marketing or services directly to them?	<i>Anything that involves gathering information directly from children means that we need to take greater care</i>		
Are you processing the kind of personal information which could put someone at risk of harm if it was misused or lost?	<i>This means that if this information was lost, could it cause someone distress or damage? Could they be at risk of identity fraud?</i>		

People focussed DPIA			
Whilst it is not mandatory, it can be helpful if we are doing something new to think about it			
	Notes	Yes	No
Are you going to be obtaining new information from people?	<i>This could mean we are starting a new service and need to obtain information from people for the first time</i>		
Are you going to take information we already have and use it for something new?	<i>We may hold a list of people who have been consulted about a property development and want to use it in transport planning project</i>		
Are we obtaining information about people from new organisations?	<i>We may be entering a new partnership and be sharing information with a new provider, as well as getting it back</i>		
Are we sharing information about people with new organisations?			
Data Protection Contact			
Contact Details	Email	Phone	
Rochelle Tapping	dpo@cambridgeshirepeterborough-ca.gov.uk	07923250218	



Appendix 5

DATA PROTECTION IMPACT ASSESSMENT

Key Information

Project Name:	
Project Manager:	
Responsible officer:	
This DPIA has been completed by:	

Project Information

This should include what the objectives are, the benefits and risks to the authority plus explain why a DPIA has been completed.

--

Parties involved

Please provide a list of all internal parties involved and consulted

(include teams such as Finance, IT, Legal, Audit, Information Governance)

Please provide a list of all external parties involved and consulted

Is there or will there be a contract or similar between the authority and external parties which covers this work?

This is important to show that we have properly formed relationships which have robust agreements in place to protect the authority and our data.

Have you established if there are any sub-contractors involved and that suitable agreements exist

We need to be sure that we know who is processing our personal information and that we know about any subcontracting.

Data Flow

This is important because we need to show that we understand what is being collected or shared, who by and why, and how we make sure that this is all securely done.

What information is being collected? <i>It will help to provide a list and identify what special category data is collected</i>	
How will that information be collected and who will collect it? <i>Is the information being collected by email, application form, from another party etc</i>	
How will that information be used? <i>You should be clear on how it is going to be used. Will there be any profiling or automated decision making?</i>	
Who will information be received from? (internal and external) <i>This may be many sources but we need to understand the information flow between parties</i>	
Who will the information be shared with? (internal and external) <i>This may be many sources but we need to understand the information flow between parties</i>	
If information is being shared, how will it be shared securely? <i>You should identify how the information will be shared e.g direct access into a system, secure email, SFTP,</i>	
Who will have access to the information? <i>Access should be limited to only those required to have access</i>	

Where will the information be stored? <i>This should include the name of the systems for all partners, whether it is cloud or server based and if it is hosted by someone else</i>	
What security measures are in place? <i>Individual user accounts, passwords, two factor authentication, firewalls, restricted access, audit functions of the system or partner, locked cabinets</i>	
Do any of the parties have security or IG certification such as Cyber Essentials, Cyber Essentials Plus, ISO270001?	
How long will the information be kept for? <i>You should have a retention period specified by all partners.</i>	
How will it be destroyed? <i>You should have a process for how unneeded information will be disposed of, both for electronic and paper records.</i>	

People

This section is about the people whose data it is and how we will meet their rights under legislation

How many people will this affect? <i>This can be an estimate</i>	
What categories of people are they? <i>Children, adults, employees for example</i>	

How will people be informed about how their data is being used? <i>Will you be using a privacy notice, explaining to people when they sign up to a service or attend a meeting?</i>	
What plans are there to ensure that people's rights are met? <i>These are the rights of access, erasure, restriction, rectification, objection, automated decision making, data portability</i>	
<ul style="list-style-type: none"> • Can you delete data if required to? 	
<ul style="list-style-type: none"> • Can you produce all information about a person if required to? And in what format? 	
<ul style="list-style-type: none"> • Can you amend a record if required to? 	
<ul style="list-style-type: none"> • Can you restrict any action being taken on a records? 	
<ul style="list-style-type: none"> • Can you audit to see who has accessed records? 	
<ul style="list-style-type: none"> • If the system has automated decisions, can you override these if you need a human to make the decision? 	
<ul style="list-style-type: none"> • Can you stop processing if needed? 	
Will there be any consultation of affected individuals and if so how will you conduct this consultation? <i>Will you be contacting and discussing with people before implementation?</i>	

Lawful Basis

To process any information about a person then we need to have a lawful basis or reason for doing so. We have to state this clearly in privacy notices for customers. This can be the most technical part of the DPIA so if you are not sure which is lawful basis it is then speak to the DPO and we will work with you. We need to identify the right one and we will help with that.

What is the purpose of collecting the information? <i>This is key because to process any personal information then we need a legal basis i.e. what allows us to do something so knowing the purpose is really key.</i>		
What is legal basis for processing the personal information? <i>It is most likely that you will be obtaining consent, having a contract with say an employee or a statutory duty. If it is a statutory duty then state what law or code of conduct makes it statutory.</i>	We will obtain or have obtained recorded consent	
	We have a contract with individuals to deliver this service	
	We have a legal obligation to process the information	
	We have a statutory duty to deliver the service	
	This statutory duty is named....	
	It relates the protecting someone in a life or death situation	
	We have a legitimate interest in processing this information and have completed a legitimate interest impact assessment.	
What is the legal basis for processing special category information? <i>You also need to specify a basis when we are using the special category data like health, ethnicity, sexuality or religion.</i>	We will obtain or have obtained explicit consent in writing	
	It relates to employment or social security. This includes health and safety, maternity/paternity and sickness	
	It relates the protecting someone in a life or death situation	
	It relates to the work of a not-for-profit body like a charity, political party or charity	
	The information has already been made public by the person	
	It is required for us to make or defend legal claims	
	We have a statutory duty to deliver this service	
	This statutory duty is named....	
	It is to deliver social care or health including occupational health	
	It is for public health reasons including monitoring and statistics or vaccination programmes	
	It is for archiving or research purposes	

Risks

Provide a list of risks and how you will manage, solve and mitigate these. To help you think about these, then we have broken down types of risks you may think of which include how they link to the principles of Data Protection.

<u>Lawful and fair use of data</u> Is the legal basis correct? Are you using an opt out model? Is it clear to people what you are doing with their data?	<u>Purpose</u> Have you explained what the purpose is to customers? How will you ensure that data is not used for different purposes that a person may not expect?	<u>Data minimisation</u> Is there any risk that data is being collected which is not required? Is there any risk that more data could be shared with partners or the authority than is needed?	<u>Accuracy</u> Are there any risks around receiving or sharing inaccurate or old data? What could happen if data is not updated or is collected incorrectly?
<u>Retention</u> Is there a risk that information could be kept too long? Or too short? Could partners keep information without us knowing?	<u>Security</u> Is there a risk of people accessing information that they should not? Is there a risk that information will not be stored or shared securely? Is there a risk that information could be misused?	<u>Accountability</u> Is there any risk about how service users understanding how their data is being used? Is there a risk that privacy notices are not clear or people cannot exercise their rights?	<u>Risks to the authority</u> There may be risks associated with what we are doing which could impact on the authority's reputation or systems.

Issue/Risk (indicate whether a risk to the individual or the authority)	Solution/Mitigation	Expected Outcome	How will this be monitored/evaluated

INFORMATION GOVERNANCE USE ONLY

	Sections	Comments
1	Project Information Are the aims and outcomes clear? Have benefits been identified?	
2	Parties Involved– Have all relevant teams have been identified and informed? Have all external parties been identified? Are contracts or ISAs in place?	
3	Data Flow Has all information to be processed been identified? Have all sources and means of processing been identified? Has appropriate security been identified? Has records management been considered?	
4	People Do we know who this will affect and how will they be told? Can their rights be met?	
5	Lawful Basis Has the lawful basis for processing been stated?	
6	Risks and Benefits Have all risks been identified? are risks sufficiently mitigated? What controls need to be introduced? Has a balance between the two been found? Is there a plan for monitoring?	

IG	Overall assessment What needs to change? if anything	

SIGN OFF			
Sign off	Title	Signature	Date
	Lead Officer		
	Director/Senior Responsible Officer		
	Data Protection Officer		
	SIRO		



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Data Incident Reporting Policy

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Introduction

We have to protect the data that we have. We have a lot of data on different customers and staff. This can include personal and sensitive information but also, for example, commercially sensitive information or simply data. We have to have processes in place to do this but sometimes things do go wrong.

When information is lost or shared inappropriately, it is vital that appropriate action is taken to minimise the impact and risk as soon as possible.

“If you only read this...”

Do make sure that you know who you are talking to

Do make sure you only share information with the right person

Do make sure you check envelopes or emails to make sure they have the right information

Do check postal and email addresses before you send

Do know what to do if something goes wrong

Do report any concerns

Don't ignore a breach

Don't ignore a customer complaining about a breach

The important bits

If we get it wrong, then our customers and residents could be at risk

If we get it wrong, then we could be fined the equivalent of £17.5 million or 4% of total worldwide income by the Information Commissioner

If we get it wrong, then people can sue us if they suffer detriment

If we get it wrong, then we have to spend more time fixing the problem than it would have taken to make sure we were not getting it wrong

What is a data breach?

A data breach is something which affects people's rights and freedoms.

When something is reported then we will call it a data incident until we have assessed it as a breach. If we say it is a breach, then it must be reported to the Information Commissioner within 72 hours and if it's a high risk then people whose data it is.

All reports will be considered as a data incident until we can determine the risk to the data subjects

What kind of incidents do you mean?

A data incident is more than if we just lose some information. It can be where:

- personal information is disclosed to someone who does not have the right to see it. It could be documents, a spreadsheet or just an email.
- The loss of information
- The corruption of information
- The unavailability of information
- The data being incorrect

It can be caused by

- Loss or theft of data or equipment on which data is stored
- Deliberate or accidental action by someone
- Not having the right access controls allowing unauthorised use
- Equipment failure
- Human error
- Unforeseen circumstances such as fire or flood or power cut
- Hacking
- 'Blagging' offences where information is obtained by deception
- Alteration of personal data without permission
- Virus attacks

If there is personal information and/or sensitive personal information as defined in this policy contained within the document, email etc. then this must be reported.

Data could also be disclosed which is not personal but reveals information of a commercially sensitive nature or is confidential. This can also have an impact on us but would not need to be reported to the ICO.

When does it become a breach?

We will consider that all incidents have an element of risk to someone and take the same actions in all cases.

Once we have the facts then we will determine what that level of risk is.

The Data Protection Officer (DPO) along with the SIRO (Senior Information Risk Owner) will determine this. This will include a risk assessment which will cover the following:

- **Whether any personal data has been lost or whether it is a loss of data**
- **The potential harm or risks to the data subject as a result of the incident**, including any distress the data subject may suffer as a result of the incident
- **The volume of the data involved** – this must be determined by the facts and extent of the breach
- **The sensitivity of the data involved** – where the data is classed as sensitive personal data and the release of that data can lead to the data subject suffering substantial harm.
- **Assess the impact of the breach such as:**
 - How could the loss of control over the personal data affect someone?
 - Could it cause discrimination?
 - Could it cause identity theft or fraud
 - Could it cause financial loss?
 - Could it cause embarrassment and upset?
 - Could it cause damage to reputation?
 - Could it cause loss of confidentiality?

The DPO along with the SIRO and Chief Executive will decide if we need to inform the Information Commissioner's Office (ICO) and/or the people concerned.

Please refer to The IG Risk Assessment to ensure that the incident is appropriately categorised. The DPO will assess the breach using the Assessment Form. Where an incident indicates a risk, it may be necessary for other services to be informed.

How do I report something?

Use Appendix A and send this to dpo@cambridgeshirepeterborough-ca.gov.uk.

If it is urgent then phone to speak to the Data Protection Officer on 07923 250218.

If the incident occurs or is discovered outside normal working hours, the investigation and notification of relevant officers should begin as soon as is practicable either by text or email.

What happens after I report something?

The DPO will make an initial assessment based on what they have been told. They, in conjunction with the affected service, will determine what steps are taken.

Contacting those affected

When we contact customers to tell them what has happened then we need to be clear on what has happened, how and what we are doing to put it right.

The Responsible officer should do this when it is decided that people are at sufficient risk.

Roles and Responsibilities

All staff

All of us have responsibility to report a concern. The service manager/lead will have responsibility for reporting an incident/breach directly to the DPO and establishing what has happened/informing the DPO of the incident details.

The service manager/lead, or someone in their absence, should take immediate action to recover any documents, whether electronic or hard copy, and put measures in place to prevent future breaches.

The Data Protection Officer

They will maintain a central log of all breaches as reported and provide advice on actions to be taken.

An investigation will only be undertaken by the DPO when requested to do so by the director or Chief Executive and only in specific circumstances.

In the event of a complaint being made to the ICO, the DPO will act as the collator of information to provide the response in conjunction with the IG.

The Affected Department

When an incident occurs then the department affected will undertake an investigation or review. They will nominate an individual to lead on investigating and gathering information which should be at the level of manager or above. We can call them the **Department Lead**. Their role helps to add background and context to an incident that only someone from the department can give. They will need to gather information on what has happened and liaise with the DPO to determine what actions should be taken.

The Department Lead

The Department Lead will be responsible for any communication with data subjects who have been affected by the data breach. Any response must be checked by the DPO, responses should be as quickly as possible and no later than 10 working days. The department will initiate disciplinary action / provide supervision or training if required (as appropriate)

Contacting the ICO

Once we decide this then the DPO or deputy will complete the referral.

The 72 hour clock starts from the moment we determine a breach. There may be a delay between the incident being reported and that decision while we gather information. We will explain the reasons for this to the ICO in the referral.

Complaints about breaches

Sometimes customers make complaints about data breaches to a central complaints team or as part of a wider complaint about a department. The DPO should be made aware of such complaints however the department should take the responsibility for investigation and review as they would in any event, and liaise with the DPO/IG on the response to this aspect of the complaint.

Complaints officers must ensure that they inform the DPO of any suspected incident as soon as they become aware of it to ensure that we can still meet our timescales.

Putting it right for good

Regardless of whether there was a risk or not, we have to make sure that we do not repeat mistakes.

We need to look at the processes and systems which may have caused the incident and work out what we can do to stop it repeating.

This may mean:

- Reviewing how information is held and shared
- Looking at what extra security checks we can put in place
- Introducing peer checks of envelopes
- Providing extra training on systems
- Raising awareness through meetings
- Restricting access and auditing systems, implementing technical and organisational measures, e.g. disabling autofill.

The DPO will assess the risks, impact, changes needed and discuss the implementation of changes with the Department Lead. The DPO and the Department Lead will ensure that change is implemented to prevent repeats.

How does the DPO assess impact and risk?

The impact of the breach will be assessed by the DPO using the Impact assessment. We will look at the following kinds of questions:

Was any data lost or compromised in the incident?
For example, if paperwork was in the wrong envelope or the email went to the wrong person. However, if you lost an encrypted laptop or phone then there may not be an issue unless you were logged in when you lost it.
Was personal data lost or compromised?
This means is the data about living individuals such as customers or employees. This makes a data protection incident.
If yes, was <u>sensitive</u> personal data compromised?
This is the really sensitive stuff like health, sexual life, political or religious beliefs, potential or actual criminal offences. If this happens then it is more serious.
What is the number of people whose data was affected by the incident?
Large numbers of people affected can be more serious but equally a very sensitive piece of information about one person can also be serious.
Is the data breach <u>unlikely</u> to result in a <u>risk</u> to the individual/individuals?
This means is anyone unlikely to be affected; this means that although data has been lost, it is unlikely to have an affect if we can recover the information or contain the issue.
Did people affected by the incident give the information to the authority in confidence?
People often do expect it to be confidential even if it is not particularly sensitive
Does this incident put anyone at risk of physical harm?
If it does then this makes it a more serious matter because we have to make sure customers and employees are kept safe
Is there a risk that the incident could lead to damage to individuals e.g. via identity theft/ fraud?
If we lose bank accounts details or ID documents, then these could be used by to commit crimes.
Could the incident damage an individual's reputation, or cause hurt, distress or humiliation e.g. loss of medical records, disciplinary records etc.?
Even if the loss does not put them at risk of physical harm or fraud, it can still cause distress if information about a person is made public. It can cause upset and hurt which we need to consider properly
Can the incident have a serious impact on the authority's reputation?
The authority has to keep the trust of its customers. If we don't then they may stop working with us. Media stories can also cause this as can referrals to the ICO.
Has any similar incident happened before in the section?
A one-off error may be unavoidable but repeated incidents of the same kind in a department can show that we have to change processes to stop repeats.
Do HR need to be involved or referred to?
This is maybe because the issue is one of capability, or because of deliberate and malicious actions to cause the breach.
If this incident involves the loss or theft of IT Equipment has an urgent call been logged with ICT?
The sooner we can block or wipe the device, the better.

Monitoring and Review

There will be a quarterly report to the Data Protection Officer and an annual report to the CA Board.

The Audit and Governance Committee receives 6 monthly reports on Information Governance. The report includes details of incidents, as applicable.

This will inform training and risk assessments.

This policy shall be reviewed annually after implementation.

Appendix A – Data Incident Reporting Form

Once completed, please send a copy to dpo@cambridgeshirepeterborough-ca.gov.uk and retain a copy for your records.

	To be completed
Reported by	
Responsible officer	
Department	
Team within Department	
Date and time of when the incident occurred	
Date and time reported to DPO	
Date and time you become aware of the incident	
Reason for delay if any	
Does this incident affect any other parties?	
How did you become aware of the incident?	

What kind of incident is this?	
How many individuals could this incident affect?	
Subject names and details	
What kind of people are affected?	
Are these people aware?	
Ease of identification of individuals	
Type of data lost	
Summarise the incident and the information that has been lost	
Actions Taken by department to mitigate, recover etc.	
What impact does this have on the individuals involved? What is the risk to them?	
Risk to subjects	
What is the impact on the authority and its business?	
Temporary or Permanent Loss	

Please complete the following checklist to confirm what actions you have taken:

Have you informed your director? (include name of director)	
Has an extensive search for any physical loss been undertaken?	
Have you been able to retrieve the lost data?	
Has the lost data been destroyed?	
Have you reviewed procedures to prevent recurrences?	
Is there likely to be media interest as a result?	

Data Incident Reporting Form

Once completed, please send a copy to dpo@cambridgeshirepeterborough-ca.gov.uk and retain a copy for your records.

	To be completed
Reported by	
Responsible officer	
Department	
Team within Department	
Date and time of when the incident occurred	
Date and time reported to DPO	
Date and time you become aware of the incident	
Reason for delay if any	
Does this incident affect any other parties?	
How did you become aware of the incident?	
What kind of incident is this?	

Appendix 7

How many individuals could this incident affect?	
Subject names and details	
What kind of people are affected?	
Are these people aware?	
Ease of identification of individuals	
Type of data lost	
Summarise the incident and the information that has been lost	
Actions Taken by department to mitigate, recover etc.	
What impact does this have on the individuals involved? What is the risk to them?	
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What is the impact on the authority and its business?	
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