



**CAMBRIDGESHIRE  
& PETERBOROUGH**  
COMBINED AUTHORITY

## **CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY**

**Wednesday, 29 November 2017**

**10:00a.m. – 12:00noon**

Council Chamber, South Cambridgeshire District Council, South Cambridgeshire  
Hall, Cambourne Business Park, Cambourne, Cambridge CB23 6EA

### **AGENDA**

**Open to Public and Press**

<b>Number</b>	<b>Agenda Item</b>	<b>Mayor/ Lead Member/ Chief Officer</b>	<b>Papers</b>	<b>Pages</b>
	<b>Part 1 – Governance items</b>			
1.1	Apologies and Declarations of Interests	Mayor	oral	-
1.2	Minutes – 25 October 2017	Mayor	yes	4-11
1.3	Petitions	Mayor	oral	-
1.4	Public Questions	Mayor	oral	-
1.5	Forward Plan	Mayor	yes	12-22
1.6	Membership of the Combined Authority - Amendments	Mayor	yes	23-25

	<b>Part 2 – Key Decisions</b>			
2.1	Cambridgeshire and Peterborough Strategic Bus Review	Mayor/Portfolio Holder for Transport and Infrastructure	yes	26-39
	<b>Part 3 – Other Decisions</b>			
3.1	Transport Update	Mayor/Portfolio Holder for Transport and Infrastructure	yes	40-44
3.2	Adult Education Budget Devolution: Transitional Arrangements and Resourcing	Portfolio Holder for Employment and Skills	yes	45-50
3.3	Appointment of Legal Counsel & Monitoring Officer, and Loan of Chief Executive	Mayor	yes	51-53
3.4	Budget Update Report – 2017-18	Portfolio Holder for Fiscal	yes	54-62
	<b>Part 4 – Date of next meeting</b>			
4.1	Date: Wednesday 20 December 2017 at 10.30 am Venue - Committee Rooms 1 & 2, Cambridge City Council, Guildhall, Cambridge	Mayor	oral	-

The Combined Authority currently comprises the following members:

Mayor: J Palmer

Councillors: G Bull, J Clark, S Count, L Herbert, J Holdich, C Roberts and P Topping

LEP Chairman M Reeve

Substitute members: Councillors A Bailey, W Fitzgerald, R Fuller, R Hickford, K Price, W Sutton & N Wright; LEP substitute member to be confirmed

Observers: J Ablewhite (Police and Crime Commissioner), J Bawden (Clinical Commissioning Group), and Councillor K Reynolds (Chairman - Cambridgeshire and Peterborough Fire Authority)

The Combined Authority is committed to open government and members of the public are welcome to attend Committee meetings. It supports the principle of transparency and encourages filming, recording and taking photographs at meetings that are open to the public. It also welcomes the use of social networking and micro-blogging websites (such as Twitter and Facebook) to communicate with people about what is happening, as it happens.

Public speaking on the agenda items above is encouraged. Speakers must register their wish to speak by making a request in writing to the Monitoring Officer no later than 12.00 noon three working days before the meeting. The request must include the name, address and contact details of the person wishing to speak, together with the full text of the question to be asked.

For more information about this meeting, please contact Michelle Rowe at the Cambridgeshire County Council's Democratic Services on Cambridge (01223) 699180 or by email at

[michelle.rowe@cambridgeshire.gov.uk](mailto:michelle.rowe@cambridgeshire.gov.uk)



**CAMBRIDGESHIRE  
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## **Agenda Item No.1.2**

### **CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY: MINUTES**

**Date:** Wednesday, 25 October 2017

**Time:** 10.30am – 11.27am

**Present:** J Palmer (Mayor)  
J Clark – Fenland District Council, S Count – Cambridgeshire County Council, L Herbert – Cambridge City Council, J Holdich – Peterborough City Council, R Howe – Huntingdonshire District Council, N Wright (substituting for P Topping) – South Cambridgeshire District Council and M Reeve (Greater Cambridgeshire Greater Peterborough Local Enterprise Partnership (GCGP LEP))

**Observers:** J Ablewhite (Police and Crime Commissioner), and Councillor J Peach (substituting for Councillor K Reynolds, Chairman, Cambridgeshire and Peterborough Fire Authority)

#### **90. APOLOGIES AND DECLARATIONS OF INTERESTS**

Apologies received from Councillor P Topping; Councillor K Reynolds and J Bawden, Observers.

The Mayor reported that he was aware that several members of the Board also sat on the Local Enterprise Partnership (LEP) Board. He advised that they could speak and vote on the LEP funding report, unless they considered themselves pre-determined. Councillors Count, Holdich and Howe declared non-statutory disclosable interests under the Code of Conduct in relation to Agenda Item 3.2 (Minute 97), as members of the LEP Board. Councillor Holdich also declared a non-statutory disclosable interest under the Code of Conduct in relation to the same item, as a Director of Opportunity Peterborough appointed by Peterborough City Council.

#### **91. MINUTES – 27 SEPTEMBER 2017**

The minutes of the meeting held on 27th September 2017 were agreed as a correct record.

#### **92. PETITIONS**

No petitions were received.

#### **93. PUBLIC QUESTIONS**

No public questions were received.

#### **94. FORWARD PLAN**

The Board noted the Forward Plan of Executive Decisions dated 23 October 2017, which had been circulated on that day. The Mayor stated that the Forward Plan was updated on a regular basis and was available online for public inspection (a copy of the current version was available at the following link

<https://cmis.cambridgeshire.gov.uk/ccclive/Documents/PublicDocuments.aspx>)

He drew attention to the following changes:

- items 12, 13, and 14 had been moved from November to December; and
- two new items had been added to November – Adult Education Budget Devolution, and Transport Update.

It was resolved unanimously to approve the Forward Plan of Executive Decisions.

#### **95. MARKET TOWN MASTERPLANS: ST NEOTS**

The Portfolio Holder for Economic Strategy presented the first of ten market town masterplans. St Neots had been chosen by the Combined Authority as the starting point for a renewed focus on market towns and would be used as a reference point for subsequent plans. The Combined Authority had engaged Inner Circle to work with local partners, such as Huntingdonshire District Council, to develop the first iteration of a Masterplan for St Neots, which would act as a catalyst for change. The first phase of the Masterplan had highlighted the fact that St Neots had contributed significantly to the county's recent growth. This included 20% of Huntingdonshire's total Gross Value Added (GVA) from engineering and manufacturing. However, it was in decline despite its wide catchment.

The analysis summarised that current planned growth for St Neots would deliver 4,000 new homes, 3,500 new jobs and would result in an increase in GVA of £185m. The Masterplan identified the need for a co-ordinated set of investments and interventions that were required in the following strategic areas: Town Centre Regeneration; Transportation; Industry; and Housing. The first stage of work had identified a package of £5.8m which was necessary to support the planned growth of St Neots within existing plans.

In addition to these recommendations for actions, the Masterplan for St Neots had concluded that within existing planned growth, the GVA uplift in the market town would only hit 40%, falling 60% or £285m short of doubling. Further GVA generation might be possible within St Neots by focussing partnership activity around reducing the amount of net outward commuting from the town. A second phase Masterplan would need to address education and skills provisions, the introduction of enterprise zones and tax incentives, the opportunities presented by vastly improved connectivity, the better utilisation of the public estate, and the East – West corridor.

In conclusion, the Portfolio Holder commended the first stage of the St Neots Master Plan, which had been welcomed unreservedly by the Local County, District and Town Councillors following consultation. He acknowledged that there were omissions which would be addressed in the next phase of the plan.

In considering the report, the Board made the following comments:

- welcomed a very good piece of work in particular the identification of new homes, the creation of 3,500 jobs, the fact 1000 people lived in St Neots and work outside of Cambridgeshire and Peterborough, and supporting the local economy. However, one Member identified the fact that the report was missing emphasis on connectivity between the Town and Cambridge as it grew and in particular the pinch point of the A428.
- welcomed the report and its ambition but expressed disappointment that South Cambridgeshire District Council had not been consulted. Speaking as the Local Member for a Ward which bordered St Neots, the representative for South Cambridgeshire District Council confirmed that he had not been consulted. He drew attention to the fact that the report focused on several themes including the new route of the A428, as yet there was no certainty regarding a northern route. It was also not clear whether the Oxford to Cambridge Railway would pass along that corridor, which might or might not help St Neots develop its own businesses.
- welcomed the opportunity to see a future picture of St Neots under an East/West transport infrastructure. The Masterplan provided a good pattern for other Market Towns, and informed the Spatial Strategy in relation to which parts of Cambridgeshire made a bigger contribution. The Portfolio Holder for Strategic Planning drew attention to the immediate issues which included the assessment of future jobs and housing. As the lead on spatial planning, it would provide him with some important learning which would also inform other Market Town Masterplans.
- welcomed the fact that the return was likely to be four times the investment. It was acknowledged that the Masterplan would evolve, and although it provided a good blue print, it was important to remember that other areas were different.
- highlighted the importance of linking small business to bigger business and housing to jobs, as the Combined Authority was not building dormitory towns but towns people wanted to live and work in.
- acknowledged that the Masterplan provided an excellent starting point in identifying the gaps. It was important to retain skills and talent locally as this would result in an improvement in the life cycle of local people. The core part of Phase 2 in driving up GVA by increasing the number of businesses and productively would also drive up the lifestyles of local people who lived in St Neots. The Mayor and Combined Authority were changing strategic thinking by adding value. One Member requested a list of stakeholders involved in the consultation to enable the Board to check whether it had been sufficient. He added that he could see the advantage of the template when it was used in Fenland.

The Mayor commented that he was a great believer in master planning and welcomed the investment in the Market Towns. The Government would be undertaking improvements to the A428. He felt that the East/West rail link was unlikely to happen but there was likely to be light rail from Haverhill.

In conclusion, the Portfolio Holder reported that St Neots was in a strategic economic corridor. It was the largest Market Town in Cambridgeshire and a reference point for all Market Towns. He acknowledged that the consultation had not been perfect with Local County Councillors not being consulted initially. The Economic Commission when established would include a representative from the County Council, District Council, Town Council, Business, Health and Transport. It was noted that St Neots exported 25% of its GVA to other parts of the world but if this could be repatriated it would release a great vision for the Town.

It was resolved unanimously to:

- a) welcome the analysis and findings of the first phase of the Masterplan for St Neots;
- b) endorse the development of the next phase of the Masterplan through the creation of a “St Neots Masterplan Partnership”;
- c) note that a total investment programme of up to £5.8m was needed to unlock the growth potential of St Neots within existing plans;
- d) request that officers work with the St Neots Masterplan Partnership to develop a business case for collective investment in the proposed programme, and bring forward investment proposals to this Board as part of that approach;
- e) establish that any proposals for Combined Authority investment that were brought forward were in line with the Authority’s Investment Strategy as set out in paragraph 3.8;
- f) note the intention to promote the development of masterplans for market towns in Cambridgeshire, as part of the Combined Authority’s wider economic strategy.

## **96. PRIORITY TRANSPORT SCHEMES**

The Mayor reported that he had been advised by the Department for Transport that two highways funding bids for the National Productivity Investment Fund had been successful. These related to two schemes in Peterborough. The Combined Authority was to receive £2.8M for the A605 at Oundle Road and £3.85M for J18 on the A15. The Mayor congratulated the Portfolio Holder for Transport and Infrastructure who had led the bids on behalf of the Combined Authority on a successful outcome.

The Portfolio Holder for Transport and Infrastructure drew attention to a report setting out the longer term pipeline of work to ensure that there was a steady flow of transport interventions that were effectively planned and well considered over the current and future Mayoral cycles. He reminded the Board that the two successful schemes funded from the National Productivity Infrastructure Fund had taken a long time to come to fruition, and had both been ‘shovel ready’. Unfortunately, two other bids for March and Wisbech had not been successful and would be considered as part of priority transport schemes at future Board meetings. He introduced Keith McWilliams, Transport and Infrastructure Director.

The Director reported that the priority schemes detailed in the report supported the wider Combined Authority objectives. There were in addition to the strategic transport and infrastructure schemes approved previously by the Board. It excluded those projects currently being promoted, funded and/or developed independent of the Authority by other partners. Attention was drawn to the rationale for the development of the pipeline, which would deliver a number of benefits. The Authority had worked closely with partnering organisations to develop an extended list of schemes for potential investment. Members were advised of the evaluation criteria and the governance around the shortlisting process. Attention was drawn to the shortlisted schemes which required £3.53m funding for 17/18. There was £1.0m funding for 18/19 to complete the Feasibility and Business Case development of Cambridge South Station.

As well as the shortlisted schemes in 17/18, there were also a small number of key projects, whilst not requiring investment during 17/18, would still be actively pursued by the Authority during the current financial year. Such projects included the A10 Foxton Level Crossing and the A505 Corridor Study. The Director advised the Board of the outcomes and return on investment including more than 50,000 new jobs and over 50,000 new homes. Attention was drawn to the financial implications of this committed investment of £4.53m. It was noted that schemes proposed in the report from a variety of sources would contribute to the development of the Local Transport Plan.

The Peterborough City Council representative welcomed the successful schemes in his area. He highlighted the need to change Stanground Access to Pondersbridge Turn. He also commented that the City Council had 'shovel ready' schemes such as the A47 Junction 18 Improvements that needed funding from the Combined Authority in order to start construction.

The Portfolio Holder for Strategic Planning welcomed the report as it linked directly with spatial planning. He also welcomed the rebalancing of growth in Cambridgeshire with additional homes and jobs. He drew attention to the broader footprint in relation to greater Cambridge and the progress of the Cambridge South Station. The Greater Cambridge Partnership (GCP) would be providing £0.75m funding for the project. Therefore the combined weight of the GCP and the Combined Authority would help deliver the project.

One Member highlighted the change in Government infrastructure funding and the importance of getting schemes 'shovel ready'. He reminded the Authority of the work undertaken by the County Council to prepare schemes, which had not been progressed due to a lack of gap funding. He welcomed the creation of the Combined Authority which would be able to add revenue funding. He suggested that there needed to be a different list of schemes working alongside the main list to reflect the movement of a problem along a route. It was possible that these issues could be addressed via smaller interventions. He welcomed any progress on the A10 Foxton Level Crossing and the A505 Corridor Study.

One Member commented that seventeen schemes would demand third party resource to fulfil. He acknowledged that the consultants would need to prepare a time plan, he suggested that it would be helpful to share this plan with the Board and involve it in the consultation. The Director reported that there were a number of Highways Contracts,



and twenty consultants drawn from a wide pool. He informed the Board that he would be working up a procurement brief. One Member suggested that the Huntingdon Strategic River Crossing should be connected and synchronised with the A141 capacity enhancements around Huntingdon.

The Mayor, in conclusion, commented that the projects detailed in the report would help deliver the growth agenda particularly housing and business. In particular, they would provide the infrastructure to deliver much needed housing in Cambridgeshire and Peterborough.

It was resolved unanimously to:

- a) Agree a total budget allocation of £4.53m, comprising £3.53m in 17/18 and £1.0m in 18/19 for the rolling programme of priority transport and infrastructure schemes
- b) Note the intention to deliver this 4 year programme of priority transport and infrastructure schemes, and the indicative level of future investment.
- c) Note the governance and budget management arrangements, and the intention to bring the pipeline back to the Board on an annual basis. In the future it is intended to maintain and develop this programme beyond the current 4 year.

#### **97. FUNDING REQUESTS IN PLACE OF GREATER CAMBRIDGESHIRE GREATER PETERBOROUGH LOCAL ENTERPRISE PARTNERSHIP**

The Mayor drew attention to an amended report which had been published on 24 October 2017. Paper copies were circulated at the meeting. Attention was drawn to the removal of recommendation three from the report, as the Mayor had been informed by the Local Enterprise Partnership (LEP) on 24 October 2017 that funding had now been agreed for the Ely Improvement Area.

The Chief Executive, in introducing the report, welcomed the news regarding Ely. He informed the Board that it was not being asked to make a decision, as he had delegated authority to approve the urgent funding requests being made.

He drew attention to the creation of an independent Economic Commission with strategic aims, which would provide confidence to proceed without Government intervention and stability to carry out important work relating to economic growth, investment and prosperity. The Board was reminded that it had agreed in June to support a percentage of the cost of the Commission for the current financial year with a percentage cost to be requested of the GCGP LEP. Following an urgent request from the body providing administrative and financial support to the Commission, the Chief Executive had exercised his delegated authority to provide a further allocation of funds to the Commission. The Authority would be making an application to the GCGP LEP Board for a refund of the amount once its funding had been restored.

He also drew attention to the work of Opportunity Peterborough which brought businesses into schools and colleges. It was an important initiative and the Authority would be guaranteeing funding until the LEP's funding was restored by Government.

The Mayor reported that the Chief Executive, as would be expected, had discussed all the proposals with him before exercising his delegated authority. In response to a request from the Board, the GCGP LEP representative confirmed the position relating to the Ely Area Improvement Task Group, the Independent Economic Commission and Opportunity Peterborough.

It was resolved unanimously to:

- (a) Note the urgent funding requests made by
  - i. The Independent Economic Commission
  - ii. Opportunity Peterborough
- (b) Note the funding approvals already given in relation to the Independent Economic Commission and Opportunity Peterborough to ensure important priority objectives could be met.
- (c) Note that upon restoration of funding to the Greater Cambridgeshire Greater Peterborough Local Enterprise Partnership (GCGP LEP) the Combined Authority would make applications to the GCGP LEP Board to restore the funding position of the Combined Authority.

## **98. BUDGET PREPARATION AND CONSULTATION PROPOSALS**

The Portfolio Holder for Fiscal Strategy presented a report setting out the proposed budget setting process for the approval of the Combined Authority's 2018/19 budget. He drew attention to the proposed timetable and the consultees to be involved in the consultation of the budget. He also asked the Board to note the emerging strategic themes for the budget. He advised the Board that it was not proposed to set a precept or levy for costs relating to mayoral functions. The Mayor added that he could see no need for a precept at this time.

The Portfolio Holder for Economic Strategy reported that there had been considerable discussion at Overview and Scrutiny regarding this item. He highlighted the need for flexibility in a rapidly changing world particularly in relation to the cost proposals, as there could be unforeseen increases in expenditure. The Portfolio Holder for Fiscal Strategy acknowledged the importance of flexibility. The Government had given the Authority a sizeable amount of funding and expected it to work at speed. It was important that this funding was used to get projects underway rather than left in the bank. Therefore the Authority might require funding for day to day operations in order to acquire new skills.

It was resolved unanimously to:

1. approve the proposed timetable and the consultees to be involved in the consultation of the Combined Authority's budget 2018/19.
2. Note the emerging strategic themes for the 2018/19 budget.

## **99. BUDGET UPDATE**

The Portfolio Holder for Fiscal Strategy presented an update to the 'Budget Report 2017/18 to 2018/19' as presented to the Board on 26 July 2017 and the revised Operational budget as presented to the Board at the Extraordinary meeting on 4 September 2017. He drew attention to a request for £30.6k funding as the Authority's contribution to phase 1 of the development of a National Evaluation Framework, which would enable the Government to ensure funding was being spent wisely.

It was resolved unanimously to:

1. Note the budget updates as requested for approval in other Board reports on this meeting's agenda.
2. Approve the use of interest receivable balances to cover committed additional support costs as set out in paragraph 3.6.
3. Note the budget updates as requested for approval as set out for approval in paragraph 3.5.
4. Approve funding of £30.6k for the contribution to phase 1 of the development of a National Evaluation Framework.
5. Note the updated budget and indicative resources for 2017/18 and 2018/19 to 2020/21 as set out in Appendices A and B

## **100. DATE OF NEXT MEETING**

It was resolved to note the date of the next meeting – Wednesday 29 November 2017 at 10.30am at South Cambridgeshire District Council, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridge CB23 6EA

Mayor

# **CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY'S FORWARD PLAN OF EXECUTIVE DECISIONS**

PUBLISHED: 20 NOVEMBER 2017

## FORWARD PLAN

### **KEY DECISIONS**

In the period commencing 28 clear days after the date of publication of this Plan, the Cambridgeshire and Peterborough Combined Authority intends to take 'key decisions' where indicated in the table below. Key decisions means a decision of a decision maker, which in the view of the overview and scrutiny committee for a combined authority is likely—

- (i) to result in the combined authority or the mayor incurring significant expenditure, or the making of significant savings, having regard to the combined authority's budget for the service or function to which the decision relates; or
- (ii) to be significant in terms of its effects on persons living or working in an area comprising two or more wards or electoral divisions in the area of the combined authority.

This Plan should be seen as an outline of the proposed decisions for the forthcoming month. Any questions on specific issues included on the Plan should be included on the form which appears at the back of the Plan and submitted to Kim Sawyer, the interim Monitoring Officer for the Combined Authority. For each decision a public report will be available one week before the decision is taken.

### **NOTIFICATION OF NON-KEY DECISIONS**

For complete transparency relating to the work of the Combined Authority, this Plan also includes an overview of non-key decisions to be taken by the Combined Authority.

You are entitled to view any documents listed on the Plan, or obtain extracts from any documents listed or subsequently submitted to the decision maker prior to the decision being made, 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 the notice and relevant documents subsequently being submitted can be requested from Kim Sawyer, the interim Monitoring Officer for the Combined Authority.

All decisions will be posted on Cambridgeshire County Council website, or the Combined Authority website, once established. If you wish to make comments or representations regarding the decisions outlined in this Plan, please submit them to Kim Sawyer, the interim Monitoring Officer for the Combined Authority using the form attached.

<b>DECISION REQUIRED</b>		<b>DECISION MAKER</b>	<b>DATE DECISION EXPECTED</b>	<b>KEY DECISION / DECISION</b>	<b>CONSULTATION</b>	<b>CONTACT DETAILS / REPORT AUTHORS</b>	<b>LEAD MEMBER</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER (INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION)</b>
1.	Minutes of the Meeting on 25 October 2017	Cambridgeshire and Peterborough Combined Authority	29 November 2017	Decision	Relevant internal and external stakeholders	Michelle Rowe, Democratic Services Manager		It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
2.	Budget Update	Cambridgeshire and Peterborough Combined Authority	29 November 2017	Decision	Relevant internal and external stakeholders	Interim Chief Finance Officer for Combined Authority/Lead for Finance Work Stream	Councillor Steve Count, Portfolio Holder for Fiscal	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
3.	Transport Update	Cambridgeshire and Peterborough Combined Authority	29 November 2017	Decision	Relevant internal and external stakeholders	Keith McWilliams, Interim Director of Transport and Infrastructure	Mayor James Palmer/ Councillor Charles Roberts Portfolio Holder for Transport and Infrastructure,	It is not anticipated that there will be any documents other than the report and relevant appendices to be published
4.	Cambridgeshire and Peterborough Strategic Bus Review	Cambridgeshire and Peterborough Combined Authority	29 November 2017	Key Decision 2017/021	Relevant internal and external stakeholders	Keith McWilliams, Interim Director of Transport and Infrastructure	Mayor James Palmer/ Councillor Charles Roberts Portfolio Holder for Transport and Infrastructure,	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

5.	<b>Adult Education budget devolution: Transitional Arrangements and Resourcing</b>	<b>Cambridgeshire and Peterborough Combined Authority</b>	<b>29 November 2017</b>	<b>Decision</b>	Relevant internal and external stakeholders	Stephen Rosevear Interim Director of Skills	Councillor John Clark Portfolio Holder for Employment and Skills,	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
6.	<b>Appointment of Legal Counsel &amp; Monitoring Officer, and Loan of Chief Executive</b>	<b>Cambridgeshire and Peterborough Combined Authority</b>	<b>29 November 2017</b>	<b>Decision</b>	Relevant internal and external stakeholders	Martin Whiteley, Chief Executive	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices to be published
7.	<b>Membership of the Combined Authority</b>	<b>Cambridgeshire and Peterborough Combined Authority</b>	<b>29 November 2017</b>	<b>Decision</b>	Relevant internal and external stakeholders	Kim Sawyer, Interim Legal Counsel and Monitoring Officer for Combined Authority	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices to be published
8.	<b>Forward Plan</b>	<b>Cambridgeshire and Peterborough Combined Authority</b>	<b>29 November 2017</b>	<b>Decision</b>	Relevant internal and external stakeholders	Michelle Rowe, Democratic Services Manager	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
9.	<b>Minutes of the Meeting on 29 November 2017</b>	<b>Cambridgeshire and Peterborough Combined Authority</b>	<b>20 December 2017</b>	<b>Decision</b>	Relevant internal and external stakeholders	Michelle Rowe, Democratic Services Manager		It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
10.	<b>Land Commission</b>	<b>Cambridgeshire and Peterborough Combined Authority</b>	<b>20 December 2017</b>	<b>Decision</b>	Relevant internal and external stakeholders	Martin Whiteley, Chief Executive	Councillor Lewis Herbert, Portfolio Holder for Strategic Planning	It is not anticipated that there will be any documents other than the report and relevant appendices to be published
11.	<b>Peterborough University Centre, Phase 2 - Business Case Update</b>	<b>Cambridgeshire and Peterborough Combined Authority</b>	<b>20 December 2017</b>	<b>Key Decision 2017/017</b>	Relevant internal and external stakeholders	Stephen Rosevear Interim Director of Skills	Councillor John Clark Portfolio Holder for Employment and Skills,	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

12.	<b>Housing Delivery Programme</b>	<b>Cambridgeshire and Peterborough Combined Authority</b>	<b>20 December 2017</b>	<b>Key Decision 2017/012</b>	Relevant internal and external stakeholders	David Keeling, Interim Director of Housing	Councillor Peter Topping, Portfolio Holder for New Homes and Communities	It is not anticipated that there will be any documents other than the report and relevant appendices to be published
13.	<b>Housing – Modern Methods of Construction</b>	<b>Cambridgeshire and Peterborough Combined Authority</b>	<b>20 December 2017</b>	<b>Key Decision 2017/020</b>	Relevant internal and external stakeholders	Martin Whiteley, Chief Executive	Councillor Peter Topping, Portfolio Holder for New Homes and Communities	It is not anticipated that there will be any documents other than the report and relevant appendices to be published
14.	<b>Transport Update</b>	<b>Cambridgeshire and Peterborough Combined Authority</b>	<b>20 December 2017</b>	<b>Decision</b>	Relevant internal and external stakeholders	Keith McWilliams, Interim Director of Transport and Infrastructure	Mayor James Palmer/ Councillor Charles Roberts Portfolio Holder for Transport and Infrastructure,	It is not anticipated that there will be any documents other than the report and relevant appendices to be published
15.	<b>Greater Cambridgeshire and Greater Peterborough Enterprise Partnership</b>	<b>Cambridgeshire and Peterborough Combined Authority</b>	<b>20 December 2017</b>	<b>Decision</b>	Relevant internal and external stakeholders	Martin Whiteley, Chief Executive,	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices to be published
16.	<b>Budget 2018/19</b>	<b>Cambridgeshire and Peterborough Combined Authority</b>	<b>20 December 2017</b>	<b>Decision</b>	Relevant internal and external stakeholders	Interim Chief Finance Officer for Combined Authority/Lead for Finance Work Stream	Councillor Steve Count, Portfolio Holder for Fiscal,	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
17.	<b>Forward Plan</b>	<b>Cambridgeshire and Peterborough Combined Authority</b>	<b>20 December 2017</b>	<b>Decision</b>	Relevant internal and external stakeholders	Michelle Rowe, Democratic Services Manager	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.



18.	Minutes of the Meeting on 20 December 2017	Cambridgeshire and Peterborough Combined Authority	31 January 2018	Decision	Relevant internal and external stakeholders	Michelle Rowe, Democratic Services Manager		It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
19.	Business Rate Retention	Cambridgeshire and Peterborough Combined Authority	31 January 2018	Decision	Relevant internal and external stakeholders	Interim Chief Finance Officer for Combined Authority/Lead for Finance Work Stream	Councillor Steve Count, Portfolio Holder for Fiscal	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
20.	Cambridgeshire and Peterborough 2030	Cambridgeshire and Peterborough Combined Authority	31 January 2018	Key Decision 2018/007	Relevant internal and external stakeholders	Martin Whiteley, Chief Executive	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices to be published
21.	Cambridgeshire and Peterborough – 4 Year Plan	Cambridgeshire and Peterborough Combined Authority	31 January 2018	Key Decision 2018/010	Relevant internal and external stakeholders	Martin Whiteley, Chief Executive	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices to be published
22.	Public Sector Reform	Cambridgeshire and Peterborough Combined Authority	31 January 2018	Key Decision 2018/008	Relevant internal and external stakeholders	Martin Whiteley, Chief Executive	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices to be published
23.	Mayor's Budget 2018/19	Cambridgeshire and Peterborough Combined Authority	31 January 2018	Decision	Relevant internal and external stakeholders	Interim Chief Finance Officer for Combined Authority/Lead for Finance Work Stream	Mayor James Palmer /Councillor Steve Count, Portfolio Holder for Fiscal	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
24.	Budget 2018/19	Cambridgeshire and Peterborough Combined Authority	31 January 2018	Decision	Relevant internal and external stakeholders	Interim Chief Finance Officer for Combined Authority/Lead for Finance Work Stream	Councillor Steve Count, Portfolio Holder for Fiscal	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

25.	<b>Forward Plan</b>	<b>Cambridgeshire and Peterborough Combined Authority</b>	<b>31 January 2018</b>	<b>Decision</b>	Relevant internal and external stakeholders	Michelle Rowe, Democratic Services Manager	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
26.	<b>Minutes of the Meeting on 31 January 2018</b>	<b>Cambridgeshire and Peterborough Combined Authority</b>	<b>14 February 2018 (tbc)</b>	<b>Decision</b>	Relevant internal and external stakeholders	Michelle Rowe, Democratic Services Manager		It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
27.	<b>Budget Report 2018/19 to 2021/22 including Mayors Budget</b>	<b>Cambridgeshire and Peterborough Combined Authority</b>	<b>14 February 2018 (tbc)</b>	<b>Key Decision 2018/001</b>	Relevant internal and external stakeholders	Interim Chief Finance Officer for Combined Authority	Councillor Steve Count, Portfolio Holder for Fiscal	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
28.	<b>Forward Plan</b>	<b>Cambridgeshire and Peterborough Combined Authority</b>	<b>14 February 2018 (tbc)</b>	<b>Decision</b>	Relevant internal and external stakeholders	Michelle Rowe, Democratic Services Manager	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
29.	<b>Minutes of the Meeting on 31 January 2018</b>	<b>Cambridgeshire and Peterborough Combined Authority</b>	<b>28 February 2018</b>	<b>Decision</b>	Relevant internal and external stakeholders	Michelle Rowe, Democratic Services Manager		It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
30.	<b>Forward Plan</b>	<b>Cambridgeshire and Peterborough Combined Authority</b>	<b>28 February 2018</b>	<b>Decision</b>	Relevant internal and external stakeholders	Michelle Rowe, Democratic Services Manager	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

31.	<b>Skills Strategy</b>	<b>Cambridgeshire and Peterborough Combined Authority</b>	<b>28 February 2018</b>	<b>Key Decision 2018/002</b>	Relevant internal and external stakeholders	Stephen Rosevear Interim Director of Skills	Councillor John Clark, Portfolio Holder for Employment and Skills	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
32.	<b>Rapid Transport</b>	<b>Cambridgeshire and Peterborough Combined Authority</b>	<b>28 February 2018</b>	<b>Key Decision 2018/005</b>	Relevant internal and external stakeholders	Keith McWilliams, Interim Director of Transport and Infrastructure	Mayor James Palmer/ Councillor Charles Roberts Portfolio Holder for Transport and Infrastructure,	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
33.	<b>Non-Statutory Spatial Plan</b>	<b>Cambridgeshire and Peterborough Combined Authority</b>	<b>28 February 2018</b>	<b>Key Decision 2018/006</b>	Relevant internal and external stakeholders	Martin Whiteley, Chief Executive	Councillor Lewis Herbert, Portfolio Holder for Strategic Planning	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
34.	<b>Budget Update</b>	<b>Cambridgeshire and Peterborough Combined Authority</b>	<b>28 February 2018</b>	<b>Decision</b>	Relevant internal and external stakeholders	Interim Chief Finance Officer for Combined Authority/Lead for Finance Work Stream	Councillor Steve Count Portfolio Holder for Fiscal,	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
35.	<b>Minutes of the Meeting on 28 February 2018</b>	<b>Cambridgeshire and Peterborough Combined Authority</b>	<b>28 March 2018</b>	<b>Decision</b>	Relevant internal and external stakeholders	Michelle Rowe, Democratic Services Manager		It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
36.	<b>Forward Plan</b>	<b>Cambridgeshire and Peterborough Combined Authority</b>	<b>28 March 2018</b>	<b>Decision</b>	Relevant internal and external stakeholders	Michelle Rowe, Democratic Services Manager	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

37.	<b>Business Plan</b>	<b>Cambridgeshire and Peterborough Combined Authority</b>	<b>28 March 2018</b>	<b>Decision</b>	Relevant internal and external stakeholders	Martin Whiteley, Chief Executive	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
38.	<b>Budget 2018/2019</b>	<b>Cambridgeshire and Peterborough Combined Authority</b>	<b>28 March 2018</b>	<b>Decision</b>	Relevant internal and external stakeholders	Interim Chief Finance Officer for Combined Authority/Lead for Finance Work Stream	Councillor Steve Count, Portfolio Holder for Fiscal	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
39.	<b>Housing Strategy and Action Plan</b>	<b>Cambridgeshire and Peterborough Combined Authority</b>	<b>28 March 2018</b>	<b>Key Decision 2018/003</b>	Relevant internal and external stakeholders	David Keeling, Interim Director of Housing	Councillor Peter Topping, Portfolio Holder for New Homes and Communities	It is not anticipated that there will be any documents other than the report and relevant appendices to be published
40.	<b>Minutes of the Meeting on 28 March 2018</b>	<b>Cambridgeshire and Peterborough Combined Authority</b>	<b>25 April 2018</b>	<b>Decision</b>	Relevant internal and external stakeholders	Michelle Rowe, Democratic Services Manager		It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
41.	<b>Forward Plan</b>	<b>Cambridgeshire and Peterborough Combined Authority</b>	<b>25 April 2018</b>	<b>Decision</b>	Relevant internal and external stakeholders	Michelle Rowe, Democratic Services Manager	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
42.	<b>Major Road Business Case Development (A10, A47 M11 Update)</b>	<b>Cambridgeshire and Peterborough Combined Authority</b>	<b>25 April 2018</b>	<b>Decision</b>	Relevant internal and external stakeholders	Keith McWilliams, Interim Director of Transport and Infrastructure	Mayor James Palmer/ Councillor Charles Roberts Portfolio Holder for Transport and Infrastructure,	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

43.	<b>Budget Update</b>	<b>Cambridgeshire and Peterborough Combined Authority</b>	<b>25 April 2018</b>	<b>Decision</b>	Relevant internal and external stakeholders	Interim Chief Finance Officer for Combined Authority/Lead for Finance Work Stream	Councillor Steve Count, Portfolio Holder for Fiscal	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
44.	<b>Annual Meeting:– To consider actions detailed in Section 3.2 of the Combined Authority’s Constitution</b>	<b>Cambridgeshire and Peterborough Combined Authority</b>	<b>Annual Meeting 30 May 2018</b>	<b>Decision</b>	Relevant internal and external stakeholders	Kim Sawyer, Interim Monitoring Officer for Combined Authority	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
45.	<b>Minutes of the Meeting on 25 April 2018</b>	<b>Cambridgeshire and Peterborough Combined Authority</b>	<b>Annual Meeting 30 May 2018</b>	<b>Decision</b>	Relevant internal and external stakeholders	Michelle Rowe, Democratic Services Manager		It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
46.	<b>Forward Plan</b>	<b>Cambridgeshire and Peterborough Combined Authority</b>	<b>Annual Meeting 30 May 2018</b>	<b>Decision</b>	Relevant internal and external stakeholders	Michelle Rowe, Democratic Services Manager	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
47.	<b>Budget Update</b>	<b>Cambridgeshire and Peterborough Combined Authority</b>	<b>Annual Meeting 30 May 2018</b>	<b>Decision</b>	Relevant internal and external stakeholders	Interim Chief Finance Officer for Combined Authority/Lead for Finance Work Stream	Councillor Steve Count Portfolio Holder for Fiscal,	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
48.	<b>Mayoral Allowance Scheme - Review</b>	<b>Cambridgeshire and Peterborough Combined Authority</b>	<b>November 2018</b>	<b>Decision</b>	Relevant internal and external stakeholders	Kim Sawyer, Interim Monitoring Officer for Combined Authority		It is not anticipated that there will be any documents other than the report and relevant appendices to be published

**SUBMIT YOUR COMMENTS OR QUERIES TO  
CAMBRIDGESHIRE AND PETERBOROUGH COMBINED  
AUTHORITY**

Your comment or query:

How can we contact you with a response?  
(please include a telephone number, postal and/or e-mail address)

Name .....

Address .....

.....

Tel: .....

Email: .....

Who would you like to respond?



## MEMBERSHIP OF THE COMBINED AUTHORITY - AMENDMENTS

1.1. The purpose of this report is to advise the Board of amendments to the member and substitute member of the Board notified by Huntingdonshire District Council.

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## 2.0 BACKGROUND

- 2.1. In accordance with the Cambridgeshire and Peterborough Combined Authority Order 2017, each constituent council must appoint one of its elected members and a substitute member to the Combined Authority.
- 2.2. The Combined Authority has been advised that Huntingdonshire District Council at its extraordinary meeting on 16 November appointed Councillor Graham Bull to replace Councillor Robin Howe as its member and Councillor Ryan Fuller as its substitute for the remainder of the 2017/18 municipal year.
- 2.3. The revised membership is set out in the table below.

Nominating Body	Member	Substitute Member
Constituent Authorities	Leader	
Cambridge City Council	Cllr Lewis Herbert	Cllr Kevin Price
Cambridgeshire County Council	Cllr Steve Count	Cllr Roger Hickford
East Cambridgeshire District Council	Cllr Charles Roberts	Cllr Anna Bailey
Fenland District Council	Cllr John Clark	Cllr Will Sutton
Huntingdonshire District Council	<del>Cllr Robin Howe</del> Cllr Graham Bull	<del>Cllr Graham Bull</del> Cllr Ryan Fuller
Peterborough City Council	Cllr John Holdich	Cllr Wayne Fitzgerald
South Cambridgeshire District Council	Cllr Peter Topping	Cllr Nick Wright
GCGP LEP	Mark Reeve	To be advised

### Statutory Deputy Mayor

- 2.4. By Law and in accordance with the Constitution, the Mayor must appoint a statutory Deputy Mayor of the Combined Authority. The role of the statutory Deputy Mayor is set out in the constitution. If a vacancy arises, the Mayor must immediately appoint another Member of the Combined Authority to be the statutory Deputy Mayor.
- 2.5. Councillor Robin Howe has resigned his position as statutory Deputy Mayor. In accordance with the Constitution, the Mayor appointed Councillor Charles Roberts as statutory Deputy Mayor to hold office until the end of the term of office of the Mayor.



### 3.0 FINANCIAL IMPLICATIONS

- 3.1. In accordance with the Cambridgeshire and Peterborough Combined Authority Order 2017 no remuneration is to be payable by the Combined Authority to its members or substitute members.

### 4.0 LEGAL IMPLICATIONS

- 4.1. By Law, the Mayor must appoint one Member of the Combined Authority to hold the statutory functions as Deputy Mayor. This statutory Deputy Mayor shall:
- (a) hold office until the end of the term of office of the Mayor
  - (b) cease to be statutory Deputy Mayor if at any time the Mayor removes him or her from office, he or she resigns as Deputy Mayor or ceases to be a Member of the Combined Authority;
  - (c) act in the place of the Mayor if for any reason the Mayor is unable to act or the office of Mayor is vacant.

### 5.0 OTHER IMPLICATIONS

- 5.1 Not applicable.

### 6.0 APPENDICES

- 6.1. None

<u>Source Documents</u>	<u>Location</u>
Report and decision of Huntingdonshire District Council meeting	<a href="http://applications.huntingdonshire.gov.uk/moderngov/ieListDocuments.aspx?CId=322&amp;MId=7385">http://applications.huntingdonshire.gov.uk/moderngov/ieListDocuments.aspx?CId=322&amp;MId=7385</a>
Combined Authority Constitution	<a href="http://cambridgeshirepeterborough-ca.gov.uk/home/SearchForm?Search=Constitution&amp;action_results=Go">http://cambridgeshirepeterborough-ca.gov.uk/home/SearchForm?Search=Constitution&amp;action_results=Go</a>



<b>CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY BOARD</b>	<b>AGENDA ITEM No: 2.1</b>
<b>29 NOVEMBER 2017</b>	<b>PUBLIC REPORT</b>

## **CAMBRIDGESHIRE AND PETERBOROUGH STRATEGIC BUS REVIEW**

### **1.0 PURPOSE**

- 1.1. The purpose of this report is to ask the Board to agree to a strategic review of bus services within the Combined Authority area.
- 1.2. Buses have the potential to provide economic and social benefits by connecting people with jobs, shops and facilities; they can minimise social isolation; and can reduce congestion on some of our busiest roads. Many bus services are run successfully on a commercial basis but there are also a significant minority of services, particularly in rural areas and those provided for people with disabilities, which are only viable currently through public subsidy.
- 1.3. Considerable work has already been undertaken to improve the operational efficiency of the existing bus service. However, significant further operational improvements are unlikely to be achieved using existing delivery models without considerable public sector subsidy. Such investment is likely to offer a diminishing return and is unlikely to deal with the underlying issues.
- 1.4. This paper proposes that a strategic study is undertaken. It will:
  - Review the existing network and service – including its strengths and weaknesses;
  - Develop strategic options for bus services of the future – taking account of other strategic transport initiatives, so that any proposals can be seen as part of a whole transport solution. New technology and innovative solutions from across the UK and the world will also be considered;
  - Assess franchising and other operational models – and their relevance and value to this area'
  - Consider transition arrangements for new, future operational models
- 1.5. An important feature of the review will be engagement with all stakeholder groups across the area including bus providers and Local Authorities.

- 1.6. For the purpose of this report buses are defined as services that provide on road passenger transport provision either via a traditional bus or a smaller tailored accessible vehicle.

<b><u>DECISION REQUIRED</u></b>	
<b>Lead Member:</b>	<b>Councillor Charles Roberts, Transport &amp; Infrastructure Portfolio Holder</b>
<b>Lead Officer:</b>	<b>Keith McWilliams, Transport &amp; Infrastructure Director</b>
<b>Forward Plan Ref: 2017/021</b>	<b>Key Decision: Yes</b>
<p>The Combined Authority Board is recommended to:</p> <ul style="list-style-type: none"> <li>a) Agree to undertake a Bus Review within the scope and terms of reference set out in this report.</li> <li>b) Agree a total budget allocation of £150,000 to undertake the Bus Review.</li> <li>c) Note the intention to use this Bus Review to inform a future Combined Authority Bus Strategy which will be developed as part of the future Local Transport Plan.</li> <li>d) Note that the Bus Review will seek to recognise the issues faced in certain areas of Cambridgeshire following the recent withdrawal of some commercial services.</li> </ul>	<p><b>Voting arrangements</b></p> <ul style="list-style-type: none"> <li>a) and b) Two-thirds of all members, present and voting, appointed by the constituent councils to include the members appointed by Cambridgeshire County Council and Peterborough City Council</li> <li>c) and d) simple majority of all Members</li> </ul>

## **2.0 CONTEXT**

- 2.1. As part of the Devolution agreement, Transport Authority powers were transferred to the Cambridgeshire and Peterborough Combined Authority (CPCA) from Cambridgeshire County Council and Peterborough City Council. Such powers include responsibility for passenger transport which, in the context of this paper, relate to bus services. It is also important to note that these powers do not extend to home to school transport duties.
- 2.2. Buses provide vital services to our communities. They have the potential to provide economic and social benefits by connecting people with jobs, shops and facilities; they can minimise social isolation; and can reduce congestion on some of our busiest roads.

- 2.3. Many bus services are run on a commercially successful basis. In Cambridgeshire and Peterborough about 90% of services are run on this basis. However, there remain a significant minority of services, particularly in rural areas and during off-peak periods, which are only viable through public subsidy. This is also true for services designed for people who cannot access commercial services, for example some disabled users. There are also a large number of historic rural services that no longer operate.
- 2.4. In 2017/18, Cambridgeshire County Council provides bus subsidies to 48 routes at a total cost of £258,000. The level of subsidy varies considerably from route to route. Some require minimum subsidy as they are commercially viable during peak periods whereas other services require subsidies in excess of £10 per passenger. More recently one bus operator has withdrawn from a number of commercial services as they were no longer considered commercially viable. Whilst Cambridgeshire County Council has been working hard to restore some of these services this will only be resolved in the short term with the provision of further subsidy.
- 2.5. In Peterborough the City Council supports a number of different services during the evening, at weekends and in certain areas of the city where commercial routes are not viable. In 2016/17 these subsidies totalled £563,754 at a cost of up to £7.21 per passenger on some routes. In addition, subsidies of £137,508 were also provided to support those services designed for individuals who are, for a variety of reasons, unable to access commercial services.
- 2.6. It must also be recognised that other bodies, including many of the district councils, contribute funding towards bus subsidies.
- 2.7. Furthermore, with continued budgetary pressures on these Authorities, there can be no guarantee that existing bus subsidies will be maintained at or above current levels in the future.
- 2.8. From a commercial perspective, patronage is simply not high enough on certain routes to be viable without subsidies. This will be compounded by a national trend of reducing patronage figures and rising costs. Furthermore, mandatory concessions for older and disabled people are enshrined by the Transport Act 2000 (as modified by the Concessionary Bus Travel Act 2007). Bus operators are reimbursed for carrying concessionary passengers and the level of reimbursement is set based on guidance from Central Government. This guidance assumes concessionary passengers are using spare capacity on services that would be operating anyway. In reality, these concessionary passengers can make up the majority of passengers on rural services.
- 2.9. There have been a number of successes in recent years in improving bus services on more commercially viable routes during mainly peak times, including those offered by the Guided Busway, but even on these routes there are issues specifically at the start and end of the day. This reflects particularly on access to work for low skilled, low paid employees, and on the night time economy.

- 2.10. Stagecoach has continued to invest in its commercial fleet across both Authorities. In Peterborough this has seen 16 new double decker vehicles with Euro 6 engines brought into service. In the Cambridge City core area 31% of mileage is operated by vehicles of Euro 6 standard, and 97% is operated by vehicles of Euro 5 or above.
- 2.11. There is a growing Community Transport Sector providing community based demand responsive services. The current East Cambridgeshire Connect pilot service combines a demand responsive service with social care and education transport trips supported by national Total Transport funding.
- 2.12. The future of bus provision also needs to be placed in the context of wider changes that can be expected within the Combined Authority area. A key ambition of the CPCA is to double the size of the local economy and accelerate house building rates to meet local and national needs. Pressures on transport infrastructure are likely to see increased requirements on developers to create more sustainable developments. There are also plans to develop a mass rapid transport solution for Cambridge City and surrounding travel to work area. In the shorter term, the Greater Cambridge Partnership is exploring and developing a range of other public transport initiatives including extended guided busways, bus priority measures, rural bus hubs, orbital bus services and electric buses. These changes are likely to present both opportunities and challenges to future bus provision.

### **3.0 SCOPE OF BUS SERVICE REVIEW**

- 3.1. This study will provide a strategic review of current bus service provision across the Combined Authority area and provide a menu of potential options for improving the service in the medium and long term. The study will consider a broad range of factors as outlined later in this paper, recognising that different areas of the Combined Authority may require different solutions. However, a key aim of the study will be to recognise and understand the wider economic and social benefits of an effective bus service against a range of operating models.
- 3.2. The underlying principle of this study is to investigate and evaluate alternative delivery and funding models to enable a more effective and efficient bus service to be delivered whilst also assessing the most appropriate model for the public sector.
- 3.3. This study will form the basis of a future Combined Authority Bus Strategy which will be developed in parallel with the future Local Transport Plan. It is envisaged that any future significant changes to bus provision and access will be accompanied by an Equality Impact Assessment.

### **Current bus service provision**

3.4. A key starting point for this study is to ascertain the level and nature of both commercial and subsidised bus provision within the Combined Authority area. This will encompass:

- Number and nature of services (such as City centre services, rural services, Park & Ride, Guided Busway and Community Area Transport)
- Destinations serviced and coverage
- Number and mix of bus operators
- Current contractual and partnership arrangements with bus operators
- Bus funding and subsidy
- Current fare structures and affordability
- Ticketing solutions in operation and development
- History of withdrawn services in recent years
- Patronage figures (where available)
- Special passenger requirements, such as the need for accessible vehicles
- Current and planned provision of technology based solutions, such as RTPi
- Socio economic data

3.5. Wherever possible the consultant(s) will draw upon data that is already available.

### **Strategic options for bus services of the future**

3.6. The Bus Review will identify and evaluate examples of best practice that may be appropriate for consideration with the Cambridgeshire and Peterborough area. Such examples will be drawn from both the UK and abroad.

3.7. The study will consider emerging developments in this field and the feasibility of such developments reaching sufficient maturity for implementation within the next five years.

3.8. It is envisaged that the review will differentiate between the potential range of bus services, such as:

- City Centre services
- Rural services
- Connections from market towns
- Connections to major employment sites and public services
- Park & Ride
- Guided busway
- Services for those who are not able to access traditional services

3.9. The review will consider a range of alternative delivery models including but not limited to the role of:

- Fixed timetabled services
- On-demand services
- Community Area Transport

3.10. A menu of potential solution will be developed which can be deployed either discretely or as a package of interventions. An evaluation matrix will be agreed with the consultant(s) but it is envisaged that it will include the following factors:

- Services that support employees and businesses – and thereby the growth of the local economy
- Services that support all parts of the community access to services, shopping, community life, culture and night life
- The strategic fit with other future transport solutions
- The extent to which it contributes towards an improved service
- Scalability of the proposal
- Cost of implementation
- Timescale for implementation
- Financial modelling for service operation
- Implementation risks

### **Assess franchising models**

3.11. The establishment of the Combined Authority and the subsequent Bus Services Act 2017, provides the transport powers for Combined Authority areas to consider the merits of bus franchising in their area. It is envisaged that the study will consider the opportunities and constraints that result from this legislation along with any key issues to implementation. It is anticipated that this study will also give detailed consideration of Advanced Quality Partnership Schemes, Enhanced Partnership Schemes, and multi-mode and multi-operator ticketing.

### **Transition Arrangements**

3.12. An outcome from this study will be to identify potential transition arrangements that might be put in place until such time as the strategic options identified are further developed and implemented. It is, therefore, important that the study considers the cost of implementation, likely levels of future subsidy and potential sources of funding. This study will also consider the phasing and implications of moving from the 'as is' bus service to alternative delivery models

3.13. Whilst the direct cost of delivering (and supporting) services is a primary consideration, this must be balanced against the wider social impacts from providing either an enhanced or reduced bus service. The study will attempt to capture these impacts and, wherever possible, monetise the benefits/dis-benefits.

## **4.0 STAKEHOLDER AND PUBLIC ENGAGEMENT**

4.1 An important element of this study will be to engage effectively with key stakeholders. This will enable the study team to gain valuable knowledge of the current challenges and to provide these stakeholders with the opportunity to contribute towards future potential solutions. This engagement exercise will include but not be limited to:

- Cambridge City Council
- Cambridgeshire County Council, inc the informal Member Bus Group
- East Cambridgeshire District Council
- Fenland District Council
- Huntingdonshire District Council
- Peterborough City Council
- South Cambridgeshire District Council
- Greater Cambridge Partnership
- Local bus operators
- Cambridge Bus User Group

4.2 Due to the strategic nature of this study and the absence of any formal local passenger transport group it is not proposed to engage directly with the public at this time. Instead, the consultant(s) will gain general feedback on passenger perceptions from the above stakeholder group. However, it is proposed that a formal public consultation will be undertaken on any future Combined Authority Bus Strategy as part of the future LTP.

## **5.0 FINANCIAL IMPLICATIONS**

5.1. It is recommended that a total sum up to £150,000 be allocated by the Combined Authority for this study and that the Combined Authority Chief Executive has the authority, in conjunction with the Portfolio Holder for Transport and Infrastructure, to allocate funding as required within this financial envelope. It is envisaged that this study will be span multiple financial years with an indicative split of funding as outlined below:

<b>Financial Year</b>	<b>17/18</b>	<b>18/19</b>
Budget	£60,000	£90,000

5.2. The above budget is inclusive of client management functions which will be provided by one of the CPCA Constituent Parties. Full financial details are not disclosed at this point as maintaining commercial confidentiality will preserve the Combined Authority's ability to engage with providers as the study is procured and negotiated to secure the best value for money.

5.3. It is proposed that this funding is drawn down from the Combined Authority's annual budget settlement of £20m.



## 6.0 LEGAL IMPLICATIONS

- 6.1 The Combined Authority is the local transport authority by virtue of the Cambridgeshire and Peterborough Combined Authority Order 2017. It is in this capacity as the local transport authority that it have the power to conduct this review.
- 6.2. Any equalities implications or other statutory obligations, for example under the Crime and Disorder Act will be highlighted and addressed as part of the bus services review. The legal implications arising from any changes to bus services as a result of this review will be dealt with at the time of those changes being recommended to the Board.

## 7.0 SIGNIFICANT IMPLICATIONS

- 7.1. This paper is aimed at supporting the future development of a more efficient and effective bus service within the Combined Authority area in the medium and long term. However, it must be recognised that there are a number of pressing bus service issues that require more immediate attention. In particular, a bus operator has withdrawn from a number of rural routes due to their commercial viability and it is understood that Cambridgeshire County Council and a number of District Councils are exploring opportunities to support a number of these services in the short term. Whilst it is not proposed that the Combined Authority contributes towards the short term subsidy of these services, it should be supportive of these Authorities whilst they seek resolution.

## 8.0 APPENDICES

- 8.1. Appendix A – Consultant's Brief

<u>Source Documents</u>	<u>Location</u>
List background papers: None.	Not applicable



**CAMBRIDGESHIRE  
& PETERBOROUGH**  
COMBINED AUTHORITY

## **Appendix A**

### **Draft Consultant's Brief – Bus Review**

#### **Purpose**

The Cambridgeshire and Peterborough Combined Authority (CPCA) wishes to undertake a strategic review of bus service provision within the Combined Authority area. This study is intended to develop potential proposals over a longer time horizon to explore opportunities for more transformation change.

#### **Background**

As part of the Devolution agreement, Transport Authority powers were transferred to the CPCA from Cambridgeshire County Council (CCC) and Peterborough City Council (PCC). Such powers include responsibility for passenger transport which, in the context of this paper, relate to bus services. It is also important to note that these powers do not extend to home to school transport duties.

Buses provide vital services to our communities. They have the potential to provide economic and social benefits by connecting people with jobs, shops and facilities; they can minimise social isolation; and can reduce congestion on some of our busiest roads.

Many bus services are run on a commercially successful basis. In Cambridgeshire and Peterborough about 90% of services are run on this basis. However, there remain a significant minority of services, particularly in rural areas and during off-peak periods, which are only viable through public subsidy. This is also true for services designed for people who cannot access traditional services, for example some disabled users. There are also a large number of historic rural services that no longer operate.

From a commercial perspective, patronage is simply not high enough on certain routes to be viable without subsidies. This will be compounded by a national trend of reducing patronage figures and rising costs. Furthermore, mandatory concessions for older and disabled people are enshrined by the Transport Act 2000 (as modified by the Concessionary Bus Travel Act 2007). Bus operators are reimbursed for carrying concessionary passengers and the level of reimbursement is set based on guidance from Central Government. This guidance assumes concessionary passengers are using spare capacity on services that would be operating anyway. In reality, these concessionary passengers can make up the majority of passengers on rural services.

There have been a number of successes in recent years in improving bus services on more commercially viable routes during mainly peak times, including those offered by the Guided Busway, but even on these routes there are issues specifically at the start and end of the day. This reflects particularly on access to work for low skilled, low paid employees, and on the night time economy.



**CAMBRIDGESHIRE  
& PETERBOROUGH**  
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## **Appendix A**

Stagecoach has continued to invest in its commercial fleet across both Authorities. In Peterborough this has seen 16 new double decker vehicles with Euro 6 engines brought into service. In the Cambridge City core area 31% of mileage is operated by vehicles of Euro 6 standard, and 97% is operated by vehicles of Euro 5 or above.

There is a growing Community Transport Sector providing community based demand responsive services. The current East Cambridgeshire Connect pilot service combines a demand responsive service with social care and education transport trips supported by national Total Transport funding.

The future of bus provision also needs to be placed in the context of wider changes that can be expected within the Combined Authority area. A key ambition of the CPCA is to double the size of the local economy and accelerate house building rates to meet local and national needs. Pressures on transport infrastructure is likely to see increased requirements on developers to create more sustainable developments. There are also plans to develop a mass rapid transport solution for Cambridge City and surrounding travel to work area. In the shorter term, the Greater Cambridge Partnership is exploring and developing a range of other public transport initiatives including extended guided busways, bus priority measures, rural bus hubs, orbital bus services and electric buses. These changes are likely to present both opportunities and challenges to future bus provision.

## **Aims and Objectives**

This study will provide a strategic review of current bus service provision across the Combined Authority area and provide a menu of potential options for improving the service in the medium and long term. The study will consider a broad range of factors, as outlined in the scope below, recognising that different areas of the Combined Authority may require different solutions. Affordability will be a key consideration and it is, therefore, important that the study identifies cost for implementation and delivery, including likely levels of subsidy. However, it is equally important that the study recognises and articulates the wider economic and social benefits of an effective bus service against the range of operating models.

Whilst this study is not intended to present a single preferred solution for the network it will form the basis of a future Combined Authority Bus Strategy which will be developed as part of or in parallel with the future Local Transport Plan

## **Scope**

The underlying principle of this study is to investigate and evaluate alternative delivery and funding models to enable a more effective and efficient bus service to be delivered



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whilst also assessing the most appropriate model for the public sector. In summary, it will consider the following:

- Review the existing network and service – including its strengths and weaknesses
- Develop strategic options for bus services of the future – taking account of other strategic transport initiatives, so that any proposals can be seen as part of a whole transport solution. New technology and innovative solutions from across the UK and the world will also be considered.
- Assess franchising and other operational models – and their relevance and value to this area
- Consider transition arrangements for new, future operating models

### Current bus service provision

The study ascertain the level and nature of both commercial and subsidised bus provision within the Combined Authority area. This will encompass the following, drawing upon existing data where available:

- Number and nature of services (such as City centre services, rural services, Park & Ride, Guided Busway and Community Area Transport)
- Destinations serviced and coverage
- Number and mix of bus operators
- Current contractual and partnership arrangements with bus operators
- Bus funding and subsidy
- Current fare structures and affordability
- Ticketing solutions in operation and development
- History of withdrawn services in recent years
- Patronage figures (where available)
- Special passenger requirements, such as the need for accessible vehicles
- Current and planned provision of technology based solutions, such as RTP
- Socio economic data

### Strategic options for bus services of the future

The Bus Review will identify and evaluate examples of best practice that may be appropriate for consideration with the Cambridgeshire and Peterborough area. Such examples will be drawn from both the UK and abroad. The study will consider emerging developments in this field and the feasibility of such developments reaching sufficient maturity for implementation within the next five years.

It is envisaged that the review will differentiate between the potential range of bus services, such as:

- City Centre services
- Rural services



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- Connections from market towns
- Connections to major employment sites and public services
- Park & Ride
- Guided busway
- Services for those who are not able to access traditional services

The review will consider a range of alternative delivery models including but not limited to the role of:

- Fixed timetabled services
- On-demand services
- Community Area Transport

A menu of potential solutions will be developed which can be deployed either discretely or as a package of interventions. An evaluation matrix will be agreed with the consultant(s) but it is envisaged that it will include the following factors:

- Services that support employees and businesses – and thereby the growth of the local economy
- Services that support all parts of the community access to shopping, community life, culture and night life
- The strategic fit with other future transport solutions
- The extent to which it contributes towards an improved service
- Scalability of the proposal
- Cost of implementation
- Timescale for implementation
- Financial modelling for service operation
- Implementation risks

Whilst the direct cost of delivering (and supporting) services is a primary consideration, this must be balanced against the wider social impacts from providing either an enhanced or reduced bus service. The study will attempt to capture these impacts and, wherever possible, monetise the benefits/dis-benefits.

### [Assess franchising and other operational models](#)

The establishment of the Combined Authority and the subsequent Bus Services Act 2017, provides the transport powers for Combined Authority areas to consider the merits of bus franchising in their area. It is envisaged that the study will consider the opportunities and constraints that result from this legislation along with any key issues to implementation. It is anticipated that this study will also give detailed consideration of Advanced Quality Partnership Schemes, Enhanced Partnership Schemes, and multi-mode and multi-operator ticketing.



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### **Transition Arrangements**

An outcome from this study will be to identify potential transition arrangements that might be put in place until such time as the strategic options identified are further developed and implemented. It is, therefore, important that the study considers the cost of implementation, likely levels of future subsidy and potential sources of funding. This study will also consider the phasing and implications of moving from the 'as is' bus service to alternative delivery models.

### **Stakeholder Engagement**

The consultant(s) will engage with the following key stakeholders:

- Cambridge City Council
- Cambridgeshire County Council, inc the informal Member Bus Group
- East Cambridgeshire District Council
- Fenland District Council
- Huntingdon District Council
- Peterborough City Council
- South Cambridgeshire District Council
- Greater Cambridge Partnership
- Local bus operators
- Cambridge Bus User Group

Whilst it not proposed to engage with the public directly, the consultant(s) will seek general feedback on passenger perceptions from the above stakeholder group.

### **Programme & Deliverables**

It is expected that the report will be prepared to the highest standard. The structure of the report will be agreed with the consultant(s) but must include a non-technical executive summary. The underlying assumptions for all costs and/or monetised benefits must be clearly stated.

The consultant(s) will submit the following deliverables:

- Fee proposal
- Delivery programme
- Risk register
- Consultant's team structure and key personal
- Outline study methodology
- Study Report



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The Study Report will be issued six weeks in advance of the completion date. This is to allow two weeks for client review and four weeks for the consultant(s) to update the report.

It is anticipated that the commission will take six months from the initial inception meeting to final reporting.

### **Project Management and Governance**

The contract will be managed on behalf of the CPCA by Cambridgeshire County Council. The lead contact will be Chris Poulltney. CPCA oversight of the overall delivery of this commission will be maintained through an existing Strategic Client Group.

Progress will be reported by the consultant(s) on a monthly basis and a strict change control process will be in operation throughout the commission. The contract will be awarded on a fixed fee basis with a payment schedule agreed with the consultant(s) prior to award.

In order to support the future development of the CPCA Bus Strategy, the commission will include provision for the consultant(s) to present the study findings to the CPCA.



<b>CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY BOARD</b>	<b>AGENDA ITEM No: 3.1</b>
<b>29 NOVEMBER 2017</b>	<b>PUBLIC REPORT</b>

## TRANSPORT UPDATE

### 1.0 PURPOSE

- 1.1. The Cambridgeshire and Peterborough Combined Authority Order 2017 conferred the local transport planning powers on the Combined Authority creating the Cambridgeshire and Peterborough Combined Authority as the local transport authority.
- 1.2. This report sets out how transport functions are currently delivered; considers future delivery models; and approves a statutory instrument which enables the Combined Authority to levy the upper tier authorities for the cost of delivering the transport functions.

<b><u>DECISION REQUIRED</u></b>	
<b>Lead Member:</b>	<b>Charles Roberts, Transport &amp; Infrastructure Portfolio Holder</b>
<b>Lead Officer:</b>	<b>Kim Sawyer, Interim Legal Counsel and Monitoring Officer</b>
<b>Forward Plan Ref:</b> <b>Not applicable</b>	<b>Key Decision: No</b>
The Combined Authority Board is recommended to:  a) Note that the Cambridgeshire and Peterborough Combined Authority, as the local transport planning authority, delegated its transport powers and transport funding to Cambridgeshire County Council and Peterborough City Council for 2017/18;	<b>Voting arrangements</b>  (a) Simple majority of all voting members



<p>b) Agrees to report back to the Board in December on the implications of the Combined Authority assuming the decision making powers for strategic transport planning matters and the impact of that for the upper-tier authorities and other bodies</p> <p>c) Approves the draft Statutory Instrument (<b>Appendix 1</b>) enabling the Combined Authority to levy the upper tier authorities for delivery of the transport functions</p>	<p>(b) Simple majority of all voting members</p> <p>(c) Two thirds majority of the constituent council members present and voting to include Cambridgeshire County Council and Peterborough City Council (the LEP does not vote)</p>
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## 2.0 BACKGROUND

2.1. From the date the Cambridgeshire and Peterborough Combined Authority came in to force certain transport functions transferred to it by operation of law. These functions primarily relate to transport planning, bus services and transport operations and include powers and duties contained within Parts 3 and 4 of the Transport Act 1985, and Part 2 of the Transport Act 2000, which can be summarised as:

- (a) duty to produce a Local Transport Plan;
- (b) production of a Bus Strategy;
- (c) rights to franchise local bus services within its area, subject to the completion of the process set out in the Bus Services Act 2017;
- (d) powers to enter into quality bus partnerships (QBP) and enhanced partnerships;
- (e) responsibility for the provision of bus information and the production of a bus information strategy;
- (f) role of Travel Concession Authority;
- (g) financial powers to enable the funding of community transport; and
- (h) powers to support bus services.

2.2. The operation of these services has been undertaken in the current financial year through previously existing arrangements within Cambridgeshire County Council and Peterborough City Council.

2.3. There are a number of options available to deliver these functions from 18/19 onwards. A report will be brought back to the Combined Authority Board in December to consider the impact of those powers transferring into the Combined Authority.

## **Responsibility within the Combined Authority**

- 2.4. Transport functions within the Combined Authority are split between the Mayor and Combined Authority Board.
- 2.5. The Mayor has responsibility for the devolved and consolidated local transport budget, with a multi-year settlement agreed by Government. The Mayor also has the ability to franchise bus services with increasing responsibility for this function following the introduction of the Bus Services Act 2017. A Bus Review is being proposed on this agenda to look at different operational models for bus services
- 2.6. All other local transport functions have been conferred on the Combined Authority. The Combined Authority has become the new single policy body for local transport plans and the delivery of an integrated public transport network for the region.
- 2.7. It is important to note that, whilst the Combined Authority has assumed the role of Local Transport Authority, Cambridgeshire County Council and Peterborough City Council remain the local highway authorities for existing roads.
- 2.8. When considering the options for future delivery of these services, it will be necessary to advise upon:
  - (a) Delivery in a 'Business as Usual' way by commissioning service delivery from the constituent councils; or
  - (b) Delivering services directly by the Combined Authority, or
  - (c) Delivery of the services on behalf of the Combined Authority through a third party, or
  - (d) A hybrid of the above delivery arrangements
- 2.9. Devolution also conferred onto the Combined Authority the powers to create a Key Route Network (KRN). The implications of creating such a KRN, which would see the transfer of highway authority powers to the Combined Authority for these routes, must be considered including the potential impact on the delivery models outlined above.

## **3.0 APPROVAL OF TRANSPORT LEVY SI**

- 3.1. The Department for Transport has proposed a statutory instrument (SI) which would enable the Combined Authority to determine the levy to be placed upon Cambridgeshire County Council and Peterborough City Council to meet the cost of the transport functions.

- 3.2. Combined authorities are levying bodies for the purposes of section 74 of the Local Government Finance Act 1988, by virtue of section 74(8) and (10) of that Act. However, as the Cambridgeshire and Peterborough Combined Authority was not previously a levying body and the levy was not specified in its Establishment Order, the new authority needs to be added to the list of Transport Levying Bodies.
- 3.3. It is the responsibility of the Combined Authority to set the budget for delivery of its transport functions each year. This is done as part of the budget planning process. The budget can be met from various funding sources available to the Combined Authority, including the transport funding allocated by the Department of Transport and funds received by the upper tier authorities to delivery transport objectives.
- 3.4. Once the budget is agreed the Combined Authority members will agree the proportion of the budget to be met by the constituent councils. As this is a two tier area only the upper tier authorities Cambridgeshire County Council and Peterborough City Council will be responsible to meet the levy. District Councils may continue to contribute to the transport costs to subsidise transport services in their area.
- 3.5. If the levy cannot be agreed, by default the levy will be split equally between the two upper tier councils. The purpose of the SI is to split the levy between the two upper tier councils in proportions appropriate to the size of their budget.
- 3.6. The constituent councils may agree that the transport funding can be met by contribution rather than relying upon the levy.
- 3.7. Another primary advantage to the creation of the SI is that it increases the Combined Authority's borrowing powers. The regulations enable revenue streams to be pooled making it a more attractive borrowing fund. Where the Combined Authority has a number of transport ambitions which exceed its current funding this is an important means of delivering on its ambitions.
- 3.8. It is important to note that with Brexit looming there are a number of Parliamentary time constraints which means that delivery of this SI cannot be guaranteed. Approval of this SI must be given before the end of November to meet the requirements of the Parliamentary timetable.

#### **4.0 FINANCIAL IMPLICATIONS**

- 4.1. The setting of the budget for the delivery of the Combined Authority's transport functions in 2018/19 will be carried out as part of the 2018/19 budget planning process. Funds required to support the delivery of these functions will be met by allocations from the Department for Transport and by contributions or levies receivable from the area's two upper tier authorities.

## 5.0 LEGAL IMPLICATIONS

5.1. The legal implications are set out in the report.

## 6.0 SIGNIFICANT IMPLICATIONS

6.1. There are no other statutory matters to bring to the Board's attention.

## 7.0 APPENDICES

7.1 Appendix 1 – Statutory Instrument will follow once issued by the DfT as part of the parliamentary process.

<b><u>Source Documents</u></b>	<b><u>Location</u></b>
Board reports which are available on the Combined Authority website records section) from the date of the meeting.	<a href="http://cambridgeshirepeterborough-ca.gov.uk/meetings/cambridgeshire-and-peterborough-combined-authority-26th-july-2017/">http://cambridgeshirepeterborough-ca.gov.uk/meetings/cambridgeshire-and-peterborough-combined-authority-26th-july-2017/</a>



<b>CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY BOARD</b>	<b>AGENDA ITEM No: 3.2</b>
<b>29 NOVEMBER 2017</b>	<b>PUBLIC REPORT</b>

## **ADULT EDUCATION BUDGET DEVOLUTION – TRANSITIONAL ARRANGEMENTS AND RESOURCING**

### **1.0 PURPOSE**

- 1.1. The devolution of the Adult Education Budget (AEB) represents a central component of the skills agenda for the Cambridgeshire and Peterborough Combined Authority (CPCA). The AEB brings together what were previously three separate funding streams into a single budget, comprising of:
  - the non-apprenticeship part of the Adult Skills Budget
  - community learning
  - discretionary learner support
- 1.2. It has been suggested that successful localisation of this budget could allow the CPCA greater flexibility and responsiveness in addressing the region's skills needs.
- 1.3. Although full devolution was originally scheduled for the 2018/19 academic year, it has become apparent that this is no longer feasible without substantial risks to learners and providers. Consequently, the Department for Education (DfE) has proposed two transitional options for the 2018/19 academic year before full devolution in 2019/20. The DfE has subsequently written to all Mayoral Combined Authorities requesting formal confirmation of their chosen transitional option. This paper details and contextualises the options available and recommends the basis for how CPCA work with the DfE during the 2018/19 academic year.
- 1.4. To ensure that the CPCA is prepared for full devolution in 2019/20, a significant amount of preparatory work is required to satisfy the DfE's 'readiness criteria' for the transfer of AEB powers.
- 1.5. This report also outlines the level of additional resource required to ensure that CPCA has the specialist knowledge and capacity to prepare for AEB devolution.

<b><u>DECISION REQUIRED</u></b>	
<b>Lead Member:</b>	<b>Cllr John Clark, Portfolio Holder for Employment and Skills</b>
<b>Lead Officer:</b>	<b>Stephen Rosevear, Interim Skills Director</b>
<b>Forward Plan Ref:</b> <b>Not applicable</b>	<b>Key Decision: No</b>
<p>The Combined Authority Board is asked to:</p> <p>(a) Note the steps taken to prepare the Combined Authority for full devolution of the Adult Education Budget in time for the 2019/20 academic year;</p> <p>(b) Agree the Combined Authority's approach to working with the Department for Education during the proposed 'transitional' 2018/19 academic year; and</p> <p>(c) Agree £40,000 of extra resource to ensure that the Combined Authority is equipped to prepare for AEB devolution.</p>	<p><b>Voting arrangements</b></p> <p>Simple majority of all Members</p>

## **2.0 BACKGROUND**

- 2.1. As part of the devolution deal for Cambridgeshire and Peterborough, it was agreed that the Government would seek to advance local commissioning outcomes by devolving the 19+ Adult Education Budget (AEB). Practically, this involves the CPCA receiving the adult education funding which is currently allocated directly to colleges by the Education and Skills Funding Agency (ESFA). It is hoped that this will enable the CPCA to have better traction over the adult skills agenda by allowing more targeted spending and enhanced responsiveness to local demand.
- 2.2. Initially, it was intended that full devolution of the AEB would take place in time for the 2018/19 academic year. However, following consultation with the DCLG, the DfE have concluded that this is no longer feasible due to time being lost during the general election period, and that proceeding with previously agreed timescales would create 'unmanageable' risks to the Further Education sector. Consequently, Government has revaluated its timescales for full devolution; instead proposing that CPCA have devolved AEB funding responsibilities in time for the 2019/20 academic year.
- 2.3. To maintain momentum, the DfE have been working closely with the CPCA and other Mayoral Combined Authorities (MCAs) to ascertain whether a 'transitional' academic year would be desirable in 2018/19. This would seek to

ensure that CPCA play as significant a role as possible in shaping local outcomes whilst Parliamentary Orders transferring powers have not been passed.

2.4. The two options proposed by the DfE for this transitional year are:

- **Delegation** – the Secretary of State for Education delegates her adult education functions for 2018/19 and transfers the associated funds to MCAs but retains overall legal responsibility for the exercise of the delegated function.
- **Influencing/transition** – during the transitional year, the DfE enters a Memorandum of Understanding with the MCA, so that it can influence the use of AEB locally.

### 3.0 AEB DEVOLUTION PROGRESS UPDATE

- 3.1 To date, the CPCA has largely relied on the expertise from staff in constituent local authorities to support the preparation for AEB devolution. This has involved several officers from across the partnership engaging with the DfE and the ESFA. This dialogue has begun to elucidate the scale of work required for CPCA to meet the 'readiness criteria' for full devolution in 2019/20.
- 3.2 To achieve this, the Combined Authority will develop an action plan which details the workstreams required to successfully implement AEB devolution.
- 3.3 The action plan will be completed over the coming months and is intended to be shared with the region's providers upon completion. Once officers have received clarity from DfE with regards to timescales and implementation information, further recommendations will be made to the Combined Authority Board regarding the practicalities associated with implementing AEB devolution.

### 4.0 OPTIONS FOR THE TRANSITIONAL YEAR

- 4.1 For several months, the DfE have been working with MCAs to ensure the transitional year enhances their readiness as much as possible before full devolution in 2019/20. This has culminated in two distinct offerings:

#### *Delegation*

- a) Proposed by the DfE as an 'enhanced' transitional arrangement, enabling MCAs to get as close as possible to full devolution of AEB in 2018/19.
- b) This would involve the Secretary of State for Education delegating her adult education functions to MCAs with the accompanying funds to enable them to contract with providers directly.
- c) This would require the unprecedented use of Section 16 of the Localism Act, which allows the Minister of the Crown to delegate certain functions to a permitted authority to such extent and subject to such conditions as she

sees fit. However, the Secretary of State retains overall legal accountability and responsibility for the exercise of the delegated function.

- d) CPCA would be required to make decisions regarding the use of budget and put immediate provisions in place for administering the funding system locally.
- e) Due to the level of work required to meet the readiness criteria for this option, timescales for implementation are extremely tight
- f) Whilst this option provides the CPCA with more autonomy, it would also come with a heightened level of risk, with the short timeframe creating uncertainty for both learners and providers.

#### *Influencing/transition*

- a) This option involves CPCA 'steering' the use of AEB funding during the transition year rather than directly controlling budgets. Instead, funding activity will be coordinated by the ESFA on the CPCA's behalf. This option allows more time for the CPCA to both establish funding and provider management systems and invest time in building positive relationships with local providers.
- b) The DfE have positioned this as a 'transition' option, enabling CPCA to put the necessary governance processes and strategies (such as a strategic skills plan) in place to enable successful delivery of full devolution in 2019/20.
- c) It is understood that MCAs may be able to vary funding allocations for certain providers, however the detail underpinning this is still to be provided by the DfE.
- d) There are concerns that the scope for the CPCA influencing providers is limited due to the delays to the process; with the region's independent providers having already retendered for their funding and are now only delivering national priorities;
- e) Furthermore, two of the region's larger providers (Cambridgeshire County Council and Peterborough City Council) are constituent members of the Combined Authority, meaning the potential for significant influence is limited.

4.2 It is understood that all but one MCA (Tees Valley) will be recommending the influencing option to their respective Boards, with the other MCA still exploring the potential alternatives with an enhanced transitional or softer delegation option.

4.3 Although the delegation option, in theory, would offer CPCA more direct control over AEB spend, it would create significant risk for local providers and learners for the following reasons:

- a) This option would require an unfeasibly large undertaking to get all relevant systems in place in time for the 2018/19 academic year. CPCA is yet to begin the work required to identify the changes it would like to see in AEB spend locally.
- b) Even if this were in place, it is likely that timescales would mean that it would already be too late for CPCA to make financial alterations.



- 4.4 Despite reservations regarding the influencing/transition model, based on the current information provided by the DfE, it is believed that this option gives CPCA the best opportunity to put the correct processes in place to ensure that the Authority is prepared for full devolution whilst minimising uncertainty for adult learners across the region. Primarily, this option will allow CPCA to continue to build strong partnerships with its provider base moving forward.
- 4.5 Given these considerations, it is recommended that the Board endorse the influencing/transition option for the 2018/19 academic year.

## **5.0 RESOURCING AEB DEVOLUTION PREPARATIONS**

- 5.1 The magnitude of the associated timescale challenges for the CPCA are accentuated by the fact that the organisation lacks the dedicated officer resource for the delivery of this project. To date, officer capacity has been drawn from numerous sources to plug the gap, however this has resulted in CPCA's preparations lacking continuity and specialist knowledge.
- 5.2 Due to other significant existing commitments, namely the Peterborough University project, the Interim Skills Director will only be able to dedicate the equivalent of one day per week to AEB devolution preparations. This is not sufficient to deliver an intensive project in such a short timescale. Instead, the project should be viewed as a distinct workstream which requires dedicated funding. Consequently, additional resource would free-up the time of the Interim Skills Director, enabling them to provide vital strategic oversight for AEB preparations, demonstrating how it fits with the wider skills agenda.
- 5.3 To meet the ever-tightening timescales, it is proposed that the CPCA enlist the support of a project manager with expertise in adult education to design and set up the delivery of the adult education function. Therefore, it is requested that an additional £40K of funding be made available to recruit a part time skills consultant to lead the devolution of AEB. It is suggested that this person would sit under the management of the Interim Skills Director.

## **6.0 FINANCIAL IMPLICATIONS**

- 6.1 The Board is asked to approve a budget of £40,000 to assist with the preparation of devolving the AEB. A decision to opt for the transitional model (as specified by the DfE) in 2018/19 means that the financial implications for the CA are unlikely to exceed this figure in the immediate short-term.
- 6.2 Longer term, the financial implications for the CA resulting from the devolution of the AEB are going to be significantly heightened, as the majority of additional costs relate to preparations for full devolution in 2019/20.

6.3 The specialist skills and knowledge the CPCA will need to enlist on a permanent basis to deliver a fully devolved AEB will encompass:

- Analysis of market data
- Strategy and policy development
- Curriculum understanding and design
- Educational standards and quality monitoring
- Inspection and education appraisal
- Financial planning
- Creation of new business systems – administrative, financial functions and stakeholder management.

6.4 CPCA will endeavour to work efficiently and resourcefully cover these activities, and intends to work with local delivery partners to establish a small team of experts. Once a full action plan has been developed and incorporated in appropriate resource plans, it will be possible to accurately forecast the full financial implications of AEB devolution. Once this information is available, the Board will be asked to approve the additional costs associated with full AEB devolution.

## **7.0 LEGAL IMPLICATIONS**

7.1 The devolution of the adult education budget formed part of the devolution deal signed by the constituent councils and the Greater Cambridgeshire Greater Peterborough LEP in June 2016.

## **8.0 SIGNIFICANT IMPLICATIONS**

8.1 There are no other significant implications.

## **9.0 APPENDICES**

Not applicable

<b><u>Source Documents</u></b>	<b><u>Location</u></b>
List background papers: None.	Not applicable



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<b>CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY</b>	<b>AGENDA ITEM No: 3.3</b>
<b>29 NOVEMBER 2017</b>	<b>PUBLIC REPORT</b>

## **APPOINTMENT OF LEGAL COUNSEL & MONITORING OFFICER, AND LOAN OF CHIEF EXECUTIVE**

### **1.0 PURPOSE**

- 1.1 The purpose of this report is to ask the Board to appoint Kim Sawyer as Legal Counsel and Monitoring Officer.
- 1.2 It also asks the Board to note the decision of the Mayor to loan the Chief Executive to the Greater Cambridgeshire Greater Peterborough Enterprise Partnership on a part time and interim basis.

<b><u>DECISION REQUIRED</u></b>	
<b>Lead Member:</b>	<b>Mayor James Palmer</b>
<b>Lead Officer and Author:</b>	<b>Martin Whiteley, Chief Executive</b>
<b>Forward Plan Ref: Not applicable</b>	<b>Key Decision: No</b>
<p>The Board is requested to:</p> <p>(a) appoint Kim Sawyer as Legal Counsel and Monitoring Officer,</p> <p>(b) note that the Mayor has exercised his general power of competence on behalf of the Combined Authority to agree to loan the Chief Executive to the Greater Cambridgeshire Greater Peterborough Enterprise Partnership on a part time and interim basis.</p>	<p><b><i>Voting arrangements</i></b></p> <p>Simple majority of all Members</p>

## **2.0 APPOINTMENT OF NEW PERMANENT LEGAL COUNSEL AND MONITORING OFFICER**

- 2.1 In accordance with section 5 of the Local Government & Housing Act 1989, the Combined Authority must appoint a Monitoring Officer.
- 2.2 On 28 June 2017, the Combined Authority approved the establishment of the role of Legal Counsel and Monitoring Officer.
- 2.3 The Employment Committee met on 15 November and following an interview, it resolved unanimously to appoint Kim Sawyer as Legal Counsel and Monitoring Officer from 1 December 2017, subject to the approval by the Board.
- 2.4 In accordance with the constitution, the Board may only approve the appointment where no material or well-founded objection has been made by the Mayor to that appointment. The Mayor chaired the Employment Committee and supported the recommendations.
- 2.5 The Monitoring Officer is an essential and key role which carries with it a variety of responsibilities as set out in the Constitution, including acting as “proper officer” for a number of functions.
- 2.6 The Local Government and Housing Act 1989 requires the Monitoring Officer to intervene if it seems that any decision, proposal or omission by the Combined Authority is likely to contravene any enactment or code of practice or constitute maladministration.

## **3.0 CHIEF EXECUTIVE OF THE COMBINED AUTHORITY AND THE GREATER CAMBRIDGESHIRE GREATER PETERBOROUGH ENTERPRISE PARTNERSHIP**

- 3.1 The GCGP Enterprise Partnership currently has no Chief Executive. A decision was made at its last Board meeting to offer the role of interim Chief Executive to Martin Whiteley, the Chief Executive of the Combined Authority. The Combined Authority has powers to place staff at the disposal of others under the Local Government Act 1972. Following the request, the Mayor relied on his general power of competence to agree to loan the Chief Executive to the Partnership on a part time and interim basis.

## **4.0 FINANCIAL IMPLICATIONS**

- 4.1 The employment costs of the Legal Counsel and Monitoring Officer will be met from the existing budget for 2017/18. The staffing budget for 2018/19 will be reviewed as part of the budget planning process. The financial implications of the 'loan' of the Chief Executive to the GCGP Enterprise Partnership are not

known at this stage.

## **5.0 LEGAL IMPLICATIONS**

### **Monitoring Officer Position**

- 5.1 In accordance with Chapter 14 Officer Employment Procedures of the Constitution, the Board will approve the permanent appointment of the Monitoring officer following the recommendation for appointment by the Employment Committee.
- 5.2 The Combined Authority Board may only approve the appointment where no material or well-founded objection has been made by the Mayor to that appointment.

### **Chief Executive Position**

- 5.3 The Mayor may exercise a general power of competence under part 1 of the Localism Act 2011 to do anything that the Combined Authority may do by virtue of Article 12 of the Cambridgeshire and Peterborough Combined Authority Order 2017.

## **6.0 SIGNIFICANT IMPLICATIONS**

- 6.1. There are no other statutory matters to bring to the Board's attention.

## **7.0 APPENDICES**

Not applicable

<b><u>Source Documents</u></b>	<b><u>Location</u></b>
Employment Committee agenda is available on the Combined Authority website records The Mayor's decision notice is available on request.	<a href="http://cambridgeshirepeterborough-ca.gov.uk/meetings/employment-committee-15-november-2017/">http://cambridgeshirepeterborough-ca.gov.uk/meetings/employment-committee-15-november-2017/</a>



<b>CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY BOARD</b>	<b>AGENDA ITEM No: 3.4</b>
<b>29 NOVEMBER 2017</b>	<b>PUBLIC REPORT</b>

## **BUDGET UPDATE REPORT 2017-18**

### **1.0 PURPOSE**

- 1.1 Constituent members when agreeing to the establishment of the Cambridgeshire and Peterborough Combined Authority (CPCA) considered the resource allocations from central government and the initial expenditure plans which have since been further developed. This report provides an update of the 2017/18 budget.

<b><u>DECISION REQUIRED</u></b>	
<b>Date:</b>	<b>29 November 2017</b>
<b>Lead Member:</b>	<b>Cllr Steve Count, Portfolio Holder for Fiscal Strategy</b>
<b>Lead Officer and Author: Officer</b>	<b>Alex Colyer, Interim Chief Finance</b>
<b>Forward Plan Ref: Not applicable</b>	<b>Key Decision: No</b>
<p>The Combined Authority is asked to approve the following recommendations:</p> <ol style="list-style-type: none"> <li>1. Note the budget updates as requested for approval in other Board reports on this meeting's agenda.</li> <li>2. Note the budget update made under delegated authority as set out in paragraph 3.5.</li> <li>3. Note the updated budget and indicative resources for 2017/18 and 2018/19 to 2020/21 as set out in Appendices A and B</li> </ol>	<p><b><i>Voting arrangements</i></b></p> <p>Simple majority of all Members</p>

## **2.0 BACKGROUND**

- 2.1 This report is an update to the Budget update report 2017/18 as presented to the Board on 25 October 2017.

## **3.0 MAIN ISSUES**

### **BUDGET APPROVAL REQUESTS FROM OTHER BOARD REPORTS**

#### **3.1 Strategic Bus Review**

- 3.1.1 In Agenda item 2.1, the Board was asked to approve funding of £150,000 to undertake a strategic review of bus service provision across the Combined Authority area to provide options for improving the service in the medium and long term. A key aim will be to recognise and understand the key economic and social benefits of an effective bus service and to investigate and evaluate alternative delivery and funding models.

- 3.1.2 The indicative funding required for this review is as follows:

Financial year 2017/18 - £60,000

Financial year 2018/19 - £90,000

The cost is to include a client management function to be provided by one of the Combined Authority's constituent councils.

#### **3.2 Transport Update**

- 3.2.1 In Agenda item 3.1, the Board was asked to approve the draft Statutory Instrument that will enable the Combined Authority to levy upper tier authorities and district councils for delivery of the transport functions.
- 3.2.2 The budget for the delivery of the transport functions will be determined as part of the budget planning process. Expenditure is to be met from funding sources available including those provided by the Department for Transport and from funds from upper tier authorities currently being used to deliver their existing transport objectives.

#### **3.3 Adult Education Budget**

- 3.3.1 In agenda item 3.2, the Board was asked to approve the allocation of £40,000 to support the Combined Authority to take on the devolution of the adult education budget which the Government has proposed will take place in time for the 2019/20 academic year. The funds would be used to recruit a part time skills consultant to manage the devolution for the Combined Authority and to design and set up the delivery of the adult education function.

### **3.4 Proposals for budgetary adjustments made under delegated authority**

- 3.4.1 The Chief Executive has delegated authority under the constitution to authorise expenditure up to £500k.
- 3.4.2 The Chief Executive has agreed to engage public relations / media support for the development of the Combined Authority Prospectus as part of the CA 2030 Programme. The prospectus will provide a statement of intent and ambition for Cambridgeshire and Peterborough in 2030. It will describe to the area's residents, businesses, partners and all stakeholders the key features of the Combined Authority's future strategy. It will also provide a core resource for the CA in its engagement with stakeholders in government, business and other stakeholders.
- 3.4.3 The contract sum is £30,000 and will cover all filming, editing, writing and advice costs.

### **3.5 VAT**

- 3.5.1 It was expected that an Order would be laid before parliament by the Secretary of State on 30th October 2017 to specify the Combined Authority for the purpose of section 33 of the Value Added Tax Act 1994, which would enable CPCA to recover VAT on Combined Authority expenditure.
- 3.5.2 We have been advised that a new Commons triage committee that looks at all statutory Instruments decided that the CPCA VAT Order would not be laid on that date. No reason for the 'rejection' has so far been given.
- 3.5.3 The implication of not having the S33 VAT Order in place is that the Combined Authority cannot currently claim input tax back on its Vatable purchases, as all of its current income is considered to be 'non-business'. This means that standard rated purchases would cost 20% more to the Combined Authority than it otherwise would.
- 3.5.4 Following a meeting with Officers, VAT advisors from Grant Thornton and Her Majesty's Revenue and Customs (HMRC), HMRC confirmed that "it is acceptable for CPCA to "roll up" the costs incurred by the Constituent Bodies and then invoice across once the Combined Authority has received S33 status."
- 3.5.5 Constituent councils have therefore been incurring direct expenditure on behalf of the Combined Authority and have refrained from invoicing the Combined Authority for these costs and those associated with providing staff who have filled interim roles for the CPCA, until such time as the Order is in place.
- 3.5.6 Not having the VAT Order also makes contracting with suppliers difficult as the Combined Authority is forced to contract through its constituent bodies rather than directly.



- 3.5.7 As the Combined Authority increases its activity, the greater the demands will be on constituent bodies to contract on its behalf and the greater the cashflow burden they would incur as they pay for supplies without currently being able to invoice and recover the costs from the Combined Authority.
- 3.5.8 Another potential consequence of not having the Order is that if the Combined Authority needs to budget for irrecoverable VAT it may either have to go back to the Department for Communities and Local Government (DCLG) for more funding or curtail its activities.
- 3.5.9 Martin Whiteley has written to Simon Ridley, Director General, Decentralisation and Growth asking him to act on the Combined Authority's behalf to request the S33 Order to be re-timetabled as a matter of urgency.

### 3.6 **100% Business Rates Retention**

- 3.6.1 On 1st April 2017, the Government launched five pilots of 100% business rates retention, which Ministers granted to areas with ratified devolution deals. The five original pilots are in Greater Manchester, Liverpool City Region, The West Midlands, Cornwall and The West of England.
- 3.6.2 These pilots retain 100% of business rates income and forego some existing grants. Over the pilot period they will retain all of their growth in business rates income.
- 3.6.3 The Government is now looking to expand the pilot scheme and would like to see authorities form pools to apply jointly for pilot status. The Government sees an opportunity for local authorities to work together as a pool across a functional economic area to make coherent strategic decisions about the wider area and to jointly manage risk and reward.
- 3.6.4 Independent financial modelling, carried out by Pixel, projected that the benefits of a pilot to the Combined Authority area could be an additional £16m being retained locally.
- 3.6.5 The seven constituent councils to the Cambridgeshire and Peterborough Combined Authority (CPCA) submitted a business case for a pooled membership with CPCA being the lead authority. The submission set out the following proposals:
- If any individual authority is worse off as a result of being in the pilot, they will receive funding to put them back to the level they would have been without the pilot.
  - Pre-approved costs related to the running of the pool/pilot will be retained by the lead authority.
  - 50% of the remaining funds will be top-sliced to create two equal funds: a Business Growth Fund to promote further growth across the area and a Public Service Innovation Fund.

- The remaining 50% will be distributed across authorities in proportion to the location of the growth and a tier split of 50% upper, 50% lower where appropriate.

3.6.6 The Business Growth Fund and the Public Service Innovation Fund would be administered by the Combined Authority.

3.6.7 Successful applications will last for one year only (2018/19) and are expected to be announced before or alongside the publication of the draft local government finance settlement.

## 4.0 FINANCIAL IMPLICATIONS

4.1 There are no other matters to bring to the Board's attention other than those highlighted in other sections of the report.

## 5.0 LEGAL IMPLICATIONS

5.1 None.

## 6.0 EQUALITIES IMPLICATIONS

6.1 None.

## 7.0 APPENDICES

7.1 The movements on the 2017/18 budget is shown at **Appendix A**.

7.2 The updated budget for 2017/18 and 2018/19 and the forecasts for 2019/20 and 2020/21 are shown at **Appendix B**.

<u>Source Documents</u>	<u>Location</u>
None	Not applicable

Appendix A – November 2017 movements on the 2017/18 budget

	<b><u>Budget</u></b> <b><u>2017/18</u></b> <b><u>(per 25 Oct</u></b> <b><u>Board)/(£k)</u></b>	<b><u>Budget</u></b> <b><u>adjustments</u></b> <b><u>(per 29 Nov</u></b> <b><u>Board)/(£k)</u></b>	<b><u>Updated</u></b> <b><u>Budget</u></b> <b><u>2017/18</u></b> <b><u>(£k)</u></b>
<b><u>Combined Authority Staffing Costs (inc NI 'er and Pen 'er)</u></b>			
Chief Executive, Delivery Directors and Assistant Director	607.4		607.4
Statutory Officers (Legal Counsel and Chief Finance Officer)	290.0		290.0
Professional Support (Finance, Legal and Scrutiny)	158.6		158.6
Programme Managers and Programme Support	137.1		137.1
Administrative Support	51.9		51.9
less, recharge to capital	-218.0		-218.0
<b>Total Combined Authority Staffing Costs</b>	<b>1,027.0</b>	<b>0.0</b>	<b>1,027.0</b>
<b><u>Mayoral Office Costs</u></b>			
Mayoral Allowance	76.0		76.0
Mayoral Staffing Costs	59.0		59.0
Mayoral Expenses	11.0		11.0
<b>Total Mayoral Office Costs</b>	<b>146.0</b>	<b>0.0</b>	<b>146.0</b>
<b>Total CPCA Staffing Costs and Mayoral Office Costs</b>	<b>1,173.0</b>	<b>0.0</b>	<b>1,173.0</b>
<b><u>Support provided by Constituent Authorities</u></b>			
Governance: PCC Legal Support	47.0		47.0
Governance: PCC & CCC Democratic Services Support	64.0		64.0
Fiscal: PCC Finance Systems & Support	104.2		104.2
Transport & Infrastructure: PCC & CCC Transport Services	25.0		25.0
Employment & Skills: City College Support to Skills Strategy	7.0		7.0
<b>Total Support provided by Constituent Authorities</b>	<b>247.2</b>	<b>0.0</b>	<b>247.2</b>
<b>Total Operational Budget before Corporate Overheads</b>	<b>1,420.2</b>	<b>0.0</b>	<b>1,420.2</b>
<b><u>Corporate Overheads</u></b>			
Recruitment of the Combined Authority Chief Executive and other CA posts	50.0		50.0
Accommodation	24.2		24.2
Website, email/ICT infrastructure	20.0		20.0
Insurance	18.7		18.7
Audit Costs	40.0		40.0
Office running costs	19.0		19.0
Communications	40.0	30.0	70.0
<b>Total Corporate Overheads</b>	<b>211.9</b>	<b>30.0</b>	<b>241.9</b>
<b>Net Operational Budget</b>	<b>1,632.1</b>	<b>30.0</b>	<b>1,662.1</b>

	<u>Budget</u> <u>2017/18</u> <u>(per 25 Oct</u> <u>Board))/(£k)</u>	<u>Budget</u> <u>adjustments</u> <u>(per 29 Nov</u> <u>Board))/(£k)</u>	<u>Updated</u> <u>Budget</u> <u>2017/18</u> <u>(£k)</u>
<b>Election costs</b>	<b>1,044.0</b>		<b>1,044.0</b>
<b><u>Governance Costs</u></b>			
Remuneration for independent member of audit & governance committee	1.5		1.5
Adverts and fees for remuneration panel	0.5		0.5
<b>Total Governance Costs</b>	<b>2.0</b>	<b>0.0</b>	<b>2.0</b>
<b><u>Workstream/Programme Costs</u></b>			
<b><u>Fiscal</u></b>			
Development of an Investment Fund Strategy	50.0		50.0
Development of a Market Towns Strategy	75.0		75.0
Contribution to Local Growth Initiatives National Evaluation	30.6		30.6
<b>Total Fiscal</b>	<b>155.6</b>	<b>0.0</b>	<b>155.6</b>
<b><u>Economic Strategy</u></b>			
Independent Economic Commission: Developing Economic Strategy	145.0		145.0
<b>Total Economic Strategy</b>	<b>145.0</b>	<b>0.0</b>	<b>145.0</b>
<b><u>Transport and Infrastructure</u></b>			
Transport & Infrastructure Schemes	4,200.0		4,200.0
a) Dualling of A47 and Upgrading of A10			
b) Extension to A47			
c) Cambridge Transport Study			
d) Wisbech Garden Town Study			
National Productivity Investment Fund	3,290.0		3,290.0
Local Transport Plan	200.0		200.0
Rapid, Mass Transport Strategic Options Appraisal	100.0		100.0
Priority Transport Schemes	3,530.0		3,530.0
Strategic Bus Review		60.0	60.0
<b>Total Transport and Infrastructure</b>	<b>11,320.0</b>	<b>60.0</b>	<b>11,380.0</b>
<b><u>New Homes &amp; Communities</u></b>			
To provide a programme delivery support to manage the £170m Housing Programme.	240.0		240.0
Development of housing strategy and assurance frameworks; plus housing delivery management.	150.0		150.0
Housing consultancy to support plans for Housing Programme	10.0		10.0
Modular Housing	25.0		25.0
Housing Investment Fund Programme - Quick Wins	2,570.0		2,570.0
<b>Total New Homes &amp; Communities</b>	<b>2,995.0</b>	<b>0.0</b>	<b>2,995.0</b>
<b><u>Employment &amp; Skills</u></b>			
University of Peterborough - Business Case	3,840.0		3,840.0
Skills Hub	461.0		461.0
Devolution of Adult Education Budget		40.0	40.0
<b>Total Employment &amp; Skills</b>	<b>4,301.0</b>	<b>40.0</b>	<b>4,341.0</b>
<b><u>Strategic Planning</u></b>			
Non Statutory Spacial Plan	150.0		150.0
<b>Total Strategic Planning</b>	<b>150.0</b>	<b>0.0</b>	<b>150.0</b>
<b><u>Income</u></b>			
Recharge to Housing Capital Grant	-240.0		-240.0
<b>Total Income</b>	<b>-240.0</b>	<b>0.0</b>	<b>-240.0</b>
<b>Net Workstream Budget</b>	<b>18,826.6</b>	<b>100.0</b>	<b>18,926.6</b>
<b>Total Budget</b>	<b>21,504.7</b>	<b>130.0</b>	<b>21,634.7</b>

## Appendix B - Updated budgets for 2017/18 and 2018/19 and forecasts for 2019/20 and 2020/21

	<u>Updated Budget 2017/18 (£k)</u>	<u>Updated Budget 2018/19 (£k)</u>	<u>Forecast 2019/20 Budget (£k)</u>	<u>Forecast 2020/21 Budget (£k)</u>
<b><u>Combined Authority Staffing Costs (inc NI 'er and Pen 'er)</u></b>				
Chief Executive, Delivery Directors and Assistant Director	607.4	741.6	741.6	741.6
Statutory Officers (Legal Counsel and Chief Finance Officer)	290.0	303.4	303.4	303.4
Professional Support (Finance, Legal and Scrutiny)	158.6	287.4	287.4	287.4
Programme Managers and Programme Support	137.1	274.3	274.3	274.3
Administrative Support	51.9	124.5	124.5	124.5
less, recharge to capital	-218.0	-457.9	-457.9	-457.9
<b>Total Combined Authority Staffing Costs</b>	<b>1,027.0</b>	<b>1,273.3</b>	<b>1,273.3</b>	<b>1,273.3</b>
<b><u>Mayoral Office Costs</u></b>				
Mayoral Allowance	76.0	84.5	84.5	84.5
Mayoral Staffing Costs	59.0	95.5	95.5	95.5
Mayoral Expenses	11.0	12.0	12.0	12.0
<b>Total Mayoral Office Costs</b>	<b>146.0</b>	<b>192.0</b>	<b>192.0</b>	<b>192.0</b>
<b>Total CPCA Staffing Costs and Mayoral Office Costs</b>	<b>1,173.0</b>	<b>1,465.3</b>	<b>1,465.3</b>	<b>1,465.3</b>
<b><u>Support provided by Constituent Authorities</u></b>				
Governance: PCC Legal Support	47.0	0.0	0.0	0.0
Governance: PCC & CCC Democratic Services Support	64.0	59.0	59.0	59.0
Fiscal: PCC Finance Systems & Support	104.2	50.0	50.0	50.0
Transport & Infrastructure: PCC & CCC Transport Services	25.0	0.0	0.0	0.0
Employment & Skills: City College Support to Skills Strategy	7.0	0.0	0.0	0.0
<b>Total Support provided by Constituent Authorities</b>	<b>247.2</b>	<b>109.0</b>	<b>109.0</b>	<b>109.0</b>
<b>Total Operational Budget before Corporate Overheads</b>	<b>1,420.2</b>	<b>1,574.3</b>	<b>1,574.3</b>	<b>1,574.3</b>
<b><u>Corporate Overheads</u></b>				
Recruitment of the Combined Authority Chief Executive and other CA posts	50.0	0.0	0.0	0.0
Accommodation	24.2	24.2	24.2	24.2
Website, email/ICT infrastructure	20.0	20.0	20.0	20.0
Insurance	18.7	18.7	18.7	18.7
Audit Costs	40.0	40.0	40.0	40.0
Office running costs	19.0	20.0	20.0	20.0
Communications	70.0	40.0	40.0	40.0
<b>Total Corporate Overheads</b>	<b>241.9</b>	<b>162.9</b>	<b>162.9</b>	<b>162.9</b>
<b>Net Operational Budget</b>	<b>1,662.1</b>	<b>1,737.2</b>	<b>1,737.2</b>	<b>1,737.2</b>

	<u>Updated Budget 2017/18 (£k)</u>	<u>Updated Budget 2018/19 (£k)</u>	<u>Forecast 2019/20 Budget (£k)</u>	<u>Forecast 2020/21 Budget (£k)</u>
<b>Election costs</b>	<b>1,044.0</b>	<b>260.0</b>	<b>260.0</b>	<b>260.0</b>
<b><u>Governance Costs</u></b>				
Remuneration for independent member of audit & governance committee	1.5	1.5	1.5	1.5
Adverts and fees for remuneration panel	0.5	0.5	0.5	0.5
<b>Total Governance Costs</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>
<b><u>Workstream/Programme Costs</u></b>				
<b><u>Fiscal</u></b>				
Development of an Investment Fund Strategy	50.0	0.0	0.0	0.0
Development of a Market Towns Strategy	75.0	0.0	0.0	0.0
Contribution to Local Growth Initiatives National Evaluation	30.6	0.0	0.0	0.0
<b>Total Fiscal</b>	<b>155.6</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b><u>Economic Strategy</u></b>				
Independent Economic Commission: Developing Economic Strategy	145.0	0.0	0.0	0.0
<b>Total Economic Strategy</b>	<b>145.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b><u>Transport and Infrastructure</u></b>				
Transport & Infrastructure Schemes	4,200.0	3250.0	1,300.0	0.0
a) Dualling of A47 and Upgrading of A10				
b) Extension to A47				
c) Cambridge Transport Study				
d) Wisbech Garden Town Study				
National Productivity Investment Fund	3,290.0	0.0	0.0	0.0
Local Transport Plan	200.0	300.0	0.0	0.0
Rapid, Mass Transport Strategic Options Appraisal	100.0	0.0	0.0	0.0
Priority Transport Schemes	3,530.0	1000.0	0.0	0.0
Strategic Bus Review	60.0	90.0	0.0	0.0
<b>Total Transport and Infrastructure</b>	<b>11,380.0</b>	<b>4,640.0</b>	<b>1,300.0</b>	<b>0.0</b>
<b><u>New Homes &amp; Communities</u></b>				
To provide a programme delivery support to manage the £170m Housing Programme.	240.0	240.0	240.0	240.0
Development of housing strategy and assurance frameworks; plus housing delivery management.	150.0	0.0	0.0	0.0
Housing consultancy to support plans for Housing Programme	10.0	0.0	0.0	0.0
Modular Housing	25.0	0.0	0.0	0.0
Housing Investment Fund Programme - Quick Wins	2,570.0	1820.0	170.0	0.0
<b>Total New Homes &amp; Communities</b>	<b>2,995.0</b>	<b>2,060.0</b>	<b>410.0</b>	<b>240.0</b>
<b><u>Employment &amp; Skills</u></b>				
University of Peterborough - Business Case	3,840.0	0.0	0.0	0.0
Skills Hub	461.0	231.0	0.0	0.0
Devolution of Adult Education Budget	40.0	0.0	0.0	0.0
<b>Total Employment &amp; Skills</b>	<b>4,341.0</b>	<b>231.0</b>	<b>0.0</b>	<b>0.0</b>
<b><u>Strategic Planning</u></b>				
Non Statutory Spacial Plan	150.0	0.0	0.0	0.0
<b>Total Strategic Planning</b>	<b>150.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b><u>Income</u></b>				
Recharge to Housing Capital Grant	-240.0	-240.0	-240.0	-240.0
<b>Total Income</b>	<b>-240.0</b>	<b>-240.0</b>	<b>-240.0</b>	<b>-240.0</b>
<b>Net Workstream Budget</b>	<b>18,926.6</b>	<b>6,691.0</b>	<b>1,470.0</b>	<b>0.0</b>
<b>Total Budget</b>	<b>21,634.7</b>	<b>8,690.2</b>	<b>3,469.2</b>	<b>1,999.2</b>