



**CAMBRIDGESHIRE
& PETERBOROUGH
COMBINED AUTHORITY**

COMBINED AUTHORITY BOARD

Date: Wednesday, 31 August 2022

Democratic Services

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

10:00 AM

72 Market Street
Ely
Cambridgeshire
CB7 4LS

**The Red Kite Room, New Shire Hall, Alconbury Weald PE28
4YE**

[Venue Address]

AGENDA

Open to Public and Press

Part 1 - Governance Items

- | | | |
|-----|--|---------------|
| 1.1 | Announcements, Apologies for Absence and Declarations of Interest | |
| 1.2 | Minutes - 27 July 2022 (public) and Action Log | 1 - 32 |
| 1.3 | Petitions
No petitions have been received. | |

1.4	Public Questions	33 - 34
Arrangements for asking a public question can be viewed here		
- Public Questions - Cambridgeshire & Peterborough Combined Authority (cambridgeshirepeterborough-ca.gov.uk)		
Part 2 - Combined Authority Decisions		
2.1	Green Home Grant LAD2	35 - 48
2.2	Sustainable Warmth	49 - 156
2.3	Changing Futures	157 - 164
Part 3 - Governance Reports		
3.1	Forward Plan - August 2022	165 - 208
Part 4 - Exempt Matters		
To resolve to exclude the public and press from the meeting on the following grounds:		
Discussion of information that is exempt from publication under Part 1 of Schedule 12A of the Local Government Act 1972, as amended, in that it would not be in the public interest for this information to be disclosed: information relating to an individual; information which is likely to reveal the identity of an individual; and information relating to the financial or business affairs on any particular person (including the authority holding that information).		
The public interest in maintaining this exemption must be deemed to outweigh the public interest in its publication.		
4.1	Minutes of the Extraordinary Meeting of the Combined Authority Board 20 May 2022 (exempt report - circulated separately)	
4.2	Employment Matters (exempt report - circulated separately)	

COVID-19

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

The Combined Authority Board comprises the following members:

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

Mayor Dr Nik Johnson

Alex Plant

Councillor Anna Bailey

Councillor Chris Boden

Councillor Sarah Conboy

Councillor Wayne Fitzgerald

Councillor Lewis Herbert

Councillor Lucy Nethsingha

Councillor Bridget Smith

Councillor Edna Murphy (Non-voting Member)

Darryl Preston (Non-voting Member)

Jan Thomas (Non-voting Member)

Clerk Name:	Richenda Greenhill
Clerk Telephone:	01223 699171
Clerk Email:	Richenda.Greenhill@cambridgeshire.gov.uk



**CAMBRIDGESHIRE
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Agenda item 1.2

Cambridgeshire and Peterborough Combined Board: Minutes

Date: Wednesday 27 July 2022

Time: 10.00am – 2.46pm

Venue: Civic Suite, Pathfinder House, St Mary's Street, Huntingdon PE29 3TN

Present: Mayor Dr Nik Johnson

Councillor A Bailey – East Cambridgeshire District Council,
Councillor C Boden – Fenland District Council, Councillor S Conboy –
Huntingdonshire District Council, Councillor W Fitzgerald – Peterborough
City Council (to 1.12pm), Councillor L Herbert (Statutory Deputy Mayor) –
Cambridge City Council, Professor A Neely – Acting Chair of the Business
Board (to 1.44pm), Councillor L Nethsingha (Non-Statutory Deputy Mayor)
– Cambridgeshire County Council and Councillor John Williams – South
Cambridgeshire District Council

Co-optees: J Peach – Deputy Police and Crime Commissioner, Councillor E Murphy –
Fire Authority (joined the Board for Item 2.1: Budget Monitor Report July
2022 onward) and J Thomas – Integrated Care System (to 12.24pm)

Apologies: Councillor B Smith, substituted by Councillor J Williams and Police and
Crime Commissioner D Preston, substituted by Deputy Police and Crime
Commissioner J Peach

Part 1 - Governance Items

221. Announcements, Apologies for Absence and Declarations of Interest

The Mayor stated that he had been delighted to attend the opening of the new Ralph Butcher Causeway at Kings Dyke earlier in the month. The new layout had cost £32m and had been chiefly funded by the Combined Authority and delivered by Cambridgeshire County Council with the support of key local partners including Fenland District Council and Whittlesey Town Council. The Mayor described this as an example

of what could be achieved when local partners showed belief and worked together. Transport and connectivity were fundamental to delivering sustainable growth across Cambridgeshire and Peterborough, and the Mayor encouraged as many people as possible to share their views through the public consultation on the Combined Authority's Local Transport and Connectivity Plan before it closed on 4 August 2022.

The Mayor welcomed Gordon Mitchell, Interim Chief Executive, and Edwina Adefehinti, Deputy Monitoring Officer, to their first Board meeting.

Apologies for absence were received from Councillor B Smith, substituted by Councillor J Williams, and Police and Crime Commissioner D Preston, substituted by Deputy Police and Crime Commissioner J Peach.

Councillor C Boden declared an interest in Item 2.1: Budget Monitor Report July 2022 as a Trustee of FACT, which provided the No.68 bus route in Wisbech on a non-profit basis. Minute 219 below refers.

Professor A Neely declared an interest during the meeting in relation to Item 5.1: Active Travel Cambridgeshire, as a member of the Greater Cambridge Partnership Board. He took part in the debate of the report, but did not vote. Minute 223 below refers.

222. Minutes of the Extraordinary meeting of the Combined Authority Board 20 May 2022, Minutes of the Combined Authority Annual Meeting 8 June 2022 and Action Log

The full minutes of the Extraordinary meeting of the Combined Authority Board on 20 May 2022 were exempt from publication under Part 1 of Schedule 12A of the Local Government Act 1972, as amended, in that it would not be in the public interest for this information to be disclosed - information relating to an individual; information which is likely to reveal the identity of an individual; and information relating to the financial or business affairs of any particular person (including the authority holding that information). The public interest in maintaining the exemption was deemed to outweigh the public interest in publishing it.

Councillor Bailey stated her belief that two points were missing from the exempt minutes of the Extraordinary meeting of the Combined Authority Board on 20 May 2022.

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

To exclude the press and public from the meeting for the discussion of the exempt minutes of the Extraordinary meeting of the Combined Authority Board on 20 May 2022 under Part 1 of Schedule 12A of the Local Government Act 1972, as amended, in that it would not be in the public interest for this information to be disclosed - information relating to an individual; information which is likely to reveal the identity of an individual; and information relating to the financial or business affairs of any particular person (including the authority

holding that information). The public interest in maintaining the exemption was deemed to outweigh the public interest in publishing it.

The public meeting was adjourned at 10.07am.

[Private Session]

The public meeting resumed at 10.25am.

The minutes of the Extraordinary meeting of the Combined Authority Board on 20 May 2022 were deferred to 31 August 2022 for approval.

With the consent of the meeting, the minutes of the annual meeting of the Combined Authority Board on 8 June 2022 were approved as an accurate record and signed by the Mayor.

The Action Log was noted.

223. Petitions

No petitions were received.

224. Public Questions

One public question was received from Roxanne De Beaux, Executive Director of Camcycle. A copy of the question and the Mayor's response is attached at Appendix 1.

225. Membership of Combined Authority 2022-23

Councillor Murphy left her seat in the public gallery and the meeting room for the duration of this item and the vote.

The Deputy Monitoring Officer advised the Board of the proposed appointments.

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

- a) Note the appointment by South Cambridgeshire District Council of Councillor John Williams as its substitute member on the Combined Authority Board for the remainder of the municipal year 2022/2023, replacing Councillor Brian Milnes.
- b) Appoint Councillor Edna Murphy as a co-opted member of the Combined Authority Board for 2022/23 representing the Cambridgeshire and Peterborough Fire Authority and Councillor Mohammed Jamil as substitute member.

- c) Appoint Alex Plant as the Business Board member of the Combined Authority Board for 2022/23, and Professor Andy Neely as the substitute member.
- d) Approve the appointment of Councillor Bridget Smith of South Cambridgeshire District Council as the nominated substitute member for the Mayor and Lead Member for Economic Growth for the Business Board
- e) Note and agree the Mayor's nomination to Lead Member responsibilities for Lead Member for Governance as set out in paragraph 2.9 of this report

Councillor Murphy returned to the meeting room and joined the Board.

Part 2 – Finance

226. Budget Monitor Report July 2022 2021-22 Outturn

Councillor Boden declared an interest in this item in his capacity as a Trustee of FACT, which provided the No.68 bus route in Wisbech on a non-profit basis. Minute 214 above refers. He took part in the debate of the report and the vote.

The Board was provided with an overview of the outturn for 2021/22 and an update on the 2022/23 budget and capital programme. This included approved changes which had been made since the medium-term financial plan (MTFP) was agreed by the Board in January 2022 and proposed slippage. Members' attention was drawn to Appendix 4 which provided a detailed explanation of every material variance.

Key issues included savings across corporate budgets and treasury management measures resulting in a saving of £1.6m; a ring-fenced underspend on the Adult Education Budget (AEB) which preserved this funding for AEB purposes in future years; a significant underspend on the LAD2 retrofit programme which would need to be returned to BEIS as the sponsoring department and would be the subject of a separate report at a future meeting; and a 32% underspend on capital programmes, rising to 39% when the highways grant passported to the two local Highways Authorities was excluded. Slippage was always to be avoided where possible, but where this was proposed it was largely due to external factors beyond the Combined Authority's control. Internally, enhanced support in the project management office was demonstrating improvements in process. Two significant risks were identified. These related to the Transforming Cities Fund (TCF), where projects which had not started delivery by March 2023 risked the clawback of funding; and the value for money (VFM) concerns highlighted by the Combined Authority's external auditor, Ernst and Young. In response to these VFM concerns the Department for Levelling Up, Housing and Communities (DLUHC) had paused funding to the Combined Authority. This did not affect the organisation's ability to deliver projects at the current time.

The Mayor welcomed the comprehensive report, and in particular the detailed explanation of material variances contained in Appendix 4 which responded to a previous request from the Board.

Councillor Boden sought clarification of how the reported underspend on the Kings Dyke project for 2021/22 aligned with the request made at the Transport and Infrastructure Committee for the CPCA to pay its 60% share of the costs to Cambridgeshire County Council. Officers undertook to provide a briefing note on this outside of the meeting. Officers further confirmed that the £2.93m associated with the March Area Transport Study represented a credit variance and undertook to discuss with the external auditor how negative slippage was presented in future reports. With the Mayor's agreement, Councillor Boden raised the issues around the No.68 bus route in Wisbech and asked that a report should be brought on this to the next meeting if it was proposed to terminate the service. Officers were tasked to look at this issue and the Mayor agreed that a report could be taken to the next meeting of the Transport and Infrastructure Committee if the service was to be terminated.

Councillor Fitzgerald expressed concern at the reported underspend of around £12m and asked about the expected year end position, commenting that in his view delivery performance was poor. Officers stated that the business planning cycle would set out the anticipated year end position and it was expected that an update on the in-year budget would be presented at the Board's September meeting.

Councillor Conboy welcomed the clear, succinct format of the report. She suggested that a similarly clear, easy to understand annex or separate update designed to be shared with partner organisations would be a useful addition in future.

Councillor Nethsingha commented that the Board was keenly aware of the issues around LAD2 and was taking this very seriously. She noted that slippage was not uncommon in relation to large capital projects, but asked whether there was an expectation around the likely levels of slippage in budget planning as a better understanding of this could potentially support the funding of more ambitious projects in future. Councillor Boden concurred, commenting that it was important to deal actively with slippage to avoid missing potential opportunities, and that this was something he would want to see as part of the next budget. Officers stated that an overall estimate of slippage was currently factored into the planning process rather than looking at individual projects, but confirmed that this was something which could be revisited. The Mayor stated his expectation that this would form part of future conversations.

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

- a) Note the outturn position of the Combined Authority for the 2021- 22 financial year, including £2m of single pot revenue savings and £1.8m capital savings.
- b) Approve the updated requested slippage of unspent project budgets on the approved capital programme of £51.3m and on the revenue budget of £8.4m

Part 3 – Mayoral Decisions

227. Recycled Local Growth Fund (LGF) Project Funding Awards: MDN 38-2022

The Board was notified of Mayoral Decision Notice (MDN) MDN38-2022 recording the key decision taken by the Mayor on 30 June 2022 to approve funding of £4,397,093 from the Recycled Local Growth Fund to projects recommended by the Business Board.

Councillor Bailey welcomed the timely reporting of this MDN to the Board in accordance with due process, whilst Councillor Nethsingha described this as an example of an MDN being used appropriately.

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

Note Mayoral Decision Notice MDN38-2022: Recycled Local Growth Fund (LGF) Category 2 funding approval.

Part 4 - Combined Authority Decisions

228. Improvement Framework

This key decision was added to the Forward Plan on 19 July 2022 under general exception arrangements.

The minutes of the Audit and Governance Committee (A&G) meeting on 30 June 2022 had been sent to all Board members the previous week at the request of A&G's Independent Chair, to offer an insight into the Committee's debate and conclusions around the external auditors' letter dated 1 June 2022, future improvement activity and the draft Member Officer Protocol ahead of the Board's own deliberations.

The Improvement Framework had also been considered in detail by the Overview and Scrutiny Committee (O&S) on 25 July 2022. The Committee had spent almost an hour and three quarters discussing the proposals and asking questions of the Interim Chief Executive and Interim Head of Governance, and had been supportive of the approach described in the report. The Mayor stated that the Board welcomed this level of scrutiny, and that O&S would have a crucial role to play in the Combined Authority's improvement journey.

The Interim Chief Executive invited the Board to consider his proposals to drive and implement an improvement plan to address the issues identified in the external auditor's letter of 1 June 2022 and in discussion with the Department for Levelling Up, Housing and Communities (DLUHC), and in light of DLUCH's decision to take a precautionary approach to the transfer of funding to the CPCA until it had sufficient assurance that appropriate plans were in place to address these concerns. Some measures had already been put in place, including the appointment of an interim chief executive and

the drafting of a Member Officer protocol for the Board's approval. However, the degree of challenge which the Authority faced remained significant. It was for that reason that he was seeking the Board's approval of a number of exceptional delegations to allow him to move at pace to enhance leadership capacity within the CPCPA. If approved, this would take account of the work done prior to his appointment around the senior management structure and was linked to embedding protective behaviours around staff. Moving forward, he proposed a self-assessment exercise to identify the scale and scope of the CPCPA's needs. The Independent Review of Governance and Ways of Working appended as Appendix 1 to the report would be pertinent to both this self-assessment exercise and to the improvement plan. Specialist external expertise would be sought where appropriate, and the outputs from the various workstreams would be incorporated into a single improvement plan.

The Interim Chief Executive emphasised the importance of the Board recognising the scale and scope of the Improvement Plan. There would be costs associated with the work being voluntarily undertaken by the CPCPA to produce this plan, and the CPCPA would also be required to fund any form of formal intervention should this be required by Government. In response to the exceptional circumstances, he was seeking the Board's approval to allocate the use of up to £750,000 from the CPCPA Response Fund to fund the scoping, development and delivery of improvement activity, and a delegation to authorise him to spend these funds. If approved, he would report back regularly on progress to the Board both via its formal public meetings and informally outside of these. The chief executives of the CPCPA's constituent councils had been given advanced notice of the proposals contained in the report and the opportunity to comment on these. The proposals had also been thoroughly examined by the Overview and Scrutiny Committee earlier in the week and its members had been supportive of the approach proposed.

Professor Neely welcomed both the Improvement Plan and the Independent Review of Governance and Ways of Working. He acknowledged the scale of the improvement agenda and asked about the balance to be struck between maintaining delivery and the need for reflection and re-structuring. He also asked what additional support might be needed from the Board. The Interim Chief Executive recognised the need to balance these priorities, but judged that action to address the capacity challenge at senior officer level must take priority. He was hopeful that this could be improved quickly. There was also a need to ensure involvement and buy-in to the improvement journey from all key parties including Board members, staff and partners. The Board must take ownership of this process, and he would need Board members to invest time in the discussions around shaping the CPCPA's common purpose, relative priorities and ways of working.

Councillor Bailey welcomed the Improvement Plan and the Independent Review of Governance and Ways of Working, describing the latter as comprehensive and reflecting the detailed discussions which had informed the review. She had submitted a number of detailed questions in writing to the Interim Chief Executive the previous day and thanked him for his prompt response to these. In her judgement, the CPCPA was suffering from a lack of strategy and policy direction and felt like an officer-driven organisation at present. She felt that the impact of the whistle-blowing complaint which had been made last year should be recognised and referenced in the table included in the report setting out the eight key dimensions which would underpin the Improvement Plan. Councillor Bailey welcomed the commitment to regular reporting to the Board on

activity and spend, but was not clear on how the proposals would speed up policy development and decision-making and would like to see more on that. She also cautioned of the need to be mindful of the potential implications for constituent councils and to recognise that constituent council officers were not CPCA staff. She judged it would be helpful to see an officer response to the Governance Review and how this would be embedded in the improvement journey. The Interim Head of Governance stated that preliminary discussions had already taken place with the newly appointed Lead Member for Governance and there were a number of process-related improvements identified in the Governance Review which could be delivered within a matter of weeks. There was a recognised need to provide better support to the Board outside of formal public meetings and to establish a clear link between the Board and the CPCA's strategic priorities.

Speaking in her capacity as Lead Member for Governance, Councillor Murphy welcomed the range and thoughtfulness of the report, and the concrete examples given of how the Board could seek to improve consensus by focusing on key agreed priorities and establishing a separate policy space to test out ideas. In her judgement, the use of appropriate delegations would also be key as too much decision-making was currently focused at Board level. She expressed the hope that rapid steps could be taken to reduce the number of Board meetings required.

The Interim Chief Executive stated that much of the centralisation which focused decision-making at Board-level was based on the Constitution. To create the time needed for the Board to focus on developing a shared strategy and explore policy options would require some decision-making taking place away from the Board via delegation through proper governance arrangements. A workstream around a re-write of the Constitution would ensure that this would reflect the Board's preferred way of working. He acknowledged that different constituent councils had different capacities and that there was a need to be sensitive to this and to find the right ways of working together. This was something which could be explored further with constituent council chief executives.

Ms Thomas welcomed the report, but emphasised that there would be a lot of hard work to be done and that this would be costly. In her view, there was a need to simplify relations between the Combined Authority Board, the NHS and the local Health and Wellbeing Boards and Integrated Care System and to recognise the four clear themes and strategic priorities which they had identified. She endorsed the proposed delegation to the Interim Chief Executive.

Councillor Conboy welcomed the report. There would be a challenge around Board members' capacity, and she judged there was a need to be clear about what would be needed from them in terms of a time commitment.

Councillor Herbert commented that the Board needed to provide leadership. He supported the proposed delegation to the Interim Chief Executive to strengthen the senior officer team and shared his view that the Combined Authority's committees had previously been under-used. He believed that a significant difference could be made by strengthening senior leadership and assisted by the recommendations contained in the report and the Governance review. There was a need to demonstrate to Government that the CPCA had the capacity and commitment to solve most of its challenges itself,

and the willingness to work with Government to address the rest. Councillor Herbert commented that he would welcome a specific discussion around the Governance review.

Councillor Nethsingha emphasised the exceptional nature of the delegation which the Board was being asked to make to the Interim Chief Executive, the significant public funds involved and the substantial degree of trust in him which this required. She was content to support this recommendation on the basis of his excellent first weeks in post and the pace at which work needed to be done. However, the Board would expect to be kept closely informed of progress. Councillor Nethsingha endorsed the proposal to create a new policy space for Board members. In the short-term, she would want this to feed into the budget-planning process, whilst in the longer term she would like to see it used for co-production between constituent councils and partners.

Councillor Williams described the report as excellent. South Cambridgeshire District Council (SCDC) would want to continue to be closely involved in and supporting the work of the Combined Authority. He judged that there were significant resources available within partner Authorities which the Combined Authority could draw on, such as the award-winning Climate Change team at SCDC.

Councillor Boden described the report as being difficult to read, and highlighting difficult issues. In his judgement there were multiple interlinked problems at the Combined Authority and not all of these could be solved immediately. The Interim Chief Executive had described the challenge around senior staffing capacity that was being faced now, but this challenge had existed for some time although not all members of the Board had been aware of the issues being faced. He felt there had been a defensiveness within the organisation and that there was a need for more openness and transparency. Councillor Boden reiterated the exceptional nature of the delegation proposed to the Interim Chief Executive, but felt that there was no alternative in the circumstances. It would though be important for the Board to have oversight of the work being undertaken, and he suggested a weekly update on progress filling vacancies. He further noted the reference in the letter of 1 June 2022 from the CPCAs external auditor which had stated that the safeguarding of staff was of paramount importance and invited the Interim Chief Executive to comment on this point. He did not recognise the external auditor's further comment that trust and respect between some senior officers and elected representatives had broken down, and asked that the Interim Chief Executive should bring this to the individual attention of Board members if that was the case.

The Interim Chief Executive stated that a baseline report on vacant positions had been shared with Board members in June. Some progress had been made since then, and going forward he had asked that recruitment activity updates to both himself and the Board should include timelines for all posts. The Board would receive an update the following week summarising the position. The safeguarding of staff was first and foremost a senior management responsibility. Clarification was required around how concerns were raised and poor conduct needed to be consistently identified. Subject to its adoption by the Board, the Member Officer protocol needed to be translated into behaviours and practice and an exercise would take place to allow the sharing of individual perspectives. It was noted that a challenge could be perceived as an attack, regardless of how it was meant.

Councillor Fitzgerald described the Governance report as excellent and voiced his support for the direction of travel towards improvement. He commented that he did not enjoy the adversarial nature of Board meetings and emphasised the importance of consensus, relationships and leadership.

The Deputy Police and Crime Commissioner stated that he was aware of some underlying problems and expressed the hope that the Interim Chief Executive would resolve these.

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

- a) Note the recommendations of the Audit & Governance Committee set out in paragraph 2.7 to 2.12 of this report and provide a response as requested.
- b) Delegate authority to the Interim Chief Executive for the recruitment and appointment of additional resources, including interim Chief Officers and interim Statutory Officers (as defined within the constitution) as set out in paragraph 3.5 to 3.15 of this report.
- c) Delegate authority to the Interim Chief Executive to finalise the senior management structure of the Authority as set out in paragraph 3.16 to 3.18 of this report.
- d) Acknowledge the scope and scale of the intended self-assessment exercise set out in this report and recognition of the scale of the current issues facing the Combined Authority.
- e) Support the self-assessment exercise set out in this report and provide comment on its content, noting the intention to conclude this work and report back to Board at its scheduled meeting on 21 September 2022.
- f) Allocate the use of up to £750,000 from the CPCA Response Fund to enable that money to be utilised on scoping, developing and delivering work relating to CPCA Improvement Activity, and delegate authority to spend to the Interim Chief Executive.
- g) Note the review of governance and ways of working attached at Appendix A.
- h) Request that the Board, and the Chairs of Audit & Governance Committee and the Overview & Scrutiny Committee, receive regular updates on all improvement action

The Mayor thanked Board members for their unanimous endorsement of the Improvement Framework and Independent Review of Governance and Ways of Working. The Board was putting considerable trust in the Interim Chief Executive, and he believed this to be the right thing to do.

The meeting adjourned from 11.58am to 12.05pm.

229. Change to the order of business

The Mayor exercised his discretion as Chair to vary the order of business from the published agenda to consider recommendations from the Transport and Infrastructure Committee before Councillor Fitzgerald needed to leave.

Part 5 - Transport and Infrastructure Committee recommendations to the Combined Authority

230. Active Travel (Cambridgeshire)

Professor Neely declared an interest in this item in that he was a member of the Greater Cambridge Partnership Board. He took part in the debate of the report, but did not vote. Minute 214 above also refers.

The Board's approval was sought for the drawdown of funding to support active travel measures in Cambridgeshire. Tranche 2 projects related to long-term measures to support walking and cycling. Following a cost review, it was identified that further funding was needed to complete the programme. There were currently 32 projects within the Active Travel programme. The recommendations before the Board were endorsed unanimously by the Transport and Infrastructure Committee at its meeting on 13 July 2022.

Councillor Boden commented that part of the discussion at the Transport and Infrastructure Committee had been around the challenges faced in relation to capital projects. Against that background, he asked about the resilience of the cost estimates in the report and whether there were any concerns that the problems experienced in relation to Tranche 1 might recur. Officers stated that Cambridgeshire County Council had provided their latest costs estimates for the projects and these were included in the report.

Councillor Bailey commented that the schemes were described as relating to Cambridgeshire, but that in her view they appeared to be focused on Cambridge. She asked whether those schemes being delivered by the Greater Cambridge Partnership (GCP) were also being funded by the GCP, rather than the CPC, as she would find it difficult to support the recommendation without that information being available. She expressed frustration that the geography of East Cambridgeshire made it difficult to obtain active travel funding for the area and expressed the hope that the Mayor would lobby Government on this issue. Councillor Boden also expressed concern that the CPC was being recommended to invest c£250k into active travel schemes within the GCP's area when the GCP had substantially greater resources already at its disposal. The Interim Head of Transport stated that officers would be reviewing the list of active travel schemes and processes with constituent council colleagues and partners to learn where improvements might be made. The Transforming Cities Fund which would be brought to the Board in August would include active travel and sustainable travel projects across the CPC's geography, including in East Cambridgeshire and Fenland. Consideration was also being given to having an active travel advocate to look at the full range of CPC projects, and conversations were taking place with Sustrans.

The Mayor noted that both the A10 and A14 BP Roundabout schemes were within East Cambridgeshire and emphasised the commitment of the Combined Authority and his own personal commitment to that area.

Councillor Nethsingha acknowledged the frustration around attracting support for active travel schemes in rural areas and shared the view that it would be helpful to lobby on this. However, she also wanted to move away from looking in isolation at particular schemes or geographic areas. The projects proposed were all Tranche 2 projects which would be delivered either by the County Council or by the GCP. There were constraints around the way Tranche 2 funds could be used, and the projects which would be delivered by the GCP would impact across a wider area than Cambridge City. On that basis she was content to support the proposals, although she would also want to see projects covering a wider geographical area in the future.

Professor Neely declared an interest in this item in that he was a member of the GCP Board representing the University of Cambridge. For that reason, he would refrain from commenting on the specific projects which it was proposed would be delivered by the GCP. He agreed that the CPCPA should be looking at active travel schemes across the region, but noted too the challenges of high traffic levels in cities and urban areas and expressed reluctance to hold up a set of schemes that was already in progress to tackle this issue.

Ms Thomas reminded the Board of the four shared priorities of the CPCPA, Integrated Care System (ICS) and local Health and Wellbeing Boards (HWBs) which included creating an environment to enable people to be as healthy as they could. She felt there should be a focus on how to get people more active and consideration of whether the schemes being proposed were those which actually maximised active travel or were those which could be most readily delivered. She suggested that the four shared priorities of the CPCPA, the ICS and the local HWBs should be referenced in CPCPA reports, and further suggested a focused piece of work around rural issues.

[Ms Thomas left the meeting at 12.24pm]

Councillor Williams commented that his own division was within a rural area and that this was true of many parts of South Cambridgeshire. These areas were also currently unable to attract active travel funding. His belief was that a modal shift would happen first in urban areas where population density was highest, so there was a need to deliver active travel options in those urban areas initially to maximise the impact of the funds available. Once this was established in urban areas like Cambridge City it could be progressed to more rural areas, but not everything could be done at once.

Councillor Conboy spoke of the Board's shared passion to do more in relation to active travel, including bringing forward schemes in more rural areas in the future. She did though also see merit in seeking to join up what was already there.

Councillor Fitzgerald shared the view that the underlying problem was that more money was needed to improve active travel schemes across the county. He questioned why the CPCPA had not received more funding for this, and stated his belief that there was a need to be more ambitious in the schemes which were put forward.

Councillor Herbert commented that there was a need to take a CPCA-wide view of issues. The GCP had funded almost all of the projects within its area. The projects which had been put forward were deliverable, and he encouraged Board members with rural geographies to discuss with the Transport team how best to bring forward projects for those areas.

Councillor Bailey commented that she had no objection in principle to active travel projects in urban areas, but the GCP was explicitly funded to deliver this type of project and had substantial resources available to it to do so. She therefore proposed that the Board should agree the schemes contained in the report which would be delivered by Cambridgeshire County Council, but defer a decision on the schemes to be delivered by the GCP and seek more information on why these could not be funded by the GCP.

The Interim Head of Transport confirmed that the projects described in the report were all CPCA schemes which formed part of the overall package of Tranche 2 programmes across Cambridgeshire, but that some would be delivered by the County Council and some by the GCP. Informal feedback from Government on previous CPCA applications suggested the need for project proposals to be more innovative and ambitious. There was a need to build a pipeline of these types of schemes which might be funded a variety of ways. Officers confirmed that the deliverability of the schemes which would be delivered by the GCP would not be impacted if a decision on these was deferred to August.

Councillor Neely stated his intention to abstain from the vote, but noted the underspend on capital projects discussed earlier in relation to the budget monitor report (minute 219 above refers) and the feedback from Government that the CPCA was missing out on active travel funding because it was not delivering its current programme. Against that background the Board had now spent considerable time discussing the merits and possible deferral of a relatively small amount of funding for a recommended and deliverable project within its area.

On being proposed by Councillor Bailey, seconded by Councillor Boden, it was resolved unanimously by those present and voting to amend recommendation a) to:

- a) Approve the drawdown of the **relevant share of the £753,000** of Active Travel Funding from the Medium-Term Financial Plan to complete a programme of active travel improvements in Cambridgeshire, **as delivered by Cambridgeshire County Council**.

(additional text shown in **bold**)

On being proposed by the Mayor, seconded by Councillor Herbert, it was resolved unanimously by those present and voting:

- a) Approve the drawdown of the relevant share of the £753,000 of Active Travel Funding from the Medium-Term Financial Plan to complete a programme of active travel improvements in Cambridgeshire, as delivered by Cambridgeshire County Council.
- b) Delegate authority to the Interim Head of Transport in consultation with the Chief

Finance Officer and Monitoring Officer, to conclude a Grant Funding Agreement with Cambridgeshire County Council to enable work to progress.

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

231. Transport Model Replacement

The current transport model had been produced around 2013 and reflected the pre-Covid position. The use of different approaches raised issues around both consistency and costs, so it was proposed to develop a single transport model. The discussion at the Transport and Infrastructure Committee had welcomed the proposed shift in approach from the CPCA working unilaterally to an integrated partnership approach with constituent councils. The main risk was around gaining a good quality dataset to inform the new model. Officers would manage that risk by setting a number of trigger criteria. The recommendations before the Board were endorsed unanimously by the Transport and Infrastructure Committee at its meeting on 13 July 2022.

Councillor Boden supported the proposal, but highlighted the issue of the baseline and the need for data which was valuable and helpful to the CPCA. He emphasised the importance of getting the data right, and requested that Officers should not be constrained by the end of the 2023 financial year target if it would take a little longer to achieve that. Officers acknowledged the likelihood of a potential overrun on this timeframe to allow time to look at all transport movements in spring.

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

- a) Agree the change in delivery for a new transport model with Cambridgeshire County Council being commissioned to lead the delivery of the model on behalf of all partners;
- b) Agree the changes to the spending objectives for the initial transport model budget. Previously approved budget will now be committed to modelling activities of:
 - i. Collection of data to populate current and future transport models; and
 - ii. Preparation of a full business case for the design and build of a new transport model.
 - iii. Retention of residual to be put towards model development (together with additional funding identified within the 2022/23 MTFP).
- c) Note the future arrangements for the review of the model, full business case, and sign-off of medium term financial plan (MTFP) funds (subject to approval) at a future date.

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

232. Peterborough Electric Bus Depot

The existing Peterborough bus depot was surrounded on three sides by residential properties and offered insufficient space to accommodate the additional infrastructure needed to accommodate electric buses. It was recommended that alternative locations should be investigated in order to best meet current and future need and to offer equity of opportunity to a number of bus operators. The recommendations were considered by the Transport and Infrastructure Committee on 13 July 2022 and had been endorsed unanimously.

The Deputy Police and Crime Commissioner welcomed the ambition of the proposals, but questioned how long they might take to deliver. There was a significant crime issue in the area and any measures to help address this would be welcome.

Councillor Fitzgerald expressed the wish to move at pace on this, noting that it was not just the size and location of the current depot which was an issue but its unsuitability for the infrastructure needed to support electric vehicles. Peterborough City Council welcomed the joint work with CPCAs officers which had taken place in relation to this scheme.

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

- a) Note the current position in relation to the Peterborough Bus Depot Relocation.
- b) Support the proposal to investigate alternative options for the provision of a bus depot in Peterborough.
- c) Agree a £40,000 drawdown from the £150,000 in the STA revenue budget, to progress this project in a timely manner.

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

233. A141 St Ives Outline Business Case

A number of studies had highlighted capacity challenges in the area. It was proposed that £6m should be released across 2022/23 and 2023/24 for the delivery of an outline business case on how these might best be addressed. The CPCAs would work in

partnership with Cambridgeshire County Council to minimise costs and maximise efficiencies across the project. The recommendations had been discussed by the Transport and Infrastructure Committee on 13 July 2022 and had been endorsed unanimously.

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

- a) Approve the release of £6m funding for the delivery of the Outline Business Case.
- b) Delegate authority to the Interim Head of Transport and Chief Finance Officer to enter into Grant Funding Agreements with Cambridgeshire County Council.

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

234. East Anglian Alternative Fuels Strategy (EAAFS)

The East Anglian Alternative Fuels Strategy (EAAFS) would form part of the work undertaken by the CPCA to mitigate against climate change. Subject to the Board's agreement, the next step in the process would be open the strategy to public consultation. This proposal had been endorsed unanimously by the Transport and Infrastructure Committee on 13 July 2022.

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

Approve a six-week public consultation on the EAAFS.

[The meeting adjourned from 1.12 to 1.34pm]

[Councillor Fitzgerald left the meeting at 1.12pm]

235. Climate and Strategy Business Cases July 2022

This key decision report was added to the Forward Plan on 19 July 2022 under general exception arrangements.

The project proposals before the Board had been subject to an evaluation which had involved them being scored against the six capitals approach, evaluated for affordability and approved by the CPCA's internal policy and resources committee and they were compliant with the Treasury's Green Book approach to project selection.

Councillor Boden spoke of the longstanding concerns around soil condition in the Fens and the age of the data that was available. It was appropriate that the local farming community was engaged in this discussion, but his impression was that some members

of that community did not feel that their views were being represented and this was something which he planned to explore further. Questions around independence had been raised in relation to partnerships with large business interests in the area, and whilst he would not object to the report proposals this was something which he would want to look at in more detail. The Strategic Planning Manager stated that the engagement process was designed to capture the voices of the farming community, business and academics and offered to assist with following up these points outside of the meeting.

Councillor Conboy endorsed the Huntingdon Biodiversity For All project and voiced her wish to see the learning from this shared across the CPCA area.

Councillor Bailey asked that Officers review the wording in 2.2.3 and 2.2.4 for future reports as she felt this was not entirely accurate in relation to the bids made by East Cambridgeshire District Council and Fenland District Council. Reference was also requested to the change in process halfway through which meant that some bids were not progressed.

The Mayor stated that he had been involved in a recent walkover of Fens farmland and had been profoundly impressed by the passion and ambition of the members of the farming community he had met there and their level of engagement.

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

- a) Approve the Business Case for the Huntingdon Biodiversity For All project and approve £1.2m CPCA capital investment and £150,000 revenue from subject to approval line in the MTFP.
- b) Approve the Business Case for the Fenland Soil project and approve drawdown of £100,000 from the subject to approval line in the MTFP for Climate Commission.
- c) Note the progress of the Waterbeach Renewable Energy Network project

[Professor Neely left the meeting at 1.44pm]

236. Shared Prosperity Fund Investment Plan

The final draft of the Cambridgeshire and Peterborough Shared Prosperity Fund (SPF) Local Investment Plan had been developed collectively and at pace with local authority partners including the Cambridgeshire Public Service Board (CPSB) during the previous two months. It was focused on social and economic investment with an indicative allocation of c£9.8m to the CPCA. A six capitals analysis had been applied to deliver outcomes to areas of highest need across the Combined Authority's geography. The Skills Committee and the Business Board had also been consulted.

Councillor Boden expressed his thanks to the Mayor for his personal intervention in relation to the Fenland element of the proposals which had allowed the Board to move

forward collectively. He requested a note outside of the meeting on the needs assessment in relation to Multiply and the geographical split.

Councillor Bailey commented that the SPF settlement was not great and that there was a need to maximise its use. Officers stated that an independent appraisal would be carried out across the projects which would focus on value for money and meeting the SPF criteria. Discussions would also take place with partners around how it would be delivered. A collaborative approach would be taken, and Officers would speak to local authority partners if problems were identified with any of the projects.

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

- a) Approve the final draft Cambridgeshire and Peterborough Local Investment Plan.
- b) Delegate authority to the Chief Executive Officer in consultation with the Chief Finance Officer and Monitoring Officer to make minor final refinements to the Local Investment Plan and to submit that final version to the Department for Levelling Up, Housing and Communities before the 1 August 2022 deadline.
- c) Delegate authority to Chief Executive Officer in consultation with the Chief Finance Officer and Monitoring Officer to make amendments to the Local Investment plan based on any feedback from the Department for Levelling Up, Housing and Communities and after consultation with the Cambridgeshire Public Service Board.

237. North Cambridgeshire Training Centre Infrastructure Funding

The Board's approval was sought for a business case for additional infrastructure works relating to the North Cambridgeshire Training Centre (NCTC) and the award of a grant of £347k from the Transforming Cities Fund. This would enable access from the A141 junction in Chatteris to the new NCTC. A comprehensive transport assessment of this proposed mitigation had been undertaken with Metalcraft Ltd, the project lead, and Cambridgeshire County Council as the local Highways Authority. The original project plan had envisaged minimal works being required as there was an existing junction, but it had subsequently become clear that modifications were needed in relation to safety. Based on a review of the project with partners, transport modelling data and additional contingency funding of 10% which had been made available by Metalcraft Ltd the Business and Skills team was satisfied that the business case for the scheme remained strong.

Councillor Conboy welcomed confirmation that learning from other projects was being applied in this case.

Councillor Williams asked whether the NCTC would be served by public transport. Officers confirmed that this would be the case, and that the education provider was drawing up a transport plan for the site.

Councillor Boden expressed his thanks to the Mayor and to the CPC for their

continued support for this project. The delays around the project and the late identification of the need for this additional mitigation was a matter of regret, but he was pleased to see the project progressing. He judged that a nimble response would be needed if different or additional training needs were identified in the future and sought confirmation that the Mayor would support these if needed. The Mayor stated his expectation that the Board would want to support the skills agenda.

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

- a) Approve the Business Case for North Cambridgeshire Training Centre additional Infrastructure works and approve £347,000 Grant from the Transforming Cities Fund.
- b) Note formal commitment by project Lead to increase outputs by at least 10% across all learners using the centre per year until 2030 secured by a revised grant funding agreement.
- c) Seek a financial contribution from Metalcraft towards the infrastructure costs.

**238. Cambridgeshire Peterborough Growth Company Limited (Growth Co)
Allotment of New Shares to the Combined Authority**

The Combined Authority Board had, on the recommendation of the Business Board, authorised the investment of £400k of recycled local growth funds into Growth Co. Approval was now sought for Growth Co to issue £400k of shares to the CPC. Officers confirmed that the investment in Growth Co represented base capital and that this was part of the full business case.

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

Give approval to the Cambridgeshire Peterborough Business Growth Company Limited (Growth Co) to issue 400,000 additional £1.00 shares to the Combined Authority in return for investment of the £400,000 of Recycled Local Growth Fund.

Part 6 - Business Board recommendations to the Combined Authority

239. Members were reminded that when the Combined Authority Board took decisions as the Accountable Body for the Business Board it was committed to acting in line with the CPC's assurance framework in the interests of the Cambridgeshire and Peterborough area as a whole, and to taking decisions based on the recommendations of the Business Board.

240. Growth Works Management Review July 2022

The report set out Growth Works programme performance for Q6, which covered the period from 1 April to 30 June 2022. The overall progress was solid with job outcomes and apprenticeships ahead of profile, although there was a close focus on coaching as this was part of the revenue underspend on growth. Grant offer letters were on track, but the receipt of claims from businesses that had completed their training was below profile. A six-month cycle had been anticipated for this process, but currently it was taking around eight to nine months. There were 18 months of the programme remaining, and the Senior Responsible Officer for the Business Growth Service remained confident that all grants would be fulfilled.

The Mayor expressed his thanks to Nigel Parkinson, the Chair of Cambridgeshire and Peterborough Growth Co., for making himself available to the Board to answer questions if needed.

The Board resolved to:

Note the Growth Works programme performance up to 31 May 2022 (Q6 is April 2022 to 30th June 2022).

Part 7 - Governance Reports

241. Member Officer Protocol

The Board had agreed at its Extraordinary meeting of 20 May 2022 (resumed on 8 June 2022) to follow the principles set out in the draft Member Officer protocol pending its formal adoption following review by the Audit and Governance Committee.

The Audit and Governance Committee (A&G) had reviewed the draft protocol on 30 June 2022. The Committee recommended that an additional element should be added in relation to Members' use of email addresses, that a social media protocol should be developed, and that the Member Officer protocol should be reviewed within six months of its adoption.

Board members expressed their thanks to A&G and to the Interim Head of Governance for their work in relation to the Member Officer protocol.

Councillor Boden commented that Members had a democratic right to voice legitimate concerns in relation to CPCA business, and that he would be concerned if the provisions around maintaining the reputation of the CPCA should be seen to infringe on that right. He welcomed the decision not to require Members to adopt a CPCA email address, commenting that it was his understanding that all elected Members had official email addresses with their home Authorities. Councillor Boden described difficulties he experienced opening some CPCA documents sent to his official Fenland District Council email address and officers undertook to raise this issue with the IT team.

Councillor Herbert voiced his support for the principles set out in the Member Officer protocol. He too had on occasion experienced CPCA documents being rejected by his official Cambridge City email address and would welcome this being explored and a

simple solution identified. Councillor Herbert emphasised the importance of respecting confidentiality, commenting that he had felt undermined as a Chair when the content of confidential meeting documents had been leaked. He spoke of the importance of mutual respect and of improving relationships between Members as well as between Members and Officers. The recent months had been a difficult time for the CPCAs staff, and he thanked Officers for their work.

Councillor Nethsingha commented that many of her County Council emails were forwarded to her personal email account. The County Council's information governance team were comfortable with this arrangement so she hoped the same would be true for the CPCAs, but she would like this confirmed. Councillor Bailey commented that District Council emails were forwarded to her personal email account. This was not popular with her own Authority, but she had found signing into multiple email accounts unworkable. The Interim Head of Governance undertook to clarify baseline CPCAs security requirements around the use of email, and to confirm whether email protocols approved by constituent councils were considered to meet CPCAs email security requirements.

On being proposed by the Mayor, seconded by Councillor Conboy, it was resolved unanimously by those present to:

- a) Agree the Member Officer Protocol attached at Appendix A for adoption into the Constitution.
- b) Note the intention to review the Protocol within 6 months.
- c) Note the intention to develop a Social Media Protocol to support the Member Officer Protocol.

242. OneCAM Ltd Audit Report

The Independent Chair of the Audit and Governance Committee had been invited to join the meeting for this item, but was away. At the Board's previous meeting, Mr Pye had mentioned the lack of clarity around a process for referring matters to the Audit and Governance Committee for consideration. Officers had subsequently confirmed that this would be considered as part of the review of the Constitution that would be taking place as part of the response to the Improvement Framework.

The Mayor expressed his thanks to the Independent Chair of the Audit and Governance (A&G) Committee and to committee members for their thoroughness and diligence in reviewing the issues raised.

The report was introduced by Anna O'Keefe, Senior Manager at RSM UK Risk Assurances Services. RSM UK was commissioned by A&G to carry out an independent audit of governance and decision-making following the cessation of the OneCAM project in response to a request from two members of the Combined Authority Board.

Ms O'Keefe stated that RSM UK had carried out an advisory review with a specific scope. No evidence was found that the decision to terminate the OneCAM project was not carried out in line with the Combined Authority's Constitution or the Shareholder Agreement of OneCAM Ltd. A timeliness issue was identified in relation to the decision taken in May 2021 to terminate task orders where Members were not briefed until 2 June 2021. The officer decision notice (ODN) was then not reported at the Board's next meeting on 30 June 2021, but at the following meeting on 28 July 2021. A few actions had been identified which would be incorporated into the planned review of the Constitution.

Councillor Bailey commented that she was one of the two Board members who had asked A&G to look into this matter. She expressed herself to be astonished that no finding of a conflict of interest had been made in relation to decisions made by an Officer who was both a joint chief executive of the CPCA and a co-director of OneCAM Ltd. In this particular case the desired outcomes of both the CPCA and OneCAM Ltd were the same, but she felt it was wrong that an Officer had been placed in this position. Councillor Bailey stated her wish to be clear that she placed no blame on the individual concerned, but was critical of the position in which they had been placed. She judged this to be a clear case of a conflict of interest, and she was very concerned that neither A&G or the independent auditor had identified it as such. She commented that the decision to cease task orders had been widely reported before the ODN was completed, and she asked that these issues should be taken back to A&G. Whilst the Officer concerned may have consulted others, they took the decision themselves. In her judgement, this decision should have been tasked to a deputy and she would like A&G to consider this point also. Ms O'Keefe stated that the independent review had been carried out to the scope agreed. They were satisfied in terms of the decision that was made that there was no conflict of interest, but the review had not looked at the possibility of wider conflicts of interest due to the way that OneCAM Ltd had been set up, or any other subsidiary companies.

Councillor Nethsingha expressed the hope that an Officer would never be placed in such a position in the future.

The Mayor stated that whilst the signing of the ODN had been done by a single Officer, there had been more than one person involved in the decision to move towards the position reflected in the ODN. His observation at the time was that the people who had come together from different parts of the OneCAM organisation had taken the decision themselves, and that this had been done for what they thought were the best reasons, for the public purse and their own organisation.

The Deputy Monitoring Officer stated that the process for referring matters to the Audit and Governance Committee would be clarified as part of the planned review of the Constitution. The concerns expressed in the meeting, including around potential Officer conflicts of interest, would be raised with the Audit and Governance Committee.

It was resolved to:

- a) Note the One CAM Audit Report.
- b) Note the key findings and actions in the report.

243. Performance Report

An exempt appendix to the report which was not listed on the face of the published report was circulated electronically to Board members on 21 July 2022 with the agreement of the Deputy Monitoring Officer. This appendix was exempt from publication under Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, as amended, in that it would not be in the public interest for this information to be disclosed - information relating to the financial or business affairs of any particular person, including the authority holding that information. The public interest in maintaining the exemption was deemed to outweigh the public interest in publication. The Mayor asked whether any Board member wished to discuss the exempt appendix. No Member expressed the wish to do so.

New performance indicators had been developed as part of the Sustainable Growth Ambition Statement, and these new indicators would be brought to the Board in September. The previous RAG ratings had been refined following the identification of some clear optimism bias and these were subject to internal review on a monthly basis. The risk audit report would be considered by the Audit and Governance Committee at its meeting later in the week, and work was underway to look at risk in more detail.

It was resolved to:

Note the latest performance report.

244. Calendar of Meetings 2022-23

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

Approve the Calendar of Meetings for 2022/23 (Appendix 1).

245. Annotated Forward Plan July 2022

Councillor Bailey asked when proposals around the future shape of the Housing team would be brought to the Board as she was unsure of the team's current role and considered the matter to be urgent. Councillor Herbert, Lead Member for Housing and Chair of the Housing and Communities Committee (H&CC) stated that this had been discussed at the H&CC's July meeting. It was hoped that a further update on progress and future arrangements would be brought to the Committee's next meeting. However, it was right that this work was taken forward in the context of the wider review of the CPCA committee structure which would be taking place as part of the response to the Independent Review of Governance and Ways of Working which would be considered by the Board in the autumn. The modelling of the housing budget would also need to be reviewed during the next few months.

The Interim Chief Executive stated that this was amongst the issues around internal structures currently being considered. He had spoken to the Director of Housing and Development, but had nothing to add at this stage around the detail.

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

Approve the Forward Plan for July 2022.

(Mayor)

Appendix 1

	Question from:	Question to:	Question:
1.	Roxanne De Beaux Executive Director, Camcycle	Mayor Dr Nik Johnson	<p>We are pleased to see that the Combined Authority is looking to progress more Active Travel tranche 2 schemes across our region with the additional funding needed and we urge the board to support the drawdown of these funds.</p> <p>However, the progress of tranche two further highlights the failed bid for £6 million for Tranche 3 of Active Travel funding from the Department for Transport and what could have been achieved with that extra funding.</p> <p>Can the Combined Authority share more information about why the bid was unsuccessful and advise how the Combined Authority, along with the support of Camcycle and our partner organisations including Peterborough Cycle Forum, Ely Cycling Campaign, Milton Cycling Campaign and Hunts Walking and Cycling Group will ensure that the bid for Tranche 4 Active Travel Funds is successful.</p> <p><i>Supplementary question/ comment:</i></p> <p>Making progress on this the sooner the better would be great.</p>
	Response from:	Response to:	Response:
1.	Mayor Dr Nik Johnson	Roxanne De Beaux Executive Director, Camcycle	<p>Thank you for your offer of help.</p> <p>The Combined Authority is committed to improving the active travel offer across Cambridgeshire and Peterborough. We are currently awaiting detailed feedback on why we did not secure the funding through Tranche 3. When this information becomes available the Combined Authority will be working with partner organisations to</p>

Question from:	Question to:	Question:
		<p>ensure that the lessons are learned ahead of the next round of funding bids.</p> <p>The Combined Authority is looking to engage with active travel interest groups, such as Camcycle, to improve our work in this area. This includes the implementation of a clear governance process to ensure that active travel needs are thought about proactively. We will be looking to employ an active travel advocate and explore the potential to establish an independent active travel scrutiny group that will examine future funding opportunities and ensure these have a strong alignment to the strategic direction outlined in our Local Transport and Connectivity Plan.</p> <p><i>Response to supplementary question/ comment:</i></p> <p>I agree.</p>



Combined Authority Board – Minutes Action Log

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

Minute	Report title	Lead officer	Action	Response	Status
167.	2022-23 Financial Strategies	Roger Thompson/ Steve Clarke	Officers were asked to produce a table for schemes managed by the Business Board and how these were meeting the CPCA's growth ambitions, for example number of apprenticeships and new jobs created/ business start-ups etc.	Following changes in CPCA resourcing in the business area, officers are reviewing how best to produce an output in time for the next Board meeting.	Open
176.	Demand Responsive Transport	Steve Cox/ Tim Bellamy/ Oliver Howarth	The next report on DRT to include cost per journey information and whether it is driving modal shift.	Additional and emerging figures on the Demand Responsive Transport (DRT) trial will be made available at various milestones and stage gates of the project. In addition, information will be made available as part of the bus strategy development work.	Closed

Minute	Report title	Lead officer	Action	Response	Status
199. and 200.	Appointment of the Overview and Scrutiny Committee 2022/23 Appointment of the Audit and Governance Committee 2022/23	Edwina Adefehinti	Officers were asked to raise the exclusion of Independent members from political proportionality calculations relating to committee memberships with DLUHC.	At present the law as it is set out in The Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017 which applies to all combined authorities, excludes independent members from political proportionality calculations. For there to be a change a new statutory instrument would be required. This issue will be raised with DLUHC by officers.	Open
203.	Engagement with DLUHC	Edwina Adefehinti/ Martin Jaynes	To provide a note on the likely cost of employment related claims and current vacancy levels within the CPCA.	This is an exempt matter in accordance with the Local Government Act 1972. Furthermore, negotiations are ongoing, therefore figures are unavailable presently. However, at some stage the figures will be reported in the Authority's accounts. Work on current vacancy levels within the CPCA is in progress, and an update is planned to be issued to Board Members this week.	Closed
215.	Audit and Governance Committee Annual Report 2021/22	Jodie Townsend	To confirm whether the Constitution has been updated to reflect learning in relation to the process for referring matters to A&G for consideration.	The Constitution has not been updated as described. The Constitution will be reviewed and revised as part of the Authority's response to the Independent Review of Governance and Ways of Working. This issue will be addressed as part of that work.	Closed
	Gordon Mitchell		The Interim CEX to be asked to look at A&G's capacity to deliver its workload in the coming year and to provide assurance to the Board.	This will be addressed as part of the response to the Improvement Framework. The Interim Head of Governance will liaise closely with the Chair of the Audit and Governance (A&G) Committee to support the agreed A&G work programme.	Closed

Minute	Report title	Lead officer	Action	Response	Status
220.	Forward Plan	Roger Thompson/ Steve Clarke	An informal discussion was proposed around regional partnerships, the Business Board's status as either a LEP or a growth board and the number of elected members appointed to the Business Board.	Following changes in CPCa resourcing in the business area, officers are reviewing how best to respond to this before the next Board meeting.	Open
226.	Budget Monitor Report July 2022	Steve Cox/ Tim Bellamy	Officers undertook to provide a briefing note outside of the meeting on the Kings Dyke project around how the underspend reported for 2021/22 aligned with the request made at the Transport and Infrastructure Committee for the CPCa to pay its 60% share of the costs to CCC.	A paper on the funding will be provided at the next Transport and Infrastructure Committee for agreement and subsequent approval at a Combined Authority Board meeting.	Closed
		Jon Alsop/ Rob Emery	Officers undertook to discuss with the external auditor how negative slippage was presented.	This issue has been raised with the external auditors. A response is awaited.	Open
		Steve Cox/ Tim Bellamy	Officers had been tasked to look at the issues around Wisbech Route 68 bus service. The Mayor agreed that a report could be taken to the next Transport and Infrastructure Committee meeting if appropriate.	Short and medium-term financial support for public transport will be considered alongside an emerging bus strategy at the next Transport and Infrastructure Committee meeting.	Closed

Minute	Report title	Lead officer	Action	Response	Status
226.	Budget Monitor Report July 2022	Jon Alsop/ Rob Emery	A Member suggested that a clear, easy to understand annex or separate update which was designed to be shared with partner organisations would be a useful addition in future.	This suggestion related to a future report on capital slippage. Once this is prepared the requested annex will be included.	Closed
228.	Improvement Framework	Jodie Townsend	A specific discussion around the governance report was requested.	Discussion to take place with Cllr Herbert regarding format of briefing (separate session via Teams) and date to be included in diary for September.	Open
		Gordon Mitchell/ Martin Jaynes	The Interim Chief Executive offered the Board an update summarising the current position in relation to filling vacancies.	In progress, and an update is planned to be issued to Board Members this week.	Open
230.	Active Travel (Cambridgeshire)	Steve Cox/ Tim Bellamy	Board members suggested lobbying Government on the difficulties in obtaining active travel funding for rural areas.	Through the work of the Active Travel Advocate and the Scrutiny Group, improvements to active travel in rural areas will be given a high priority (particular focus). The Combined Authority is working with Sustrans and EEH to look at funding opportunities and areas of best practise.	Closed
		Jodie Townsend	A Member suggested that the four shared priorities of the CPCA, the Cambridgeshire and Peterborough Health and Wellbeing Boards and the Integrated Care System should be referenced in CPCA reports.	This will be considered as part of the review of report templates recommended by the Governance Review.	Open
		Directors	A Member suggested a focused piece of work around rural issues.	To be progressed.	Open

Minute	Report title	Lead officer	Action	Response	Status
235.	Climate and Strategy Business Cases July 2022	Chris Bolton	Officers were asked to review the wording in 2.2.3 and 2.2.4 for future reports as this was not felt to be entirely accurate in relation to bids made by ECDC and FDC. Reference was also requested to the change in process halfway through which meant that some bids were not progressed.	The wording will be reviewed in future reports.	Closed
236.	Shared Prosperity Fund Investment Plan	Fliss Miller	A note was requested on the needs assessment in relation to Multiply and the geographical split.	This information will be included in the Skills Committee report: Multiply – the approach to programme delivery. Multiply is also on the agenda for the September Combined Authority Board.	Closed
234.	Member/ Officer Protocol	Jodie Townsend	Officers would raise with IT the issues reported by two Members in opening some attachments sent to their home authority email address by the CPCA.	Issue raised with IT.	Open
		Jodie Townsend	Officers undertook to clarify baseline security requirements around the use of email, and to confirm whether email protocols approved by constituent councils were considered to meet CPCA email security requirements.	Engagement with IT has taken place, IT are drawing up guidance to be issued to Members.	Open
235.	OneCAM Ltd Audit report	Edwina Adefehinti/ Jodie Townsend	To clarify the process for referring matters to the Audit and Governance Committee as part of the planned review of the Constitution.	The constitutional review is ongoing as part of the improvement plan. There is a timetable that will be agreed by Members through Cllr Edna Murphy, Lead Member for Governance. As part of the review, a process for referring matters to A&G will be written and brought to the CA Board for approval.	Open

Minute	Report title	Lead officer	Action	Response	Status
		Edwina Adefehinti	To take learning from the OneCAM Ltd audit report and raise the concerns expressed in the meeting, including around potential Officer conflicts of interest, with the Audit and Governance Committee.	The Deputy Monitoring Officer intends to take a report to the September meeting of the Audit and Governance Committee.	Open



Cambridgeshire and Peterborough Combined Authority Board
Wednesday 31 August 2022

Public questions

No.	Question from:	Question to:	Question:
1.	Councillor Sam Hoy Cambridgeshire County Councillor, Fenland District Councillor and Leader of Wisbech Town Council	Mayor Dr Nik Johnson	Why has it taken so long to reach a decision on the number 68 bus run by FACT. Given this is a vital service used by many vulnerable people will you commit to long term funding and if not why not.

No.	Response from:	Response to:	Response:
1.	Mayor Dr Nik Johnson	Councillor Sam Hoy	



**CAMBRIDGESHIRE
& PETERBOROUGH
COMBINED AUTHORITY**

Agenda Item No: 2.1

Green Home Grant LAD2

To:	Cambridgeshire and Peterborough Combined Authority Board
Meeting Date:	31 August 2022
Public report:	Yes
Lead Member:	Mayor Dr Nik Johnson
From:	Maxine Narburgh, Regional Head of Greater South East Net Zero Hub
Key decision:	Yes
Forward Plan ref:	KD2022/039
Recommendations:	<p>The Combined Authority Board is recommended to:</p> <ul style="list-style-type: none">a) Note the ongoing work with BEIS to manage the recovery plan for the Green Homes Grant (LAD2 programme) and the revised forecast covering the scheme extension by an additional three months to complete installations by 30 September 2022.b) Approve the return of additional underspend to BEIS of £33.35m that is detailed in an MOU variation attached as Appendix 1.c) Delegate authority to the Interim Chief Executive, the Monitoring Officer and the S73 Officer to return any remaining unspent capital funds at scheme end in line with the revised MOU and scheme conditions.
Voting arrangements:	A simple majority of all Members present and voting.
	To be carried, the vote must include the vote of the Mayor, or the Deputy Mayor when acting in place of the Mayor.

1. Purpose

- 1.1 This report is to update the Board on current status of the LAD2 scheme delivery, noting new forecasts for the out-turn.
- 1.2 To inform the Board of the request from BEIS and ask for decision on early return of funds which will remain unspent in this scheme.
- 1.3 To ensure the scheme can close in October 2022 in line with the requirements in the MOU without recourse to further decisions from the Board.

2. Background

- 2.1 On the 26th January 2022 a Board paper with an exempt appendix was presented to the CPCB Board explaining the delivery status of the Green Homes Grant Local Authority Delivery (LAD2) programme, which highlighted an expected project underspend of c. £25,000,000-£30,000,000 against the overall programme funding of £78,350,000. £22,000,000 was returned to BEIS on 31st March 2022.
- 2.2 The purpose of the Green Homes Grant, also known as the Local Authority Delivery (LAD2) programme is to raise the energy efficiency rating of low income and low EPC rated households (those with E, F or G although D is also in scope subject to a cap of 50% of Band D homes upgraded across the region), to deliver the following outcomes.
 - a. Tackle fuel poverty by increasing low-income household's energy efficiency rating while reducing their energy bills
 - b. Deliver cost effective carbon savings to carbon budgets and progress towards the UK's target for net zero by 2050
 - c. Support clean growth and ensure homes are thermally comfortable, efficient, and well-adapted to climate change,
 - d. Support Local Authorities to build capacity and capability to deliver large scale energy efficiency projects to low-income households,
 - e. Support economic resilience and a green recovery in response to the economic impacts of Covid-19, creating thousands of jobs, and
 - f. Use learnings from the delivery experience to inform the development and design of further energy efficiency and heat scheme
- 2.3 The full £78.35 million capital plus £1million mobilisation fund that was awarded to the GSENZH on 12 February 2021 will not be allocated into homes. This is due to delays in contracting, availability of a national supply chain and local authority capacity to deliver projects which has resulted in the inability to spend the funding allocation within the project timeframe (now September 2022).
- 2.4 The LAD2 scheme has been extended again by three months. We received the most recent extension letter (Appendix 2) on 15 June 2022 to allow installations to continue until 30 September 2022. This will be the final extension of the delivery period as confirmed by letter (Appendix 3) from the responsible Minister (Lord Callanan) to the Mayor on 11 July 2022.

- 2.5 The recovery plan in January 2022 predicted ~£45m delivery against the £78.35m target. £22m funding was returned to BEIS following CPCA Board decision as part of an MOU variation signed in February 2022.
- 2.6 Despite recent signs of progress only ~£7.5m has been spent to end of June 2022, the ~£2.5m achieved in June reflects some late billing of work in previous months. This late billing behaviour will lead to a variance that will emerge at the end of the scheme reducing the accuracy of forecasts. This adds risk to our forecasting as the volumes of work allocated and delivered are increasing and we may see greater impact of this behaviour.
- 2.7 Work is ongoing to maximise our delivery of LAD2. This involves building both the project team, and installer, capability and capacity. It must be noted that this will have minimal impact in the time remaining on this scheme and will provide larger benefits to the delivery of Sustainable Warmth and future projects.
- 2.8 The scheme has delivered 1,376 measures to 860 households (end of July).
- 2.9 Using actuals to end of June 2022 and applying various delivery scenarios our current forecast gives a range of ~£16m - £21m at scheme end. Once the forecast is risk adjusted for late billing variance, and potential increasing impact from it, we have an upper end forecast around £24m. Note that the upper forecast is extremely unlikely, and we require performance to improve compared to June 2022 delivery to achieve the lower forecast of £16m.
- 2.10 Unspent funds must be returned to BEIS. The Department is asking for early return of £33.35million by end of September 2022 and this requires CPCA Board agreement to the MOU variation dated 15 July 2022.
- 2.11 Returned funding may be made available to similar schemes or these monies may be returned to HM Treasury to reinvest or reduce the capital sum against which this was funding was borrowed 2 years ago. This demonstrates effective management of public money as we have identified we cannot spend the funds in this scheme.
- 2.12 Local Impact: The return of £22million plus £33.35million from a fund of £79.35million is split across the collection of smaller funding allocations across 136 Local Authorities. The large impact seen in the whole scheme translates to a reduction of less than £2million across Cambridgeshire and the Local Authorities that constitute the Combined Authority region.
- 2.13 We agreed with BEIS to allow flexibility in the amount of funds returned early if monitoring of performance can evidence that the scheme can deliver more than the upper end of the forecast range, that is exceed £24m outturn. This evidence has not been seen in June delivery figures or the early indications from July delivery performance. We must return the full amount requested; no further data is expected in the timescale that will impact the forecast.
- 2.14 At the end of scheme delivery, 30th September 2022, there is a 30-day period to finalise submissions from installers, managing agents, make final payments, and reconcile data and reporting for the final outturn of the scheme. This means that by 30th October 2022 any remaining unspent funds are to be returned to BEIS as per the conditions of the scheme. Any further underspend will be returned at that point.

- 2.15 Despite the underperformance of delivery in the LAD2 scheme it has allowed a supply chain to be developed for LAD Phase 3 and HUG1 projects running under the banner of the Sustainable Warmth Fund. A further phase of HUG funding is being discussed to run from March 2023.
- 2.16 Green Skills are an important part of the future for the region through the delivery of Net Zero targets for 2050 and lower carbon businesses. The Combined Authority has worked to improve these through

Capital projects

We have supported the College of West Anglia in the development of their proposal to be included in the Fenland District Council's Levelling Up Fund (LUF) bid to develop a Carbon Net Zero Centre at their Wisbech campus. The College through this process has also secured £2m of the Business Board's Recycled Local Growth Funds, which will act as match funding for LUF if that is successful.

We are also supporting Peterborough College (part of Inspire Education Group) in the development of a new Centre for Green Technology. A funding request is currently being considered as part of the recycled Transforming Cities Fund.

Combined Authority revenue funding

We have recently undertaken two procurement exercises; one for the Adult Education Budget (AEB) contracted provision and one for Skills Bootcamps – both procurements have allocated lots for the provision of green skills including those to support the work and skills required by the NetZero Hub.

Additional funds – Department for Education (DfE) Strategic Development Fund (SDF)

We worked with our partner colleges in the development of a successful bid to the SDF for c£2m. "Themed Green Skills for a Sustainable Future" will deliver the following:

- Introducing new green technology to campus locations, to allow for accelerated hands-on learning
- Immersive technology in specialist areas developed and delivered by each of the colleges
- The collaboration will develop modules in green technologies & sustainability for all learners, embedded in core curriculum areas
- CPD for all delivery teams across the whole FE estate to support the delivery of Green Skills
- Establish a regional employer forum. Promoting continuous improvement in the Themes

- 2.17 It is important to learn lessons from the operation and performance of this scheme and look specifically at the complexity, difficulty, and risk in the approach to deliver across such a large and varied territory with a centralised approach. There is good evidence of local delivery across many Local Authorities and managing the funding into local delivery where possible should be reviewed as part of all future bids.
- 2.18 Using the lessons learned to improve delivery on these types of scheme will not only improve the outcomes for homeowners across the region it will also improve our

relationship with BEIS as the Grant Authority, placing GSENZH in a better position for future projects.

- 2.19 Government is also seeking to extend the value of funds in the Energy Company Obligation Scheme (ECO4 from 2022-2026) from £650m a year to £1 billion a year. Investment in retrofit to meet Net Zero targets is a major policy strand for Government. Funding for LAD schemes is separate to ECO4 and funded from specific HMG reservations, however this is an indication of the level of commitment and expansion required in this area.
- 2.20 Additionally, work from the LAD2 scheme that has not yet been delivered can be transferred into the LAD3 component of the Sustainable Warmth Fund where it meets eligibility criteria, forming an initial pipeline of qualified demand.
- 2.21 The timing mandated in the MOU for the closedown of the scheme and requirement to return funds quickly at the end of a reconciliation process in October does not work well alongside the governance timings for the production and publication of papers for the Combined Authority Board. Recommendation C is to approve a delegation to the Interim Chief Executive and Monitoring Officer to execute the return of any remaining unspent funds as per the MOU without seeking a further decision from the Board. The final return of funds would be reported at the next available meeting.

Significant Implications

3 Financial Implications

- 3.1 As per recommendation b) the reduction of the grant award and the reprofiled spend of the LAD2 budgets is requested. As the outturn is currently forecast there are enough funds available to maximise the GSENZH delivery of the LAD2 scheme. As GSENZH are unable to fully deliver against the grant award (as discussed in section 3) there are changes required to both the income and expenditure.
- 3.2 There will be a repatriation of funds to BEIS to reflect the forecast underspend for the LAD2 programme which will occur during this financial year. For this paper, approval is requested to reduce the grant award by the sum agreed with BEIS as we have completed the recovery plan and subsequent discussions. The funding has already been received by the CPC and is held within the treasury management resources, and therefore holds no risk regarding the repayment.
- 3.3 The project has received a further extension to the delivery deadline of three months across all Energy Hubs who have experienced similar issues, which extends the spend profile to September 2022 rather than June 2022. This extension and the repatriation of funding, which results in a reduced spend profile. This transaction is in the current financial year and does not require any further reprofiling of spend across years.

4 Legal Implications

- 4.1 No legal implications noted as the decisions are all within the scope of the MOU between the Combined Authority and BEIS.

- 4.2 The Authority has the requisite power to enter into the proposed Memorandum of Understanding (MoU). The terms and conditions of the MoU attached at Appendix 1 have been reviewed by the Authority's legal team and approved. This will need to be signed with which the legal team will assist with.
- 4.3 Section 111(1) of the Local Government Act 1972 gives a local authority the power to do anything (whether or not involving the expenditure, borrowing or lending of money or the acquisition or disposal of any property or rights) which is calculated to facilitate, or is conducive or incidental to, the discharge of any of their functions. This will include doing anything that, in its opinion, is in the interests of, and will bring direct benefit to, its area or any part of it or all or some of its residents. In addition to this, section 1 (1) of the Localism Act 2011 gives local authorities general power to do anything individuals may do unless it is specifically prohibited in legislation.

5 Public Health Implications

- 5.1 The recommendations have neutral implications for public health.

6 Environmental and Climate Change Implications

- 6.1 The report recommendations have a neutral implications for the environment and climate change. While the report identifies that delivery of energy efficiency retrofit is underperforming on the LAD2 scheme. The recommendations are a result of that and will not impact the delivery.

7 Other Significant Implications

- 7.1 Engagement and Consultation discussion on the proposals has taken place across the Combined Authority through the Chief Executives group and Leaders Strategy Meeting and their views taken into consideration.

8 Appendices

- 8.1 Appendix 1 – MOU Addendum Clawback of Funds
- 8.2 Appendix 2 – Green Homes Grant LAD Phase 2 Memorandum of Understanding 17 June 2022 (signature redacted)
- 8.3 Appendix 3 – Letter from Lord Callanan 11 July 2022 (signature redacted)

9. Background Papers

- 9.1 [CA Board 26 January 2022 - Item 3.5 - Greater South East Energy Hub Mobilisation of Schemes and Re-profiling of Budget](#)

**'GREEN HOMES GRANT LOCAL AUTHORITY
DELIVERY PHASE 2 MEMORANDUM OF
UNDERSTANDING '**

Date: 15/07/2022



Department for
Business, Energy
& Industrial Strategy

LAD Phase 2 MOU – South East Hub

ADDITIONAL RETURN OF UNSPENT GRANT

To Whom It May Concern,

Following the Secretary of State decision to allow continued delivery of LAD Phase 2, with a new delivery completion date of 30th September 2022, the parties to the 'Green Homes Grant Local Authority Delivery Phase 2 Memorandum of Understanding' have agreed the following addendum to that MOU:

Previous funding:

Type	Amount
Original funding	£79,350,000
Previous underspend returned	£22,000,000
Current outstanding allocation	£57,350,000

Additional return of underspent funding:

Type	Amount
Additional underspend return to BEIS	£33,350,000

SE Hubs remaining funds:

Type	Amount
Updated allocation	£24,000,000

In accordance with paragraph 47 of the MOU, it is hereby agreed between the Authority and the Secretary of State that the sum of £33,350,000 will be returned to BEIS as soon as possible but no later than 30th September 2022 unless otherwise formally agreed.

It is also agreed that the updated Recovery Plan addendum provided by the SE Hub to BEIS, no later than Friday 22nd July 2022, shall form part of this addendum to the MOU and shall be subject to review (Dates to be agreed) between both parties until tools down on the 30th September 2022.

**Signed for and on behalf of the Secretary
of State.
Signature**

**Signed for and on behalf of the Authority.
Local Authority Name:
Signature:**

**Name:
Position:
Date:**

**Name:
Position:
Date:**

**'GREEN HOMES GRANT LOCAL AUTHORITY DELIVERY PHASE 2
MEMORANDUM OF UNDERSTANDING'**

Date: 15/06/2022

Delivery deadline of LAD Phase 2 MOU – South East Local Net-Zero Energy Hub

To Whom It May Concern,

As per the Secretary of State's decision to allow continued delivery of LAD Phase 2 we would like to inform you that you have the opportunity to apply for additional time to complete your works. The additional time will be decided on a case by case basis. Delivery can extend no later than 30th September 2022.

Any delivery date beyond the 30th June 2022 must be formally agreed through an approved change request and must adhere to any conditions placed upon it.

Any previous agreements regarding funding amounts and number of homes still remain in place unless otherwise specified and agreed during the change request approval process.

These changes are conditional upon signing and returning within 14 days of issue, a copy of this addendum to the 'Green Homes Grant Local Authority Delivery Phase 2 Memorandum of Understanding' agreeing the following changes to the MOU.

CHANGED DEFINITIONS

"Funding Period" is the period from initial allocation of the Grant to the Closure Date.

"Phase 2" means the Green Homes Grant Local Authority Delivery Phase 2, comprising the activities and outcomes for the Funding Period in line with the Sourcing Strategy, and which starts on the date of this MOU and concludes on the Closure Date.

NEW DEFINITIONS

"Closure Date" means 30th June 2022, or any such later date that is agreed between the Parties through a change request and which is a date no later than 30th September 2022.

CHANGED BACKGROUND

Paragraph 8: The GHG LAD scheme sets out to improve low energy performance homes in England by installing Eligible Measures. An initial competition (Phase 1A) was launched in August 2020 with a delivery deadline of March 2021. A second round of the Local Authority competition (Phase 1B) launched in October 2020 with a delivery deadline of 29th April 2022. A further £300m was allocated through Local Net Zero Hubs for regional delivery commencing in 2021, with a delivery deadline of up to 30th September 2022 (Phase 2). In order to support the early creation of jobs as part of a green recovery, Local Net Zero Hubs will maximise delivery, so far as reasonably possible, by the end of June 2022 ("prioritised delivery").

Hubs are required to complete all household registration for LAD Phase 2 by 31st March 2022 and installations carried out by the Closure Date.

Households signed up post 31st March 2022 cannot be actioned under LAD Phase 2 unless otherwise agreed with BEIS. This will be tracked monthly through delivery of Eligible Measures. Hubs are required to register measures with Trustmark and submit their final report no later than 31st October 2022.

GREEN HOMES GRANT LOCAL AUTHORITY DELIVERY
PHASE 2 MEMORANDUM OF UNDERSTANDING

CHANGED PARAGRAPHS –THE GRANT

Paragraph 15: The Grant is made available for use during the period from the date of this MOU until the Closure Date.

CHANGED PARAGRAPHS –AGREED USE OF UNDERSPEND

Paragraph 47: In the event that the Authority considers that it will not be able to use, or does not use all the Grant to secure delivery of the proposal by the Closure Date:

- a. The Parties will work together to agree how the Authority will spend any unspent Grant funding in line with the expected outcomes of the GHG LAD; and
- b. If the Parties are unable to reach an agreement described in sub-paragraph(a), the Authority agrees to repay the unspent Grant within 30 days of the conclusion of attempts to reach an agreement or by 30th October 2022, whichever is the earlier.

CHANGED PARAGRAPH: A NEW KPI FORECAST AND EXTENDED REVIEW PERIOD

Paragraph 63: The Authority will provide to the Project Team a new KPI forecast demonstrating delivery up to the Closure Date. This new KPI forecast will be provided within 14 days of MoU being issued. The Authority will work with the Project Team to undertake a review of their project and confidence in delivering by the Closure Date.

The review will take into account information in the Monthly Reports and performance against the KPIs and the MOU outcomes, as well as progress against the Proposal.

ANNEX B –Grant Conditions

Annex B, Para 2: The Chief Executive and Chief Internal Auditor of each of the recipient authorities are required to sign and return to the team leader of the Energy Efficiency and Local Division of the Department for Business Energy and Industrial Strategy a declaration to be received no later than 3 months after project closed or by 30th December 2022, whichever is earlier, in the following terms:

“To the best of our knowledge and belief, and having carried out appropriate investigations and checks, in our opinion, in all significant respects, the conditions attached to GREEN HOMES GRANT: LOCAL AUTHORITY DELIVERY GRANT DETERMINATION (2020):No 31/5187 have been complied with”.

Signed for and on behalf of the Secretary of State.

Signature Name: Shaun Garvey

Position:

Date:

Signed for and on behalf of the Local Authority.

Signature Name: Jon Alsop

Position: Head of Finance (S73)

Date 17th June 2022



Department for Business, Energy & Industrial Strategy

Lord Callanan
Minister for Business, Energy and Corporate
Responsibility

**Department for Business, Energy &
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11th July 2022

Dear Dr Nik Johnson,

RE: REQUEST FOR AN EXTENSION TO DECEMBER 2022 FOR THE LAD PHASE 2 SCHEME AND SUSTAINABLE WARMTH TO DECEMBER 2023

Thank you for taking the time to write to me on the 17 June 2022 on behalf of the Leaders of the Cambridgeshire & Peterborough Combined Authority in your capacity as Mayor of Cambridgeshire & Peterborough and our discussions at the meeting held on Thursday 23 June 2022.

In February 2021, the South East (SE) Hub was allocated approximately £80m of the £300m available LAD 2 funding, based on the proportionate number of eligible UK properties and a “base” allocation of £40m of capital funding through grant allocation under Section 31 of the Local Government Act 2003. The original agreed delivery milestone was 31 December 2021. This was extended to 30 June 2022 in December 2021, and the approval provided by HM Treasury on 31 May 2022 now allows delivery of measures to signed up households until 30 September 2022. These extensions were provided to secure delivery of the scheme and mitigate COVID-19 impacts. As confirmed yesterday there will be no further extensions as advised to your team previously.

Under Sustainable Warmth, Cambridge & Peterborough Combined Authority (CPCA) was awarded £118m of the c. £500m available funding, to deliver 10,242 homes by 31 March 2023.

As you mention in your letter, the political and public narrative surrounding the LAD scheme has been overwhelmingly positive. With increased pressures from increasing fuel prices, the cost of living and inflation driving demand, it is only right that BEIS look to maximise funding going into the system, and to maintain confidence in the schemes by the delivery committed to by LAs and their supply chains. This includes working with the Hubs to address current issues and improve future delivery capability.

Although BEIS are sympathetic to the challenges that the SE Hub faced at the beginning of the project(s), it is important to note that the decision to centralise all procurement and delivery was the choice of the SE Hub (on LAD 2), something which your Local Authorities within the Hub raised concerns around at the time. While I appreciate you subsequently

revised this decision when it became apparent the SE Hub did not have the capability or capacity to manage these activities, this has undoubtedly contributed to the delays you describe

Since January 2022, BEIS have received formal complaints from four councils regarding SE Hub's lack of communication and ability to manage delivery under LAD 2. Consequently, on the 28 January 2022 the BEIS LAD 2 Delivery team, Communications team and Deputy Director met with the SE Hub management to request that the Hub improve their communications strategy with their LAs.

In December 2021, following the withdrawal of the managing agents in October 2021, BEIS formally requested that the SE Hub submit a recovery plan outlining your delivery routes for both the LAD 2 and Sustainable Warmth schemes. In December 2021, the SE Hub submitted a recovery plan, however the plan failed to meet the required standard; it did not include for example, critical KPI information or, importantly, adequate assurance to BEIS about your proposed delivery. The Hub resubmitted the updated recovery plan to BEIS in January 2022, confirming their spend was being reduced to just £46m with a confirmed delivery date of June 2022.

The delivery teams within BEIS have done all that they can to support the SE Hub with delivery and have met with them weekly to discuss progress. However, despite this support, the SE Hub informed the LAD 2 delivery team in April that the projected spend was likely to be reduced to around £12m. We were advised that this expenditure would be delivered through their Managing agent (Warmworks) and Local Authority Grant Funding Agreements.

It is our understanding both recovery plans highlighted above went through Cambridgeshire & Peterborough Combined Authority Board governance for approval. It is clear to see from the significant shortfall of the amount spent and homes delivered being reported to BEIS that the SE Hub have failed to deliver even a small proportion of the figures signed off in these plans. This raises considerable concerns for BEIS on the strength and ability of the governance that the SE Hub have in place to monitor and assure delivery.

BEIS appreciates the additional work that the SE Hub have undertaken to resolve the issues that they faced, however, there are still major concerns around the ability of the SE Hub, and that of its Supply Chain, to deliver a significant proportion of the agreed works across both LAD 2 and Sustainable Warmth.

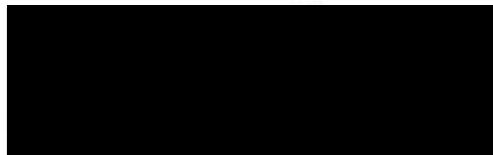
According to the May LAD 2 monthly report, only £5.4m of the £80m has been spent and that just £10m was forecast to be spent by the end of June 2022. It was highlighted at the meeting that your trajectory of spend, to achieve your total LAD 2 commitment of £25m by the end of September, will need to be in the region of £800k per week from 1 July 2022. Under Sustainable Warmth, of the £118m awarded, only £56k has been spent to date, meaning that you are required to spend upwards of £11m per month over the remaining 10 months to meet their target, we have no confidence that this would be achieved. I am sure that you will agree it is clear from these figures that despite your efforts, the SE Hub have not shown significant increases in capability or capacity to manage or deliver the homes already committed to under our schemes.

To summarise, the combined LAD 2 and Sustainable Warmth allocations, across the c.24-month delivery period, SE Hub have been issued a total of £198m of the c.£600m. Your current plans indicate you will deliver just, a third of your allocation due to your poor delivery performance and assurance processes. This has severely jeopardised both schemes performance. As I stated in the meeting, HMT believe the approach of providing Local Authorities and Energy Hubs the ability to deliver our schemes is not proving to be successful

and they have identified they may prefer removing delivery from you to a more centralised delivery.

Your commitments to the delivery of LAD 2 and Sustainable Warmth are welcomed, especially for the confirmation of a total spend of £25m against LAD 2 by 30 Sept 2022, and that any underspend on the schemes would be returned in a timely manner through using your engagement with the Greater South Eastern Net Zero Hub Board in July 2022. Your commitment to provide sight of the fortnightly updates being provided to the board, to BEIS, will provide us with additional supporting evidence on delivery of your LAD and Sustainable Warmth.

For these reasons above and because any form of managed closure or extension would fall outside the parameters of the funding agreed with HM Treasury, we are unable to progress with your extension request. I ask that you continue to work with your LAD 2 and Sustainable Warmth account managers to flag any concerns or queries that you have and work together to monitor the remaining delivery



Lord Callanan



**CAMBRIDGESHIRE
& PETERBOROUGH
COMBINED AUTHORITY**

Agenda Item No: 2.2

Sustainable Warmth Budget

To:	Cambridgeshire and Peterborough Combined Authority Board
Meeting Date:	31 August 2022
Public report:	Yes
Lead Member:	Mayor Dr Nik Johnson
From:	Maxine Narburgh, Regional Head of Greater South East Net Zero Hub
Key decision:	Yes
Forward Plan ref:	KD2022/049
Recommendations:	<p>The Combined Authority Board is recommended to:</p> <ul style="list-style-type: none">a) Note the ongoing challenges and work to manage the recovery plan for the Sustainable Warmth project and the revised forecast covering the scheme to complete installations by 31 March 2023.b) Approve the return of underspend to BEIS of £62,619,025 that is detailed in an MOU variation attached as Appendix 1.c) Delegate authority to the Interim Chief Executive and Monitoring Officer to return any remaining unspent capital funds at scheme end in line with the original MOU and scheme conditions.d) Approve the establishment of a Sustainable Warmth (Retrofit) project board, based on the outline structure in this paper and delegate authority to the Interim Chief Executive, in consultation with the Lead Member for the Environment and Climate Change, Chief Finance Officer and Monitoring Officer, to agree terms of reference.
Voting arrangements:	A simple majority of all Members present and voting.

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

1. Purpose

- 1.1 This report is to update the Board on the current status of the Sustainable Warmth scheme delivery, noting new forecasts for the out-turn.
- 1.2 To inform the Board of the request from BEIS and ask for decision on early return of funds which will remain unspent in this scheme.
- 1.3 To ensure the scheme can close in April 2023 in line with the requirements in the MOU without recourse to further decisions from the Board.
- 1.4 To get support for implementation of new governance arrangements for the project which operate in line with the development of governance arrangements within the Combined Authority and provide a better fit for the structure of operating the scheme through the Greater South East Net Zero Hub and the participating Local Authorities.

2. Background

- 2.1 On the 30 June 2021, the CPCA Board gave permission for the Greater South East Net Zero Hub (GSENZH) to bid into the Sustainable Warmth competition funded by BEIS. BEIS issued the Combined Authority a Sustainable Warmth Funding agreement of £118,389,025, and the Memorandum of Understanding (MoU) was signed on the 19 November 2021.
- 2.2 On 26th January 2022, the CPCA Board approved the creation of budget lines to deliver the services set out in the MoU for the £118,389,025 Sustainable Warmth programme.
- 2.3 Sustainable Warmth is a single funding opportunity which brings together two fuel poverty schemes. It aims to save households money, reduce fuel poverty, cut carbon and support the aims of the Prime Minister's 10 Point plan for a Green Industrial Revolution.
- 2.4 Sustainable Warmth Fund provides funding to upgrade homes both on and off the mains gas grid and is comprised of £286.8m for low-income households heated by mains gas through a third phase of Local Authority Delivery (LAD) and up to £152.2m for low-income households off the gas grid through the Home Upgrade Grant (HUG) Phase 1.
- 2.5 The outcomes for homeowners are in line with the previous LAD schemes. Through HUG funding there is an additional focus on homes that are off the gas grid and providing low carbon heating alongside fabric measures.
- 2.6 CPCA agreed via an MOU in November 2021 for £118.4m (attached as Appendix 2) to deliver funding to homeowners and private landlords with eligible tenants. The fund is split into LAD Phase 3 (£84.34m) and HUG Phase 1 (£34.05m). The Sustainable Warmth Fund scheme is scheduled to end on 31st March 2023. Delivery via this scheme is only just starting and extension of time to deliver is extremely unlikely.
- 2.7 The recovery plan (June 2022) forecast a max spend of ~£70m. Procurement of suppliers has not completed yet and the current Managing Agent for LAD2 has only just contracted for Sustainable Warmth activity. Capability and capacity to deliver are not yet known.
- 2.8 Re-forecasting for the scheme mid-point review (submitted 12th August) led to further reduction in max spend forecast to a maximum of ~£56m.

- 2.9 Unspent funds must be returned to BEIS, within the terms of the MOU they can request early repayment. They are asking for early return of £62,619,025 within 30 days of the MOU variation letter dated 5 August 2022. This requires CPCA Board agreement.
- 2.10 Returned funding may be made available to similar schemes or these monies may be returned to HM Treasury to reinvest or reduce the capital sum against which this was funding was borrowed 2 years ago. This demonstrates effective management of public money as we have identified we cannot spend the funds in this scheme.
- 2.11 Local Impact: The return of ~£62.6million from the fund of £118.4million is split across the collection of smaller funding allocations in 64 Local Authorities. There is no impact on Cambridgeshire and the Local Authorities that constitute the Combined Authority region as they are participating in Sustainable Warmth funded schemes through another delivery consortium and are not funded from these monies.
- 2.12 There is very little chance that the delivery period for LAD3 and HUG1 will be extended. This is because the funds for the current phases come from Government borrowing in FY 2020/21 and there is a responsibility to return funding that will be unused in this phase. Also the direction of scheme policy scope is moving towards HUG style measures and a bidding phase for HUG phase 2 is expected in the next few months.
- 2.13 There is no current delivery completed in Sustainable Warmth and half of the delivery period has now passed. There is work ongoing to maximise our delivery of Sustainable Warmth. This involves building both the project team, and installer, capability and capacity. This will have significant impact in the time remaining on this scheme and will provide larger benefits to the delivery of Sustainable Warmth and future projects.
- 2.14 Lessons must be learned from this and prior scheme underperformance to ensure the same issues do not occur in future initiatives. The complexity, difficulty, and greater exposure to risk from aggregating delivery across a large territory should be better assessed in future schemes and compared to the ability for Local Authorities to be funded to deliver for themselves as some have been able to do through grant funding agreements. This will lead to a better balance of delivery and monitoring and enable Local Authorities to be supported to grow their local delivery capability through shared good practice, installer networks, and the development of required Green Skills and Qualifications.
- 2.15 Green Skills are an important part of the future for the region through the delivery of Net Zero targets for 2050 and lower carbon businesses. The Combined Authority has worked to improve these through

Capital projects

We have supported the College of West Anglia in the development of their proposal to be included in the Fenland District Council's Levelling Up Fund (LUF) bid to develop a Carbon Net Zero Centre at their Wisbech campus. The College through this process has also secured £2m of the Business Board's Recycled Local Growth Funds, which will act as match funding for LUF if that is successful.

We are also supporting Peterborough College (part of Inspire Education Group) in the development of a new Centre for Green Technology. A funding request is currently being considered as part of the recycled Transforming Cities Fund.

Combined Authority revenue funding

We have recently undertaken two procurement exercises; one for the Adult Education Budget (AEB) contracted provision and one for Skills Bootcamps – both procurements have allocated lots for the provision of green skills including those to support the work and skills required by the NetZero Hub.

Additional funds – Department for Education (DfE) Strategic Development Fund (SDF)

We worked with our partner colleges in the development of a successful bid to the SDF for c£2m. “Themed Green Skills for a Sustainable Future” will deliver the following:

- Introducing new green technology to campus locations, to allow for accelerated hands-on learning
- Immersive technology in specialist areas developed and delivered by each of the colleges
- The collaboration will develop modules in green technologies & sustainability for all learners, embedded in core curriculum areas
- CPD for all delivery teams across the whole FE estate to support the delivery of Green Skills
- Establish a regional employer forum. Promoting continuous improvement in the Themes

Domestic Retrofit Supply Chain Market Intelligence & Skills Assessment

The GSENZH commissioned study will report in October. The study will map current retrofit supply chain capacity and projected growth to meet policy targets and the level of current skills provision against the level required for current and forecast future delivery. The outputs of the study will be at a local authority and local enterprise partnership level to inform policy and strategy.

- 2.16 Improving delivery on these types of schemes will not only improve the outcomes for homeowners it will also improve our relationship with BEIS as the Grant Authority, placing GSENZH in a better position for future projects.
- 2.17 Despite the low level of delivery in the LAD2 scheme it has allowed a supply chain to be developed for LAD Phase 3 and HUG1 projects running under the banner of the Sustainable Warmth Fund. A further phase of HUG funding is being discussed to run from March 2023. HMG are also seeking to extend the value of funds in the Energy Company Obligation Scheme (ECO4 from 2022-2026) from £650m a year to £1billion a year.
- 2.18 HUG and LAD projects are funded through separate central government funding but this alongside the MOU with BEIS for operation of GSENZH are indicative of the importance of investment in retrofit to meet Net Zero targets as a major policy strand for Government.
- 2.19 At the end of scheme delivery, 31 March 2023, there is a 30-day period to finalise submissions from installers, managing agents, make final payments, and reconcile data and reporting for the final outturn of the scheme. This means that by 30th April 2023 any remaining unspent funds are to be returned to BEIS as per the conditions of the scheme. Any further underspend will be returned at that point.

- 2.20 The timing mandated in the MOU for the closedown of the scheme and requirement to return funds quickly at the end of a reconciliation process in April does not work well alongside the governance timings for the production and publication of papers for the CA Board. Recommendation c) is to approve delegation of any remaining unspent funds as per the MOU. This would allow the Chief Executive Officer and Monitoring Officer to execute the return without seeking a further decision from the CA Board. The final return of funds would be reported at the next available meeting.
- 2.21 Governance for the project on this scheme is complex because the MOU with BEIS holds the CPCA accountable, the delivery organisation is GSENZH, and the delivery territory is across 64 Local Authorities none of which are constituent member Authorities of CPCA. The Cambridgeshire Local Authorities are part of an established delivery consortium they could not use for LAD2 delivery.
- 2.22 Work is being carried out to define the appropriate structures and Governance Terms of Reference. This is being done in conjunction with the CPCA's Governance Consultant and Head of Programme Management Office to ensure that established procedures and protocols are adhered to.
- 2.23 The governance framework is being developed in line with best practice aligned to the HMT Green Book, Infrastructure and Projects Authority best practice for project delivery, and the BEIS ways of working
- 2.24 This work will most likely agree two or three localised steering groups aligned to a split of the geography across the 64 Local Authorities. These groups will manage the day-to-day delivery and be accountable for addressing the risks and issues that challenge delivery in their area. They will escalate all decisions that require any change to funding profiles locally, supplier contract arrangements or where risk or issues exceed agreed tolerances.
- 2.25 The primary purpose of this level of interaction is to ensure full representation of the participants and the most relevant local knowledge to address delivery challenges and opportunities. This level will also ensure that risks and issues are reported and escalated to the Project Board.
- 2.26 The Project Board will take all operational decisions to improve the delivery of the scheme. They will be responsible for supplier management, tracking overall progress, assessing, and addressing risks and issues that are escalated to them.
- 2.27 Further to the operational management the Project Board will report progress of the scheme to BEIS, GSENZH Board, and CPCA as the accountable body. It is important to ensure that senior officers and Local Leaders in the Combined Authority have good engagement and visibility of progress on this scheme.
- 2.28 The terms of reference for the Project Board will define the delegated authority for financial matters, change control, risk management and reporting.
- 2.29 Escalation of these matters and decisions required will be to the relevant CPCA body (the CA Board or a sub-committee with appropriately delegated responsibility).
- 2.30 The responsibility and accountability of CPCA is laid out in the terms of the MOU for the scheme and this will be used as the basis of the definition of matters that must be reported, discussed, or decided by CPCA.

- 2.31 Recommendation d) is to approve this structure in outline and delegate authority to the Interim Chief Executive to finalise the Terms of Reference, in consultation with the Lead Member for the Environment and Climate Change and relevant executive officers.

Significant Implications

3 Financial Implications

- 3.1 As per recommendation b) the reduction of the grant award and the reprofiled spend of the Sustainable Warmth budgets is requested. As the outturn is currently forecast there are enough funds available to maximise the GSENZH delivery of the scheme in the remaining funds. As GSENZH are unable to fully deliver against the grant award (as discussed in section 2) there are changes required to both the income and expenditure.
- 3.2 There will be a repatriation of funds to BEIS to reflect the forecast underspend for the scheme which will occur during this financial year. For this paper, approval is requested to reduce the grant award by the sum agreed with BEIS as we have submitted our mid-point review and concluded subsequent discussions. The funding has already been received by the CPCA and is held within the treasury management resources, and therefore holds no risk regarding the repayment.

4 Legal Implications

- 4.1 No legal implications noted as the decisions are all within the scope of the MoU between the Combined Authority and BEIS.
- 4.2 The Authority has the requisite power to enter into the proposed Memorandum of Understanding (MoU). The terms and conditions of the MoU attached at Appendix 1 have been reviewed by the Authority's legal team and approved. This will need to be signed with which the legal team will assist with.
- 4.3 Section 111(1) of the Local Government Act 1972 gives a local authority the power to do anything (whether or not involving the expenditure, borrowing or lending of money or the acquisition or disposal of any property or rights) which is calculated to facilitate, or is conducive or incidental to, the discharge of any of their functions. This will include doing anything that, in its opinion, is in the interests of, and will bring direct benefit to, its area or any part of it or all or some of its residents. In addition to this, section 1 (1) of the Localism Act 2011 gives local authorities general power to do anything individuals may do unless it is specifically prohibited in legislation.

5 Public Health Implications

- 5.1 The recommendations have neutral implications for public health.

6 Environmental and Climate Change Implications

- 6.1 The report recommendations have a neutral implication for the environment and climate change. While the report identifies that delivery of energy efficiency retrofit is underperforming compared to original forecasts for the Sustainable Warmth scheme. The recommendations are a result of that and will not impact the delivery.

7 Other Significant Implications

- 7.1 Engagement and Consultation discussion on the proposals has taken place across the Combined Authority through the Chief Executives group and Leaders Strategy Meeting and their views taken into consideration.

8 Appendices

- 8.1 Appendix 1 – Sustainable Warmth MOU – Return of Grant Funding – Letter 5 August 2022
- 8.2 Appendix 2 – Memorandum of Understanding for Sustainable Warmth Competition (redacted)

9 Background Papers

- 9.1 [CA Board 30 June 2021 - Item 4.5 - Authority to spend for the Greater South East Energy Hub](#)
- 9.2 [CA Board 26 January 2022 - Item 3.5 - Greater South East Energy Hub Mobilisation of Schemes and Re-profiling of Budget](#)

**'SUSTAINABLE WARMTH: LOCAL AUTHORITY DELIVERY
PHASE 3 AND HOMES UPGRADE GRANT PHASE 1
MEMORANDUM OF UNDERSTANDING'**

Date: 05/08/2022



**Department for
Business, Energy
& Industrial Strategy**

**SUSTAINABLE WARMTH MOU – CAMBRIDGE & PETERBOROUGH COMBINED AUTHORITY
(CPCA)**

RETURN OF UNSPENT GRANT FUNDING

To Whom It May Concern,

Following consideration of the Cambridgeshire and Peterborough Combined Authority Recovery Plan, with revisions to its original grant funding and homes deliverable, BEIS had approved the revised upper band estimate of £50.7m, plus an additional ~10% on the 27th of July 2022. This revised upper band incurs an underspend of £62,619,025 from the original value.

In accordance with paragraph 42 of the Memorandum of Understanding (MOU) between the Secretary of State for Business, Energy and Industrial Strategy and Cambridgeshire and Peterborough Combined Authority, it is the understanding of the Parties that the Secretary of State may request the Authority to repay all or any portion of the grant. In accordance with paragraph 45, a decision by the Secretary of State to ask the Authority to repay the grant will be communicated by letter (**this document**). The Authority will make that payment within **30 days** of the date of that letter or within any later reasonable timeframe agreed by the Secretary of State in writing.

BEIS is requesting recovery of the remaining funding and reserves the right, as part of the MPR process, to recover additional underspend, if further reprofile proves insufficient or uncovers further underspend.

In this instance, BEIS intends to agree in writing a reasonable timeframe for payment of the agreed funds. CPCA is expected to propose a timeframe for payment to BEIS for agreement after the monthly board meeting scheduled to occur in August 2022. The timeframe for payment of funds to BEIS is expected to be within **45 days** of the date of the August CPCA Board meeting.

Please refer to the attached repayment agreement for detail of the funds requested for return. Upon agreement of a date of repayment, the Authority will be expected to sign and return the repayment agreement and return the funds to BEIS by the date and method agreed.

Please confirm receipt of this letter.

Kind regards,

The Sustainable Warmth Team.

**SUSTAINABLE WARMTH LOCAL AUTHORITY DELIVERY PHASE 3 & HOMES UPGRADE GRANT PHASE 1
MEMORANDUM OF UNDERSTANDING**

ADDENDUM TO THE MOU – RETURN OF FUNDING

The parties to the ‘Local Authority Delivery Phase 3 and Homes Upgrade Grant Phase 1 MOU’ have agreed the following addendum to the MOU:

	Amount
Original Local Authority grant funding allocation	£118,389,025
Underspend to be returned to BEIS	(£62,619,025)
Updated Local Authority grant funding allocation	£55,770,000

The Authority agrees to repay the underspend funds to BEIS, in line with paragraph 42 of the MOU.

Below is a list of key information regarding your payment back to BEIS. Please ensure that the payment is made on the relevant date shown below, with the correct reference and of the correct value.

Date for return of underspend by	
Underspend to be returned to BEIS	£62,619,025
BEIS bank account details:	
Sort Code	
Account Number	
Account Name	
Swift/BIC Code	
IBAN	
Bank Name	
Bank Address	
Payment reference	

Signed for and on behalf of the Secretary of State.

Signature:

Signed for and on behalf of the Authority.

Local Authority Name:

Signature:

Name:

Position: Project Director

Date:

Name:

Position:

Date:

**SUSTAINABLE WARMTH LOCAL AUTHORITY DELIVERY PHASE 3 & HOMES UPGRADE GRANT PHASE 1
MEMORANDUM OF UNDERSTANDING**

MEMORANDUM OF UNDERSTANDING FOR SUSTAINABLE WARMTH
COMPETITION

SUSTAINABLE WARMTH COMPETITION

**HOME UPGRADE GRANT Phase 1
AND
LOCAL AUTHORITY DELIVERY Phase 3**

**MEMORANDUM OF UNDERSTANDING
Between the**

SECRETARY OF STATE FOR BUSINESS, ENERGY AND INDUSTRIAL STRATEGY

And

Cambridgeshire and Peterborough Combined Authority

MEMORANDUM OF UNDERSTANDING FOR SUSTAINABLE WARMTH
COMPETITION

MEMORANDUM OF UNDERSTANDING
SUSTAINABLE WARMTH COMPETITION

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MEMORANDUM OF UNDERSTANDING FOR SUSTAINABLE WARMTH
COMPETITION

MEMORANDUM OF UNDERSTANDING

DEFINITIONS

In this MoU the following terms will have the following meanings:

“the Authority”, the Local Authority with whom this MOU is signed by and in the case of a Consortium, means the local authority that is to sign this MOU and is the lead Authority and to whom the Grant is to be paid by the Secretary of State subject to the provisions of this MOU.

“BEIS” means the Department for Business, Energy and Industrial Strategy.

“Commencement Date” refers to 19th of October 2021 when the MoU is signed and therefore comes into effect.

“Consortium” means a group of local authorities working together to deliver the Proposal set out in Annex 7 under the leadership of the Authority.

“Eligible Installer” means contractors that are currently trading, are registered with TrustMark¹ and all projects must be compliant with *“PAS 2035:2019 Retrofitting dwellings for improved energy efficiency. Specification and guidance”*. Installers are required to have the appropriate certifications for the Eligible Measures that they are installing on behalf of the Authority as set out in the Proposal. PAS 2035:2019 requires that all energy efficiency measures within the scope of the PAS 2030:2019 standards must be delivered by installers who are certified to this standard and all low-carbon heating measures must be installed by a MCS certified² installer. We expect all contractors to work safely as we recover from the pandemic, following Covid-19 secure working practices.

“Eligible Expenditure” means payments by the Authority during the Funding Period for the purposes of delivering the Proposal which comply in all respects with the rules set out in paragraphs 15 to 21 (Scope of Activity) of this MOU.

“Eligible Household” means a household which meets the eligibility requirements to which Eligible Measures may be delivered on behalf of the Authority as set out in the Proposal i.e. households receiving measures are low-income and have a combined household annual income of no more than £30,000 gross, before housing costs and where benefits are counted towards this figure; or are low-income households who are likely to be living in fuel poverty verified by LAs using alternative methodologies, such as means tested benefits, charity and health referrals, locally held data. Eligible households must live in a domestic dwelling in England with an EPC Rating of D, E, F or G, or to a park home where this has been demonstrated as appropriate, to which Eligible Measures may be delivered on behalf of the Authority as set out in the Proposal.

“Eligible Measures” are any energy efficiency and heating measures compatible with the Standard Assessment Procedure (SAP) that will help improve EPC band D,

¹ Or a scheme that the Secretary of State is satisfied is equivalent.

² Or a scheme that the Secretary of State is satisfied is equivalent.

MEMORANDUM OF UNDERSTANDING FOR SUSTAINABLE WARMTH COMPETITION

E, F or G rated homes. This includes, but is not limited to, energy efficiency measures (such as wall, loft, and underfloor insulation) and low carbon heating technologies. This is with the exception of heating systems which are solely fuelled by fossil fuels, such as the installation or repair of a fossil fuel-based heating system, or the replacement of an existing fossil fuel-based heating system with another fossil fuel-based heating system, are not in scope. For more information on Eligible Measures please refer to Section 2.1.5 of the Sustainable Warmth Competition Guidance document.

“Funding Period” is the period for which the Grant is awarded starting on the Commencement Date to 31 March 2023.

“the Grant” is the capital funding made available by the Secretary of State to the Authority under this MOU to deliver the Sustainable Warmth Competition as stated in paragraphs 9 to 14.

“Home Upgrade Grant Phase 1” the value available for support for low-income households off-gas grid through the Home Upgrade Grant Phase 1 (HUG) scheme.

“Local Authority Delivery Scheme Phase 3” a third phase of LAD with the value available for support. LAD Phase 3 has a refined scope with support available to low-income households heated by mains gas only.

“Monthly Report” has the meaning given to it in paragraph 53.

“the Parties” means the Secretary of State and the Authority together collectively.

“Project Team” means the Sustainable Warmth project team within BEIS responsible for the delivery of the Sustainable Warmth Competition

“Project Board” means the lead governing authority for the Sustainable Warmth Competition.

“Proposal” means the Authority’s proposal set out in Annex 7.

“Secretary of State” means the Secretary of State for Business, Energy and Industrial Strategy.

“Services” are the services the Authority is expected to procure for delivery under the Sustainable Warmth Competition.

“Spend” means any Capital, Administration or Ancillary funding committed and accrued to an Eligible Expenditure, as long as such activity is due for completion within the Funding Period.

“Sustainable Warmth Competition” means funding via the Home Upgrade Grant Phase 1 (HUG1) and/or Local Authority Delivery Phase 3 (LAD3) which starts from the Commencement Date and concludes on 31 March 2023.

“RHI” means the Renewable Heat Incentive, a government financial incentive to promote the use of renewable heat.

MEMORANDUM OF UNDERSTANDING FOR SUSTAINABLE WARMTH COMPETITION

PURPOSE

1. To establish the way the parties to the Memorandum of Understanding (hereafter referred to as the “MOU”) will work together to deliver the Sustainable Warmth Competition in England.
2. To clarify the roles and responsibilities of the parties to the MOU.
3. The Parties to this MOU are:
 - (i) The Secretary of State for Business, Energy and Industrial Strategy (“Secretary of State”); and
 - (ii) Cambridgeshire and Peterborough Combined Authority known as “**the Authority**”.

The Secretary of State and the Authority are known together collectively as “**the Parties**”.

4. The Secretary of State has decided to grant capital funding through the Sustainable Warmth Competition to the Authority. The Authority has committed to spend such funds to deliver Eligible Measures to Eligible Households, using Eligible Contractors.
5. The Parties wish to record their understanding regarding the Grant funding which are detailed in this MOU.

BACKGROUND

6. The Sustainable Warmth Competition is a single funding opportunity which brings together two fuel poverty schemes. Through the Sustainable Warmth Competition, Government aims to save households money, reduce fuel poverty, cut carbon and support the aims of the Prime Minister’s 10 Point plan for a Green Industrial Revolution. The Sustainable Warmth Competition provides funding to upgrade homes both on and off the mains gas grid and is comprised of £286.8m for low-income households heated by mains gas through a third phase of LAD and up to £152.2m for low-income households off the gas grid through HUG Phase 1.
7. The Sustainable Warmth Competition will provide funding to improve low energy performance off grid and on gas grid homes in England by installing Eligible Measures. A competition was launched on 16th of June 2021 offering Local Authorities and Local Energy Hubs the opportunity to apply for funding. Upgrades delivered through the Sustainable Warmth Competition should be completed by the delivery deadline of 31 March 2023.

MEMORANDUM OF UNDERSTANDING FOR SUSTAINABLE WARMTH COMPETITION

OUTCOMES

8. The primary purpose of the Sustainable Warmth Competition is to raise the energy efficiency rating of low-income and low EPC rated homes (those with D, E, F or G) on the gas grid and off the gas grid. This funding will also support low-income households with the transition to low-carbon heating. We expect the Sustainable Warmth Competition to result in the following outcomes:
 - a. Tackle fuel poverty by increasing low-income homes' energy efficiency rating while reducing their energy bills – a key principle of the Sustainable Warmth: Protecting Vulnerable Households in England Strategy 2021.
 - b. Deliver cost effective carbon savings to carbon budgets and progress towards the UK's target for net zero by 2050.
 - c. Support clean growth and ensure homes are thermally comfortable, efficient, and well-adapted to climate change.
 - d. Support economic resilience and a green recovery in response to the economic impacts of Covid-19.

The Sustainable Warmth Competition will support energy efficiency measures and low carbon heating for off gas grid homes and on gas grid homes, with an aim of upgrading homes to a target energy efficiency rating of EPC C, or EPC D where this is not possible.

THE GRANT

9. The Secretary of State grants the Authority capital funding of LAD Phase 3 £84,335,893.00 and HUG Phase 1 £34,053,132.00 ("the Grant") to deliver the outcomes in line with their Proposal. This funding is subject to the Authority providing the documentation and information in accordance with paragraph 10.
10. The Project Team will issue the MOU for signing in the week commencing 25th of October 2021 at the latest and the Authority is to provide the Secretary of State with the documentation and information listed in Paragraph 88, Table 1. The Authority will be given 15 working days from the date of issue to get the MOU signed and sent back to Project Team.
11. The Secretary of State intends to pay the Grant week commencing 6th December 2021, following receipt of the signed MOU and information listed in Paragraph 88, Table 1. If receipt of the fully completed MOU is delayed, this will delay payment, potentially to January 2022.
12. The Grant is made available for use during the Funding Period.

MEMORANDUM OF UNDERSTANDING FOR SUSTAINABLE WARMTH COMPETITION

13. At the Secretary of State's sole discretion, the Secretary of State reserves the right to determine an extension to the Funding Period beyond 31 March 2023, should the Authority provide a request in writing no later than 3 months before the end of the Funding Period, so by 31 Dec 2022.
14. The Authority will ensure that any public communications it issues about the Sustainable Warmth Competition, or the Proposal are not misleading as to the extent to which they are funded by the Secretary of State.

SCOPE OF ACTIVITY

15. The Authority will use the Grant in accordance with the provisions of this MOU to only incur Eligible Expenditure.
16. In delivering the Proposal, Eligible Expenditure are payments properly incurred in relation to:
 - a. A recipient who is an '**Eligible Household**'; and
 - b. Installation of '**Eligible Measures**' which aims to improve homes towards EPC C and above; and
 - c. completed by an '**Eligible Contractor**'; and
 - d. Installation is completed during the '**Funding Period**'.
17. Cost upgrades for on the gas grid homes (LAD3):

For low-income households in owner occupier properties the maximum per property subsidy will be £10,000 and no household contribution towards the cost of the upgrade will be required. Where a low-income household resides in a rented property (either with a private or social landlord), the maximum subsidy will be £5,000 per property and the landlord will be required to fund at least one third of the overall costs.

LAD Phase 3 Funding	Minimum Landlord Contribution	Total Cost
£1,000	£500	£1,500
£2,000	£1,000	£3,000
£3,000	£1,500	£4,500
£4,000	£2,000	£6,000
£5,000	£2,500	£7,500

MEMORANDUM OF UNDERSTANDING FOR SUSTAINABLE WARMTH COMPETITION

18. Cost of upgrades for off the gas grid homes (HUG1):

The average cost caps of upgrades will be on a sliding scale according to the starting EPC band and starting heating fuel type as set out below. Where housing is owner occupied (private homeowners), no household contribution towards the costs of the upgrade will be required. Where a property is rented to a tenant by a private landlord, the landlord will be required to fund one third of the cost of upgrades, with the remaining costs provided up to the respective total cost caps outlined below.

	F&G	E	D
Electric	£20,000	£15,000	£10,000
	F&G	E	D
Off Gas Grid Fossil Fuel (oil, LPG, coal)	£25,000	£20,000	£15,000
Park Homes (off the mains gas grid)	£15,000		

19. Where the Grant includes capital funding, accounting standards permit, in certain circumstances, the capitalisation of costs incurred when delivering the capital assets for the Proposal (for example, administrative and ancillary). The Authority will keep such costs incurred in delivering the Proposal below 15% of the HUG total Grant and 15% of the LAD total Grant independently provided by the Secretary of State. In all other cases capital funding must not be spent on revenue.
20. The Authority will use Eligible Installers who are suitably certified as defined above.
21. Without prejudice to any other provisions of this MOU, the Authority will not use the Grant for the following purposes:
 - a. For the provision of measures which are not Eligible Measures.
 - b. To fund the provision of any lending to third parties.
 - c. To replace funding for an existing project, including any staff costs for an existing project and any projects to deliver statutory obligations, although the Grant may be used to extend the geographical coverage, scope or scale of an existing project (and for additional staff costs attributable to the extension of the project).
 - d. Use for activities of a political or religious nature.
 - e. Use in respect of costs reimbursed or to be reimbursed by funding from public authorities or from the private sector.
 - f. Use in connection with the receipt of contributions in kind (a contribution in goods or services as opposed to money).

MEMORANDUM OF UNDERSTANDING FOR SUSTAINABLE WARMTH COMPETITION

- g. Use to cover interest payments (including service charge payments for finance leases).
- h. Use for entertaining (entertaining for this purpose means anything that would be a taxable benefit to the person being entertained, according to current UK tax regulations).
- i. Use to pay statutory fines, criminal fines or penalties.
- j. Use to pay for eligible costs incurred before the date of this MOU; or
- k. Use in respect of Value Added Tax (VAT) that the Authority is able to reclaim from HM Revenue and Customs.

VALUE ADDED TAX

22. Eligible Expenditure is net of VAT recoverable by the grant recipient from HM Revenue & Customs, and gross of irrecoverable VAT. This means that all grants are outside the scope of VAT.

USE OF THIRD-PARTY DELIVERY PARTNERS

23. Where the Authority is not directly responsible for delivery and instead chooses to provide funding to other public bodies (e.g. local authorities), the Authority will ensure that funding provided:
- a. Addresses the primary objectives of the Sustainable Warmth Competition targeted at low income and low EPC rated households off-the-gas-grid and on the gas grid.
 - b. Is deliverable within the timescales set out for the Funding Period.
 - c. Addresses value for money regarding the total number of homes upgraded by measure and the total administrative and management costs which will be borne by the third party.
 - d. Identifies and implements any additional value-adding elements which are aligned to the overall objectives of the Sustainable Warmth Competition.
 - e. Is reported against in line with the KPIs and reporting arrangements as set out in this MOU.
 - f. If the use of Consortia is required then appropriate considerations need to be addressed to the extent of delivery across all areas within its consortium, and the opportunities for participation by all of the local authorities, including those who may be less experienced and/or capable.

MEMORANDUM OF UNDERSTANDING FOR SUSTAINABLE WARMTH COMPETITION

24. For the avoidance of doubt, where the Authority provides any funding to third parties for activities undertaken during the Funding Period, it will ensure that the provisions within this MOU are included in any arrangement with these third parties.
25. The Authority is expected to work with these third parties to ensure that key risks are identified and managed.
26. In the consideration of use of Consortia, the Secretary of State acknowledges that it may not be appropriate to implement commercial contractual arrangements between the Authority and other public bodies. However, the Authority will implement ways in which other public bodies' performance during the Funding Period can be appropriately managed such that the Grant will, be redistributed from poorly performing or slow to deliver third parties to those which are meeting their performance and delivery targets.

INTERACTION WITH OTHER FUNDING

27. Grants received from the Sustainable Warmth competition cannot be blended with other Government schemes as long as this is not for the same individual measure within a property, however measures can be fully funded different government schemes in the same property. For example, a Local Authority may use Sustainable Warmth funding (either HUG 1 or LAD3 as appropriate) to cover the costs of installing EWI and Energy Company Obligation (ECO) funding to pay for loft insulation.
28. The Sustainable Warmth Competition is grant funding from public funds, therefore, for the purposes of the Renewable Heat Incentive (RHI) any funding from Sustainable Warmth Competition for low carbon heating measures would be deducted from RHI's payments as per the RHI rules on grant funding. Local authorities should be aware of RHI rules, including that to be eligible for RHI the applicant must have made some financial contribution toward the cost of purchasing or installing their heating system.
29. The Authority will introduce controls to ensure households are not in receipt of funding derived from the Sustainable Warmth Competition and other government schemes, apart from the RHI, on the same measure.
30. The Authority can, however, blend funding they receive from the Sustainable Warmth Competition with third party finance or local authority budgets to deliver additional support to communities.
31. The Secretary of State will utilise data matching between schemes in order to monitor that the same measure installed in the same property is not claimed for under different schemes.

SUBSIDY CONTROL

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32. The Authority acknowledges that it will ensure that the Grant and use of it does not breach any applicable subsidy control regime.
33. To minimise the risk that a court of competent jurisdiction requires grant funding to be repaid, the Authority will:
 - a. Comply with any applicable subsidy control regime in its use of the Grant and its delivery of the Proposal.
 - b. Ensure that use of the Grant in connection with the Proposal complies with any applicable subsidy control regime; and
34. Obtain and retain all declarations and information as may be required to enable both the Authority and the Secretary of State to comply with any applicable subsidy control regime, and to provide copies of such declarations and information to the Secretary of State when required to do so.

PROCUREMENT AND OTHER BENEFITS TO THIRD PARTIES

35. The Authority will, in delivering the Proposal:
 - a. Comply with all relevant requirements of UK law relating to public procurement in force and applicable from time to time.
 - b. The Authority will give due consideration to the use of Small & Medium Enterprises (SMEs) within the supply chain and ensure contracting and sub-contracting opportunities are advertised as such to encourage participation of SME and local supply chains. BEIS has its own SME action plan, which can be found using the following link:
<https://www.gov.uk/government/publications/beis-small-and-medium-enterprises-sme-action-plan>.
 - c. When conducting procurement activities, the Authority will comply with the obligations under the Equality Act 2010 and its associated Public Sector Equality Duty.
 - d. The Authority will comply with the Local Government Transparency Code 2015.

SUPPLY CHAIN MANAGEMENT EXPECTATIONS

36. The Authority acknowledges that when managing its supply chain it should expect its suppliers and subcontractors to meet the standards set out in the Government Supplier Code of Conduct published by the HM Government on best practise expectations referenced below:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779660/20190220-Supplier_Code_of_Conduct.pdf.

PROMPT PAYMENT

37. In delivering the Proposal, the Authority will, unless the Secretary of State agrees otherwise in writing, pay the person from whom any goods, works or services are

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purchased within 30 days of receiving a valid undisputed invoice from that contractor.

- a. The Authority will also ensure this payment timeline is included within any sub-contract arrangements of the contractor.
38. The Authority will ensure that where it uses third-party delivery partners, in accordance with paragraph 23 to 26, that the funding provided is also paid within 30 days of receiving a valid undisputed invoice from that contractor, or from receiving an acceptable proposal from a public body.
 - a. When payment is made in accordance with Paragraph 23, the Authority will ensure that these payment timelines are included within any sub-contractors of the third parties in accordance with Paragraph 24.

MODERN SLAVERY, CHILD LABOUR AND INHUMANE TREATMENT

39. The Authority acknowledges throughout the Grant period of delivery that it should maintain its own policies and procedures to ensure its compliance with the Modern Slavery Act 2015 and include in its contracts with its Suppliers and Subcontractors anti-slavery and human trafficking provisions.
40. If the Authority becomes aware of any concerns that any part of the supply chain may have breached the Modern Slavery Act 2015 then this must be reported within the Risk Management procedure and the Project team be informed instantly.

COMMERCIAL USE OF THE GRANT

41. The Authority will not use the Grant, or any asset financed wholly or partly by it, to generate revenue or make a capital gain, except to the extent agreed as part of the Proposal. If the Authority does so, it will:
 - a. Inform the Secretary of State immediately and in writing; and
 - b. Agree that the Grant may be reduced by the amount of that revenue or gain (as the case may be).

GRANT WITHDRAWAL AND REPAYMENT

42. In accordance with paragraphs 42 to 48, it is the understanding of the Parties that the Secretary of State may request the Authority to repay all, or any proportion of, the Grant, together with interest (calculated in accordance with paragraph 46).
43. The Authority accepts that the Secretary of State may exercise the following rights based on any activities for usage of the Grant referred to in paragraph 21 where the Secretary of State:

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- a. Is required to cease grant funding or to recover all, or any proportion, of the Grant or any other amount by virtue of a decision of a court or other competent authority; or
 - b. Has reasonable grounds to consider that the payment of the Grant, or the Authority's use of it, contravenes any requirement of law, in particular (but without limitation) law relating to subsidy control.
 - c. Has reasonable grounds to consider that the Grant was irregularly obtained or spent in a way that does not meet the Sustainable Warmth Competition outcomes referred to in paragraph 15 to 21.
44. When exercising the rights based on the activities outlined in paragraph 21, the Secretary of State will notify the Authority of the grounds concerned and as far as possible, consider the Authority's representations made within any reasonable timeframe required by the Secretary of State.
45. A decision by the Secretary of State to ask the Authority to repay the Grant will be communicated by letter, and the Authority will make that repayment within 30 days of the date of that letter or within any later reasonable timeframe agreed by the Secretary of State in writing.
46. Where the Secretary of State requests repayment, interest will be calculated from the date of the Grant payment, in accordance with:
 - a. the retail prices index over the relevant period (that index being taken as 0% for any period during which the index is negative); or
 - b. any other rate required by law in the circumstances if it is higher.
47. Where the Authority does not make the relevant payment within the timeframe specified in paragraph 45, further interest on the outstanding sum (inclusive of interest already charged under paragraph 46 will accrue, after that deadline, at the statutory rate of interest under Section 6 of the Late Payment of Commercial Debts (Interest) Act 1998 or any other rate required by law in the circumstances, if it is higher).
48. Should the Secretary of State not exercise their options under paragraph 43 or delay in doing so, this will not constitute a waiver of those options unless the Secretary of State confirms such a waiver in writing. Furthermore, any such written waiver will not be taken as a precedent for any other, or subsequent, circumstances.

SUSPENSION

49. The Secretary of State may suspend payment of the Grant where:
 - a. One of the grounds in paragraph 43 arises.
 - b. The Secretary of State has reasonable cause to believe that one of those grounds may have arisen, or is likely to arise; or
 - c. One of the provisions of the MOU is not met by the Authority.
50. In the case of any suspension, unless the Secretary of State confirms a contrary agreement in writing:

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- a. The Authority will continue to comply with the requirements of this MOU including any deadlines occurring during the period of suspension; but
 - b. The Authority will not make any further use of the Grant until the Secretary of State has authorised continued use of the Grant in writing.
51. The Authority will inform the Secretary of State immediately in writing during the Grant delivery, if it has any concerns that any of the grounds in paragraph 43 might arise.

AGREED USE OF UNDERSPEND

52. In the event that the Authority, including those operating as a lead Authority within a Consortium, does not use all the Grant to secure delivery of the Proposal by the end of the Funding Period:
- a. The Parties will work together to agree how the Authority will spend any unspent Grant funding in line with the expected outcomes of the Sustainable Warmth Competition.
 - b. The Secretary of State reserves the right to determine an extension to the Funding Period, should the Authority provide a request in writing to do so as per paragraph 13.
 - c. If the Parties are unable to reach an agreement described in subparagraph (a), the Authority agrees to repay the unspent Grant within 30 days of the end of the final reporting date.
 - d. Final reports would consist of the project closure letter, signed declaration and final monthly report to be presented on the 28th of April 2023.

GOVERNANCE

53. On a monthly basis, the Authority will provide a report to the Project Team covering the period from the first to last day of the month and provided on or before the 10th working day of the subsequent month (the "Monthly Report"). For example, the report covering the delivery period of 1 - 31 January 2022 will be required to be submitted by the 10th working day of February 2022. This will need to include inputs as required from local authorities within the Authority's consortium, where applicable. At a minimum, the Authority will provide.
- a. an update of the Authority's progress against each Key performance Indicator (KPI)
 - b. an update on overall delivery confidence assessment as described in paragraph 78 and 79.
 - c. top 5 risks, issues and incidents of fraud
 - d. any items the Authority wishes to escalate to BEIS
54. Should the Project Team identify in the Monthly Report a significant variation in the Authority's performance against their targets stipulated in relation to the KPIs the Project Team, on behalf of the Secretary of State, may request a recovery plan detailing the interventions required to recover the project(s).

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55. The Project Team will determine if the interventions detailed in the recovery plan provide confidence of project recovery. If necessary, the Project Team will provide further recommendations to address areas of concern. The Project Team and the Authority will jointly agree a timescale to implement the interventions.
56. Should the Authority need to action the (a) interventions of the KPIs being met, and fail to see project(s) recovery, or (b) report any of the Top Fraud Risks and (c) fail to implement the interventions necessary regarding corrective action, this will be escalated to the Project Board.
57. The Project Team and the Authority may seek to have a regular monthly meeting to discuss the progress of delivery of the Proposal and any issues arising from the Monthly Report. Where applicable, the Project Team will issue the agenda and relevant actions from these meetings. At a minimum, the Authority will provide everything listed in paragraph 53 to the Project Team.
58. The Project Team and the Authority may agree to schedule ad-hoc meetings outside of the monthly meetings. These requests will be considered on a case by case basis and reasonable notice will be provided, as well as a proposed agenda.

CHANGE REQUESTS AND VARIATIONS

59. BEIS expect the Authority to do all they can to deliver against the forecast set out in this MOU. In the event, that the Authority cannot deliver the upgrades to the number of homes they originally forecasted then they must notify the Project Team as soon as possible using the change request process set out below and include the change request form filled out and shown in annex 11 and at least no later than 3 months before the end of the Funding Period.
60. The Project Team will validate the change request by asking the Authority to directly discuss the details within the change request before submitting it to the Project Board for approval. The Project Board will seek to respond within 10 working days.
61. The Authority when submitting the change request must consider the following requirements for change requests:
 - a. Take a 'worst-first' approach when considering which homes are identified for upgrade. This means treating homes with the lowest EPC ratings as a priority (EPC Bands E,F,G rather than Band D homes).
 - b. That the LA follows a fabric-first approach when considering installation of measures, and any installations proposed should follow the recommendations of the Retrofit Co-ordinator. This means maximising the proportion of insulation and clean heat measures installed (measures including SWI, CWI and LI, and heat pumps) and

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limiting the proportion of other measures (measures such as Solar PV/thermal, windows and doors).

62. No variation of this MOU will be effective unless it is agreed in writing and signed by both Parties. This does not prevent either Party making reasonable changes in relation to the administrative arrangements in the MOU (such as contact details) by notice in writing to the other Party, without such agreement in writing signed by both Parties. In the event that the approved change request shows that the Local Authority will not be able to utilise the allotted grant allocation, even with a recovery plan, then the Local Authority will work with the project team to identify any resulting underspend and facilitate the prompt return of that underspend to BEIS in line of paragraph 52 requirements of underspend

RISK MANAGEMENT

63. The Authority agrees to provide assurance that risks in relation to the Proposal have been identified and mitigated. The Authority will complete the Risk Register in Annex 4 and return it to the Secretary of State as part of their MOU submission.
64. In providing assurance about the management of risks the Authority will identify risks and issues which arise from its own activities and those which arise from third parties, including those delivering measures or services under the scheme and those referring potential scheme recipients or otherwise publicising the scheme.
65. As part of the Monthly Report, the Authority will report the status of the risks and issues identified within the Reporting and whether any new risks or issues have emerged. The report will also provide a statement as to whether risk management is effective and whether any remedial action is necessary and if so, the Authority is required to follow the process set out in the change process annex 11. The Authority will share both the risks it is managing, and risks raised by local authorities or any other third-party delivery partners.
66. As soon as it becomes apparent to the Authority or the Project Team that a risk will significantly impact on the delivery of the Proposal, the Project Team and the Authority will work through recommendations to address concerns and if needed will propose a change request as stated in annex 11 to any variation

FRAUD

67. As part of the delivery of the Proposal, the Authority will be responsible for carrying out or arranging for the reasonable ongoing due diligence, controlling,

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- monitoring, reporting, as well as managing any specific cases of suspected or identified fraud.
68. The Secretary of State has specified that all Authorities funded through the Sustainable Warmth Competition should, at a minimum, have a robust fraud risk assessment in place, with mitigating counter fraud actions, to provide assurance about the management of fraud risks. The Authority agrees to provide a completed fraud risk assessment to the Secretary of State upon request.
 69. The Authority acknowledges it should implement controls, considering the following options listed when doing so and BEIS should retain the right to inspect the robustness of controls to reduce the risk of fraud where possible, considering the following options when doing so:
 - a. Implementing strategies regarding Counter Fraud, Bribery and Corruption.
 - b. Staff awareness through training and educating all employees on fraud risk and appropriate action to take if fraud is suspected.
 - c. Aiming to design fraud out of the Authority's stages of the grant process.
 - d. Through regular risk assessments throughout the Projects time frame.
 - e. The use of the Authority's Audit officer to proactively look for the potential fraud.
 - f. Appropriate whistleblowing arrangements to support the reporting of fraud.
 - g. Regular site visits regarding oversight of the delivery implementation.
 70. In accordance with paragraphs 67 and 68, incidents of fraud will continue to be reported monthly throughout the Funding Period.
 71. The Authority will inform the Project Team at the earliest opportunity of any reports it has received or identified relating to any suspected fraudulent activity relating to the delivery of the Proposal and include a summary of investigative and/or corrective action.

PERFORMANCE

72. During the Funding Period, the Authority will provide the information (described as Authority responsibilities in the table below) to the Project Team in their Monthly Report submission in relation to the KPI targets described in the table below and as further stipulated in the Proposal (attached as Annex 7).
73. To measure performance, the Project Team will assess performance levels against the monthly target forecast (from the grant assessment proposal) given by the Authority as a benchmark in accordance with the levels set out in the table below. All forecasted figures against the KPIs will be reviewed to consider risks around deliverability.

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74. The Authority will submit the monthly report figures split by either HUG Phase 1 or LAD 3 so that KPIs can be monitored separately. If both are applied for then 2 separate reports will be needed per scheme.
75. KPIs 1a, 1b, 2a, 2b and PI 4 should reflect the figures of the reporting month provided to BEIS within 10 working days of reporting month end. KPIs 3a should reflect the figures of the reporting month, at the month end.
76. If the Authority fails to provide their monthly report submission on or prior to the reporting deadline: (KPA 1a, 1b, 2a, 2b, 3 and 4 - 10 working days after the last day of the previous month. (Reporting on the previous month).)
 - a. First Reminder - Project team will alert the Authority via email to submit the information.
 - b. Second Reminder - Project team will alert the Authority via a call and email to submit the information.
 - c. Third Escalated Reminder - Email from Project Director to CEO to explain that monthly reports have not been submitted in a timely fashion as agreed within the MoU, seeking explanation and date when the information will be forthcoming.
 - d. Forth Escalated Reminder - Email from SRO to CEO to explain that monthly reports have still not been submitted in a timely fashion as agreed within the MoU, seeking explanation, date when the information will be forthcoming and any other actions

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77.

Sustainable Warmth KPIs				
Key Performance Indicators	Data & Reporting	Timing	Performance Level Ratings	Benchmark
KPI 1a: PLANNING Number of houses validated and scheduled in to receive measures within the 3-month period (in period scheduling rather than installation)	Authority responsibilities - To give monthly report using a Monthly Reporting Template (tbc) Project Team responsibilities - To calculate the rolling 3-month average. Calculation purpose to compare actual to forecast and to give a forward directional look to the project.	Report the current Month (return to BEIS within 10 days of Month end)	1.) GREEN (ACCEPTABLE) - Less than 10% variation 2.) AMBER (COMFORTABLE) - 11% - 40% variation 3.) RED (AT RISK) - 40% - 100% variation	90-100% Scheduled (GREEN - Less than 10% variation)
KPI 1b: PLANNING Cumulative number of houses validated and scheduled in to receive measures within the to Date period (in period scheduling rather than installation)	Authority responsibilities - To give monthly report using a Monthly Reporting Template (tbc). Project Team responsibilities - To calculate the cumulative to date view once received data from LA. To compare actual to forecast.	Report the current Month (return to BEIS within 10 days of Month end)	1.) GREEN (ACCEPTABLE) - Less than 10% variation 2.) AMBER (COMFORTABLE) - 11% - 40% variation 3.) RED (AT RISK) - 40% - 100% variation	90-100% Scheduled(GREEN - Less than 10% variation)
KPI 2a: DELIVERY Number of homes with the installation of all measures completed within month.	Authority responsibilities - To give monthly report using a Monthly Reporting Template (tbc). Project Team responsibilities - To calculate the monthly	Report the current Month (return to BEIS within 10 days of Month end)	1.) GREEN (ACCEPTABLE) - Less than 10% variation 2.) AMBER (COMFORTABLE) - 11% - 40% variation	90-100% Fulfilled (GREEN - Less than 10% variation)

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	comparability actual to forecast.		3.) RED (AT RISK) - 40% - 100% variation	
KPI 2b: DELIVERY	<p>Authority responsibilities - To give monthly report using a Monthly Reporting Template (tbc).</p> <p>Project Team responsibilities - To calculate the cumulative to date view once received data from LA and to compare actual to forecast.</p>	Report the current Month (return to BEIS within 10 days of Month end)	1.) GREEN (ACCEPTABLE) - Less than 10% variation 2.) AMBER (COMFORTABLE) - 11% - 40% variation 3.) RED (AT RISK) - 40% - 100% variation	90-100% Installations Completed (GREEN - Less than 10% variation)
KPI 3: REPORTING	<p>Authority responsibilities - To give monthly report using a Monthly Reporting Template (tbc).</p> <p>Project Team responsibilities - To calculate the days late and for the system to flag gaps that need to be filled in.</p>	Monthly (at the Month end)	1.) GREEN (ACCEPTABLE) - 0 days 2.) AMBER (COMFORTABLE) - 1 - 2 days 3.) RED (AT RISK) - 3 days +	100% complete and 0 days late
KPI 4: VALUE	<p>LA responsibilities - To give monthly report using annex 8 - Monthly Reporting Template.</p> <p>Project Team responsibilities - To compare actual to forecast.</p>	Report the current Month (return to BEIS within 10 days of Month end)	1.) GREEN (ACCEPTABLE) - Less than 5% variation 2.) AMBER (COMFORTABLE) - 6% - 15% variation 3.) Red (AT RISK) - 15% - 100% variation Benchmarks maybe challenged if	95-100% Fulfilled (GREEN - Less than 5% variation)

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			<p>cost savings transpire versus the original forecasts, however the volume of homes, number of measures and measure mix should stay the same. If this occurs then the Authority must inform the BEIS project team.</p>	
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78. The Project Team will conduct a mid-term review to assess the overall performance of the Authority. The Authority will provide an update on delivering the outcomes for the Funding Period in line with their Proposal and this MOU. The Project Team will produce a Delivery Confidence Assessment (DCA), based on this update and the information from performance levels from monthly reports in accordance with paragraph 53. In the event that the mid-term review shows the Local Authority will not be able to utilise the allotted grant allocation, then the Local Authority will work with the project team on recovery to identify any resulting underspend and facilitate the prompt return of that underspend to BEIS.
79. The DCA will be conducted in accordance with the below.

DCA	Example Description
Green	Project will deliver its full scope within the timescale agreed.
Green/Amber	While there are significant risks to the project these are being effectively managed, and delivery is still expected to be achieved to time and scope.
Amber	Project no longer expects to deliver the full scope within the timescale agreed. Corrective action(s) to improve performance should be identified and discussed with BEIS.
Amber/Red	Project delivery is at risk and corrective actions are not currently sufficient. There are severe risks threatening delivery of the project. This rating can also be used in other damaging circumstances such as when significant fraud has been

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	perpetrated. A recovery plan may be required and/or projected underspend returned to BEIS.
Red	Project will not deliver the full scope within the specified timescales. A recovery plan would be requested and/or anticipated underspend returned to BEIS

MONITORING, EVALUATION AND AUDIT

80. The Authority will support all activities in relation to monitoring, evaluation and audit. The Authority will:
- Respond fully, truthfully and promptly to any enquiries the Secretary of State, or the Comptroller and Auditor General, or their representatives, may make about the Proposal or the use of the Grant and provide any information and evidence reasonably requested, including by providing a statement of usage of the Grant (at such times, and in such form, as they may reasonably specify).
 - Allow the Secretary of State, the Comptroller and Auditor General, and their representatives, access to all relevant documents and records, and reasonable access for inspecting any relevant site.
 - Where requested, ensure that any information or evidence provided to the Secretary of State, the Comptroller and Auditor General, or their representatives, is audited by an identified and independent reporting accountant or otherwise confirmed or verified by a person of such other relevant expertise as they may reasonably specify; and
 - Give reasonable assistance to the Secretary of State or the Secretary of State's contractors to carry out work in connection with the Grant throughout delivery of the Proposal and up to two years after completion of the Proposal, for example as part of the Secretary of State's ongoing monitoring and evaluation commitments.
 - Cooperate with BEIS contractors on related evaluation projects (e.g., the Green Homes Grant Local Authority Delivery scheme (GHG-LAD), the Home Upgrade Grant (HUG), the Smart Meter Enabled Thermal Efficiency Ratings (SMETER) Innovation Programme and cooperate with the Secretary of State's appointed advisers.
 - Provide a monthly report to BEIS via a secure Data Management System that is currently in development, containing a text description of that month's overall delivery progress, risk and issues encountered, evidence of due diligence to manage fraud risk and data on progress against each KPI (see Paragraph 77).
 - Provide monthly record-level management information data on the status and characteristics of each installation delivered via the same platform. Please see Annex 8b for an example of the template we will provide for the submission of these reports. Further information is provided within the guidance document.

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- h. Include these data collection requirements in all relevant contracts with installers and delivery partners, ensuring they understand and accept them. Make available our standardised Privacy Notice (see Annex 6) to all data subjects, prior to the collection of data, to support compliance with data processing transparency requirements. Where explicit consent is required from data subjects, use either BEIS's consent statement (see Annex 9 and 10) or functional equivalent to capture this consent, and maintain logs of this in your data as per the requirements.
- i. Agree and sign a standardised Data Sharing Agreement (see Annex 5) between the Authority and the Secretary of State prior to the transfer of the above data.
- j. Demonstrate sufficient staffing resource in funding applications to manage the above requirements to an effective level of quality and maintain this level of resource for the full project duration.

RECORD KEEPING

81. The Authority will keep for ten years records relating to any spending funded (or defrayed) by the Grant. Such records should indicate:
- a) The identity of any third party concerned and their business.
 - b) The amounts any third party has been given.
 - c) The purpose for which the money was spent.
 - d) Evidence that contracts have been awarded in accordance with public procurement law where they are required to be; and
 - e) Details of and information relating to any significant sub-contracting by the Authority.

DATA PROTECTION

82. In so far as it is possible to do so in accordance with the Data Protection Act 2018, the UK General Data Protection Regulation (UK GDPR) and the Market Research Society Code regarding the collection and use of personal data for research and statistical purposes and all other law, the Authority agrees to collect information for evaluation and reporting purposes (referred to below as "the Information") in a way which:
- a. Allows it to share the Information with BEIS, in accordance with the principles set out in the Data Sharing Agreement (See Annex 5) and as referenced in the Monitoring, Evaluation and Audit section of this MoU.
 - b. Allows BEIS to share the Information with any of its research or evaluation service providers.

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- c. Allows BEIS to use the Information for research and statistical purposes (this does not include publishing the Information in a way that identifies individual households) provided always that BEIS complies with the provisions of the Data Protection Act 2018 and UK GDPR.
- d. Allows BEIS to keep names and contact details of the local authority and its delivery partners on file for use in the in-house CRM system to enable better relationship management (see the LA privacy notice in Annex 10).

FREEDOM OF INFORMATION

- 83. The Parties may be obliged to disclose information relating to the Sustainable Warmth Competition, the Grant, and the Proposal under the Freedom of Information Act 2000, the Environmental Information Regulations 2004 or under another requirement of law.
- 84. The Parties will assist and cooperate with each other as reasonably requested to facilitate compliance with those requirements.
- 85. In the event that the Secretary of State provides information in response to a request for information under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004, the Secretary of State may make that response publicly available for the purposes of transparency.

INTELLECTUAL PROPERTY

- 86. In undertaking the Proposal, the Authority will not infringe the intellectual property rights of any third party.
- 87. Where the Proposal gives rise to the generation of any intellectual property, the Authority will not subsequently seek to make profit from the use of such intellectual property, for example through the grant of licences.
- 88. Unless otherwise agreed by the Secretary of State, the Authority will allow the Secretary of State royalty free use of any intellectual property created whilst delivering the Proposal.

COMPLIANCE WITH THE LAW

- 89. The Authority will comply with all laws and regulatory requirements when delivering the Proposal (including, without limitation compliance with all laws and regulatory requirements relating to public procurement and subsidy control).
- 90. In signing this MOU, the Authority confirms that use of the Grant for the purpose of the Proposal and in accordance with the MOU is in compliance with all laws and regulatory requirements.

ANTI-DISCRIMINATION

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91. The Authority will comply with the requirements of the Equality Act 2010 and avoid any unlawful discrimination.

RESPONSIBILITY FOR EMPLOYEES, CONTRACTORS, AGENTS AND PARTNERS

92. The Authority will ensure that its employees, contractors, agents, partners and other local authorities or organisations it works with in delivering the Proposal (whether or not as part of a Consortium) comply with the commitments and principles set out in the MOU and will be responsible for any failure by them to meet those commitments and principles.

WARRANTIES

93. The Authority warrants that:

- a. It has full capacity and authority to deliver the Proposal and to enter into this MOU.
- b. It will obtain any consents necessary to undertake the Proposal.
- c. The information and evidence in its Proposal remains true, complete and accurate, and that its circumstances have not materially changed since submitting its Proposal; and
- d. It does not know of the existence of any circumstances which might materially and adversely impact on its ability to undertake the Proposal or observe the provisions and principles of this MOU.

LIMITATION OF LIABILITY

94. The Authority confirms that the Secretary of State's liability to the Authority is limited to payment of the Grant (subject to the Authority meeting the commitments and principles of the MOU and its Annexes and to the Secretary of State's rights set out therein). The Authority remains entirely responsible for its risks and liabilities in undertaking the Proposal, and the Secretary of State will have no liability for any consequence, direct or indirect, that may arise through the Authority's undertaking of the Proposal or its use of the Grant.

ASSIGNMENT

95. The Authority will not assign or otherwise transfer to any other person the benefit of the Grant or any other benefit arising by virtue of this MOU without the approval in writing of the Secretary of State.

STATUS

96. This MOU is not intended to be legally binding, and no legal obligations or legal rights shall arise between the Parties from this MOU. The Parties do, however, enter into the MOU intending to honour all their commitments under it.

97. Nothing in this MOU is intended to, or shall be deemed to, establish any partnership, joint venture or relationship of employment between the Parties, constitute either party as the agent of the other party, nor authorise either of the Parties to make or enter into any commitments for or on behalf of the other party.

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Accordingly, the Authority will not hold itself out as having any such relationship with the Secretary of State.

FURTHER FUNDING

98. The Secretary of State is under no obligation to provide the Authority with any further funding in respect of the Proposal or for any other purpose. Performance under this MOU may be considered in decisions relating to use, return or redistribution of underspend or the distribution of further funding.

REFERENCES

99. In this MOU references to legislation are to that legislation as amended or re-enacted from time to time (including any amendment or re-enactment having taken place before the date of this MOU).

NOTICE AND COMMUNICATIONS

100. The Authority will be able to contact BEIS using the following email address:

sustainable.warmth@beis.gov.uk

101. The Authority's Day to day contacts for the Department are:

NAME	ROLE	EMAIL
[REDACTED]	Main Contact	[REDACTED]@[REDACTED].uk
[REDACTED]	Project Lead	[REDACTED]
[REDACTED]	Comms Lead	[REDACTED]
[REDACTED]	DD	[REDACTED]
[REDACTED]	CRO	[REDACTED]

MEMORANDUM OF UNDERSTANDING FOR SUSTAINABLE WARMTH
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ESCALATION

102. If Secretary of State or the Authority has any issues, concerns or complaints about the Sustainable Warmth Competition, or any matter in this MOU, that party will notify the other party and the parties will then seek to resolve the issue by a process of consultation. If the issue cannot be resolved within 21 days, the matter will be escalated to the senior management teams of both parties, which will decide on the appropriate course of action to take. If the matter cannot be resolved by the senior management teams within 60 (sixty) days, the parties will consider mediation as an alternative dispute resolution process.
103. If a party receives claims made by a supplier or requests for information made under the Freedom of Information Act 2000 in relation to the Sustainable Warmth Competition that party will promptly inform the Project Board (or its nominated representatives) of the matter.

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Signed for and on behalf of the Secretary of State.

Signature

A large black rectangular redaction box covering a signature.

Name:

A small black rectangular redaction box covering a name.

Position:

Deputy Director, Energy Efficiency and Local, Department for Business, Energy & Industrial Strategy

Date:

19/10/2021

Signed for and on behalf of the Authority

Signature:

A large black rectangular redaction box covering a signature.

Name:

A long black rectangular redaction box covering a name.

Position: Head of Finance/Chief Finance Officer

Date: 19/11/2021

MEMORANDUM OF UNDERSTANDING FOR SUSTAINABLE WARMTH
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DOCUMENTS TO BE PROVIDED

88. **Table 1: Documentation to be provided by the Authority before the Grant will be released and once LAs have been notified that their applications have been successful.**

What needs to be provided?	Appendix
A signed copy of this MOU	This document
A signed copy of the Section 151 or Section 73 Officer declaration	Annex 1 (Fill in one for each scheme that has been applied for – LAD 3 or HUG 1)
A signed copy of the Section 31 Grant Determination Notice	Annex 2
A completed Grant Claim Form including Bank Details (AP1A Form)	Annex 3
Completed Risk Register	Annex 4
A signed copy of the Data Sharing Agreement	Annex 5

Table 2: Additional documentation to be completed or acknowledged by the Authority as required.

What needs to be provided?	Annex
Scheme Participation Privacy notice	Annex 6
Approved Application Proposal (From the Authority's submission and approved through the Assessment Stage of the Grant application process)	Annex 7
Monthly Report and Data Collection (monthly requirement for Authority as stated in KPI)	Annex 8a & b
LA Privacy Notice	Annex 9
Scheme Participant Privacy notice guidance	Annex 10
Change Request Form	Annex 11
Oracle LA Registration Set-up Form	Annex 12

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Annex 1: Section 151 or Section 73 Officer Declaration

LOCAL AUTHORITY DELIVERY SCHEME (LAD Phase 3)

In my position as the Section 151 or Section 73 Officer for

Cambridgeshire and Peterborough Combined Authority I confirm that:

- a) Cambridgeshire and Peterborough Combined Authority will accept the grant funding that has been offered through the Local Authority Delivery Phase 3.
- b) The information and evidence pertaining to this grant claim is complete, true and accurate.
- c) Cambridgeshire and Peterborough Combined Authority will ensure the delivery of the Services in accordance with the terms of the Proposal; and
- d) Cambridgeshire and Peterborough Combined Authority will comply with the provisions of the Memorandum of Understanding in connection with its delivery of the Proposal.

SIGNATURE:

NAME:

POSITION: Head of Finance/Chief Finance Officer

DATE: 19/11/2021

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HOME UPGRADE GRANT (HUG Phase 1)

**In my position as the Section 151 or Section 73 Officer for
Cambridgeshire and Peterborough Combined Authority I confirm that:**

- e) Cambridgeshire and Peterborough Combined Authority will accept the grant funding that has been offered through the Home Upgrade Grant Phase 1.
- f) The information and evidence pertaining to this grant claim is complete, true and accurate.
- g) Cambridgeshire and Peterborough Combined Authority will ensure the delivery of the Services in accordance with the terms of the Proposal; and
- h) Cambridgeshire and Peterborough Combined Authority will comply with the provisions of the Memorandum of Understanding in connection with its delivery of the Proposal.

SIGNATURE: [REDACTED]

NAME: [REDACTED]

POSITION: Head of Finance/Chief Finance Officer [REDACTED]

DATE: 19/11/2021

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Annex 2: Grant Determination

HOME UPGRADE GRANT PHASE 1 (Sustainable Warmth Competition)

DETERMINATION (2021: 31/5775)

The Secretary of State for Business, Energy & Industrial Strategy (“the Secretary of State”), in exercise of the powers conferred by section 31 of the Local Government Act 2003, makes the following determination:

Citation

1) This determination may be cited as the Home Upgrade Grant Phase 1 (Sustainable Warmth) Determination (21) **31/5775**

Purpose of the grant

2) The purpose of the grant is to provide support to local authorities in England towards expenditure lawfully incurred or to be incurred by them.

Determination

3) The Minister of State determines as the authorities to which grant is to be paid and the amount of grant to be paid, the authorities and the amounts set out in Annex A.

Grant conditions

4) Pursuant to section [31(3) and] 31(4) of the Local Government Act 2003, the Minister of State determines that the grant will be paid subject to the conditions in Annex B.

Treasury consent

5) Before making this determination in relation to local authorities in England, the Secretary of State obtained the consent of the Treasury.

Signed by authority of the Secretary of State for Business, Energy & Industrial Strategy



Steph Hurst

Deputy Director, Energy Efficiency and Local, Department for Business, Energy & Industrial Strategy

MEMORANDUM OF UNDERSTANDING FOR SUSTAINABLE WARMTH
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ANNEX A of the Grant Determination

Authority to which grant is to be paid	Amount of grant. to be paid.
Cambridgeshire and Peterborough Combined Authority	£34,053,132.00

ANNEX B of the Grant Determination

GRANT CONDITIONS

GRANT CONDITIONS

1. Grant paid to a local authority under this determination may be used only for the purposes that a capital receipt may be used for in accordance with regulations made under section 11 of the Local Government Act 2003.

2. The Chief Executive and Chief Internal Auditor of each of the recipient authorities are required to sign and return to the team leader of the Energy Efficiency & Local Division of the Department for Business, Energy & Industrial Strategy a declaration, to be received no later than 28th of April 2023, in the following terms:

“To the best of our knowledge and belief, and having carried out appropriate investigations and checks, in our opinion, in all significant respects, the conditions attached to Home Upgrade Grant Phase 1 No 31/5775 have been complied with”.

3. If an authority fails to comply with any of the conditions and requirements of paragraphs 1 and 2, the Minister of State may-

(a) reduce, suspend or withhold grant; or

(b) by notification in writing to the authority, require the repayment of the whole or any part of the grant.

MEMORANDUM OF UNDERSTANDING FOR SUSTAINABLE WARMTH COMPETITION

4. Any sum notified by the Minister of State under paragraph 3(b) shall immediately become repayable to the Minister.

Signature: 

Name:

Position: Chief Internal Auditor

Date: 

Signature: 

Name:

Position: Chief Executive

Date: 

LOCAL AUTHORITY DELIVERY PHASE 3 (Sustainable Warmth Competition)

DETERMINATION (2021: 31/5774)

The Secretary of State for Business, Energy & Industrial Strategy ("the Secretary of State"), in exercise of the powers conferred by section 31 of the Local Government Act 2003, makes the following determination:

Citation

- 1) This determination may be cited as the Local Authority Delivery Phase 3 (Sustainable Warmth) Determination (21) **31/5774**.

Purpose of the grant

- 2) The purpose of the grant is to provide support to local authorities in England towards expenditure lawfully incurred or to be incurred by them.

Determination

- 3) The Minister of State determines as the authorities to which grant is to be paid and the amount of grant to be paid, the authorities and the amounts set out in Annex A.

Grant conditions

- 4) Pursuant to section [31(3) and] 31(4) of the Local Government Act 2003, the Minister of State determines that the grant will be paid subject to the conditions in Annex B.

Treasury consent

- 5) Before making this determination in relation to local authorities in England, the Secretary of State obtained the consent of the Treasury.

Signed by authority of the Secretary of State for Business, Energy & Industrial Strategy

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[REDACTED]
[REDACTED]
Deputy Director, Energy Efficiency and Local, Department for Business, Energy & Industrial Strategy

ANNEX A of the Grant Determination

Authority to which grant is to be paid	Amount of grant. to be paid.
Cambridgeshire and Peterborough Combined Authority	£84,335,893.00

ANNEX B of the Grant Determination

GRANT CONDITIONS

GRANT CONDITIONS

1. Grant paid to a local authority under this determination may be used only for the purposes that a capital receipt may be used for in accordance with regulations made under section 11 of the Local Government Act 2003.

2. The Chief Executive and Chief Internal Auditor of each of the recipient authorities are required to sign and return to the team leader of the **Energy Efficiency & Local Division of the Department for Business, Energy & Industrial Strategy** a declaration, to be received no later than 28th of April 2023, in the following terms:

"To the best of our knowledge and belief, and having carried out appropriate investigations and checks, in our opinion, in all significant respects, the conditions attached to Local Authority Delivery Phase 1 No 31/5774 have been complied with".

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3. If an authority fails to comply with any of the conditions and requirements of paragraphs 1 and 2, the Minister of State may-

(a) reduce, suspend or withhold grant; or

(b) by notification in writing to the authority, require the repayment of the whole or any part of the grant.

4. Any sum notified by the Minister of State under paragraph 3(b) shall immediately become repayable to the Minister.

Signature: _____

Name:

Position: Chief Internal Auditor

Date: _____

Signature: _____

Name:

Position: Chief Executive

Date: _____

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Annex 3: Grant Claim Form

SECTION 1 REQUESTER DETAILS	
LOCAL AUTHORITY	Cambridgeshire & Peterborough Combined Authority
BANK DETAILS	Account name: [REDACTED] Sort Code: [REDACTED]
PURCHASE ORDER NUMBER	N/A
CONTACT NAME	[REDACTED]
TELEPHONE NUMBER	[REDACTED]
EMAIL ADDRESS	[REDACTED]

SECTION 2 CLAIM DETAILS	
HOME UPGRADE GRANT PHASE 1 TOTAL TO BE CLAIMED	£34,053,132
LOCAL AUTHORITY DELIVERY PHASE 3 TOTAL TO BE CLAIMED	£84,335,893
DATE OF CLAIM	19th November 2021
<i>Claims may include VAT that the authority is not able to reclaim from HM Revenue & Customs or not likely to become able to claim.</i>	

SECTION 6: SENIOR LOCAL AUTHORITY OFFICER'S DECLARATION	
<p>I confirm that I have considered the Authority's Proposal (included Proposal included as Annex 7 of the MOU) against which this Grant claim is made, as well as the principles set out in the Memorandum of Understanding for the Sustainable Warmth Competition, and that:</p> <ul style="list-style-type: none"> a. The information and evidence pertaining to this Grant claim is complete, true and accurate. b. We will comply with the principles set out in the Memorandum of Understanding. <p>Signed [REDACTED]</p> <p>Printed name: [REDACTED]</p>	

MEMORANDUM OF UNDERSTANDING FOR SUSTAINABLE WARMTH
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Position: Head of Finance/Chief Finance Officer

Date: 19/11/2021

FINAL

MEMORANDUM OF UNDERSTANDING FOR SUSTAINABLE WARMTH COMPETITION

Annex 4: Risk Register

RISK MANAGEMENT

This annex consists of

- a. A risk register to be completed as part of the monthly reporting by the Authority, in relation to the specified risks in relation to completion of KPI's and the Authorities Performance and any other risks it believes are relevant to the scheme.
- b. A risk rating matrix to assist with scoring risks; and
- c. An explanation of the risk rating colours.

Risk register

Template to be provided to the Authority as part of the monthly reporting in tab 'Performance Monitoring (KPI's)'

MEMORANDUM OF UNDERSTANDING FOR SUSTAINABLE WARMTH COMPETITION

RISK RATING MATRIX

RAG rating is demonstrated in the following grid set out in departmental guidance:

		PROBABILITY			
		Very Low	Low	Medium	High
SEVERITY	Very High	Red	Red	Red	Red
	High	Orange	Orange	Green	Green
	Medium	Light Green	Light Green	Green	Green
	Low	Green	Green	Green	Green
Very Low		Green	Green	Green	Green

Key reference

Red = Red

Orange = Amber/Red

Light Green = Amber/Green

Green = Green

Annex 5: Data Sharing Agreement

BEIS Data Sharing Agreement (DSA)

Sustainable Warmth Competition Data Sharing Agreement

Between:

**The Secretary of State for Department for
Business, Energy & Industrial Strategy and**

Cambridgeshire and Peterborough Combined Authority

V1

29th October 2021

[Drawing] MEMORANDUM OF UNDERSTANDING FOR SUSTAINABLE WARMTH COMPETITION

Glossary of key terms

In this Agreement the following words and phrases will have the following meanings:

“Authority”	Cambridgeshire and Peterborough Combined Authority
“BEIS”	means the Department for Business, Energy & Industrial Strategy
“Partners”	means partners to this Agreement, namely the Secretary of State for Department for Business, Energy & Industrial Strategy and <i>the Authority</i>
“DPA”	means the Data Protection Act 2018
“DSA”	means Data Sharing Agreement
“FoIA”	means the Freedom of Information Act 2000
“SW”	the Sustainable Warmth Competition
“UK GDPR”	means the UK version of Regulation (EU) 2016/679 – the General Data Protection Regulation
“Controller”	have the meanings given in the DPA
“Processor”	
“Data Subject”	
“Processing”	
“Personal data”	
“Special Category data”	
“MOU”	<i>means the Memorandum of Understanding between the Secretary of State for Department for Business, Energy & Industrial Strategy and the Authority dated week commencing 25th of October 2021 to record their understanding regarding the Grant funding</i>

[Drawing] MEMORANDUM OF UNDERSTANDING FOR SUSTAINABLE WARMTH
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"Grant"	has the meaning given in the MOU
"Eligible Measures"	have the meanings given in the MOU
"Eligible Household"	
"Eligible Contractor"	
"Project Team"	has the meaning given to it in the MOU
"Proposal"	has the meaning given to it in the MOU
"SW performance monitoring data"	has the meaning given to it in paragraph 15 of this DSA
"SW scheme delivery data"	has the meaning given to it in paragraph 16 of this DSA
"SW Fraud and Non-Compliance data"	has the meaning given to it in paragraph 17 of this DSA.
"SW funding duplication data"	has the meaning given to it in paragraph 19 of this DSA
"Funding Period"	has the meaning given to it in the MOU

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Signatory Details

BEIS Agreement Owner	<ul style="list-style-type: none">• [REDACTED] Deputy Director, Energy Efficiency and Local, Department for Business, Energy & Industrial Strategy.
[insert name of partner organisation] Agreement Owner	Name: [REDACTED] Job Title: [REDACTED] Contact Details: [REDACTED]

[Drawing] MEMORANDUM OF UNDERSTANDING FOR SUSTAINABLE WARMTH COMPETITION

Introduction

1. This Data Sharing Agreement (DSA) sets out the data sharing arrangements between the Partners in relation to SW. It covers personal data being shared by the Authority with BEIS and personal data shared by BEIS with the Authority.
2. SW is supported by grant funding to the Authority from the Secretary of State for Business, Energy and Industrial Strategy in accordance with the MOU.
3. The primary purpose of SW is to raise the energy efficiency rating of low income and low EPC rated households, this is expected to result in the following outcomes.
 - Tackle fuel poverty by increasing low-income household's energy efficiency rating while reducing their energy bills;
 - Support clean growth and promoting global action to tackle climate change;
 - Support economic resilience and a green recovery in response to the economic impacts of Covid-19, supporting thousands of jobs; and
 - Use learnings from the delivery experience to inform the development and design of further energy efficiency and heat schemes.
4. The Authority has committed to spend the Grant to deliver Eligible Measures to Eligible Households, using Eligible Contractors.
5. Under paragraph 75 of the MOU, in so far as it is possible to do so in accordance with the DPA and UK GDPR, the Authority has agreed to collect information for evaluation and reporting purposes (referred to below as “the Information”) in a way which:
 - Allows it to share the Information with BEIS;
 - Allows BEIS to share the Information with any of its research or evaluation partners; and
 - Allows BEIS to use the Information for research and statistical purposes (this does not include publishing the Information in a way that identifies individual households) provided always that BEIS complies with the provisions of the Data Protection Act 2018 and UK GDPR.
6. Under paragraphs 71 and 72 of the MOU, the Authority will provide a monthly report to the Project Team (called “ Key Performance Indicators (KPI) data” in the MoU). The KPI data will cover activity from the first day of the month to the last and will need to be provided on or before the 10th working day of the following month. The Monthly Report shall detail monthly progress against KPIs stipulated in the Proposal, the top 5 risks and issues and any incidents of fraud, and an overall delivery confidence rating. There is also space to highlight any items

[Drawing] MEMORANDUM OF UNDERSTANDING FOR SUSTAINABLE WARMTH COMPETITION

the Authority wishes to escalate for attention by BEIS. The Authority will report to the Project Team on the performance of the project(s) set out in their Proposal, in line with the stated KPIs using a Monthly Report online reporting platform which is currently in development. This data will not include personal data. This data is referred to as the “SW performance monitoring data” in this DSA to differentiate it from the personal data that will be shared. Paragraphs 15 to 19 of this DSA define each dataset covered by this DSA.

7. Under paragraph 75 of the MOU and as set out in the monitoring and evaluation section of the SW guidance document, the Authority is required to provide additional detailed information on a monthly basis to support a detailed evaluation of the overall scheme. This is expected to include personal data. This data is referred to as “SW scheme delivery data” in this DSA. Further details of the personal data to be shared are set out in Annex 10 of the MoU.
8. In addition to the SW scheme delivery data, it may be necessary for the Authority to share data relating to any suspected fraudulent activity with BEIS on an ad-hoc basis, as stipulated in paragraph 70 of the MOU. This is also expected to include personal data. This data is referred to as “SW Fraud and Non-Compliance data” in this DSA.
9. Under paragraph 28 of the MOU, funding LAs receive from the SW cannot be blended with other government schemes such as ECO, Green Homes Grant Vouchers, or the Social Housing Decarbonisation Fund Demonstrator (SHDF Demonstrator), for the same individual measure. BEIS and/or its delivery partners for other government schemes may undertake data matching between the data shared by the Authority and other datasets to check that relevant blending or duplication of funding has not taken place. Where a potential case of such blending or duplication of funding is identified, BEIS may notify the Authority. Such notification would be expected to involve the sharing of personal data. This data is referred to as “SW funding duplication data” in this DSA.
10. This DSA documents the lawful basis for this data sharing initiative, what information will be shared and how. The Partners have entered into this DSA to demonstrate that data protection and privacy requirements have been taken into account, to set out how use of information meets the data protection principles, and how the rights of data subjects are protected. All of the obligations in this DSA are subject to compliance with the law (including the DPA and UK GDPR).
11. This DSA is not intended to be legally binding, and no legal obligations or legal rights shall arise between the Partners from this DSA. Nothing in this DSA is intended to, or shall be deemed to, establish any partnership, joint venture or relationship of employment between the Partners, constitute either Partner as the agent of the other Partner, nor authorise either of the Partners to make or enter into any commitments for or on behalf of the other Partner. This DSA does not create a legal power for either Partner to lawfully exchange and process personal information, and it does not provide indemnity from action under any law. It does not remove or reduce the legal obligations or responsibilities on any Partner. The Partners enter into this DSA intending to honour its provisions.

[Drawing] MEMORANDUM OF UNDERSTANDING FOR SUSTAINABLE WARMTH COMPETITION

12. This DSA will commence when it has been signed by or on behalf of both Partners and will terminate one year after the end of the Funding Period or, if later, one year after receipt by BEIS of the final transfer of the SW scheme delivery data in accordance with paragraph 22 of this DSA.

Principle 1 - lawfulness, fairness and transparency

13. The sharing of the personal data, as described above, is necessary for BEIS to review the operation of SW and effectively assess whether SW has met the objectives set out in paragraph 3 of this DSA as well as for statistical, policy research and fraud prevention purposes. For this, BEIS require details of the measures installed under SW as well as the consumers, installers and properties involved in those installations. Principle 2 - purpose limitation further below sets out the detailed purposes for which processing of data under this DSA are needed.

Data items to be shared

14. The Authority has agreed to provide BEIS with data in three formats, as described below.
15. **SW performance monitoring data.** As set out in the MOU and referred to in paragraph 6 above, the Authority will provide a monthly update of aggregate data to allow monitoring of scheme progress against agreed targets. This summary aggregate data is not expected to include personal data and as such the controls and procedures specified in this agreement do not apply. The SW performance monitoring data is only defined here in order to ensure understanding of the other data types is clear.
16. **SW scheme delivery data.** As set out in the MOU and supplementary guidance (and referred to in paragraph 7 above), the Authority is required to provide detailed data covering their delivery of SW. This data is expected to include personal data. Annex 10 in the MoU sets out the draft SW Data Dictionary. In summary the types of data to be shared are:
 - the addresses and corresponding details of properties applying, or being referred, for installation of a measure;
 - contact details for the occupants and owners (if different) of the property where the installation took place, as well as details about how and why they were identified by the Authority for participation in SW and details about any financial contributions they have made towards the cost of the installation (see paragraph 18 below);
 - details of the energy efficiency or low carbon heating system installed, including type, size and cost;
 - details of any additional funding used to support the installations, for example from the owners, landlords or other third parties;

[Drawing] MEMORANDUM OF UNDERSTANDING FOR SUSTAINABLE WARMTH COMPETITION

- pre and post-installation property SAP or RdSAP assessments with scores;
 - details of the installers in relation to each installation of a SW measure, including their contact details and any relevant accreditation or registration information; and
 - contact details for households offered an installation but who do not accept.
- 17. SW Fraud and Non-Compliance data.** As set out in the MOU and referred to in paragraph 8 above, data relating to suspected fraudulent activity is expected to be shared by the Authority with BEIS on an ad-hoc basis. The sharing of this data would be carried out where either a) the Authority is required by BEIS to share details of fraud or non-compliance to support an audit or review of SW, or b) where the Authority requires support or assistance from BEIS in addressing issues of fraud or non-compliance. The format of the SW Fraud and Non-Compliance data is not prescribed in this DSA, at a minimum it would include the property address and installer name of the installation concerned and any other information relevant to the fraud or non-compliance identified.
- 18.** In addition to personal data, the SW scheme delivery data and SW Fraud and Non-Compliance data shared by the Authority with BEIS is expected to include data which may be considered commercially sensitive to the Authority's installers and sub-contractors. Below are the data sets of commercially sensitive information which are expected to be shared on a regular basis by the Authority with BEIS:
- how much installers charge them to deliver the SW installations;
 - how much it costs them to administer SW; and
 - how much property owners or other third parties have contributed to the cost of the installations (note that this could be personal data as well).
- 19. SW funding duplication data.** As referred to in paragraph 9 above, BEIS and/or its delivery partners on other government schemes may match the SW scheme delivery data and SW Fraud and Non-Compliance data with other datasets to check that ineligible blending or duplication of funding has not taken place. Where a potential case of ineligible blending or duplication of funding is identified, BEIS may notify the Authority and share data with the Authority relating to the suspected duplication or blending of funding that has been identified. Such notifications would be on an ad-hoc basis as required and would be expected to include personal data collected under other government schemes. The Authority will only use the SW funding duplication data for the purposes of fraud prevention and supporting the administration of SW. The data shared is expected to include (but is not limited to):
- The address of the relevant property
 - The relevant measure
 - The date of installation
 - The name of the government scheme under which the installation was funded.

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How data will be shared

20. The Authority will share the SW scheme delivery data and SW Fraud and Non-Compliance data with the BEIS Energy Statistics team. The SW scheme delivery data and SW Fraud and Non-Compliance data will be shared in a password-protected report, for example using Egress, a Secure FTP or platform, restricted folders on Sharepoint or another method which has been approved by the BEIS Departmental Security Officer as being suitable for the transfer of personal data.
21. Once the Authority has provided the SW scheme delivery data and the SW Fraud and Non-Compliance data to BEIS, BEIS may in turn share this data with other third parties, including other Government Departments and its third party contractors. These arrangements are detailed further below in relation to purpose limitation.
22. In line with paragraph 7 of this DSA, the SW scheme delivery data will be shared by the Authority on a monthly basis for the duration of the Funding Period or, if later, until the Authority has shared with BEIS the SW scheme delivery data in relation to each installation the Authority has delivered under SW. In line with the SW 1 guidance documents, the Authority will share SW scheme delivery data relating to an installation no later than the 10th working day of the month following the installation.
23. SW Fraud and Non-Compliance data will be shared by the Authority with BEIS on an ad-hoc basis as and when issues of fraud and non-compliance are identified.
24. BEIS will share the SW funding duplication data with the Authority in a password-protected report, for example using Egress, a Secure FTP, restricted folders on Sharepoint or another method which has been approved by the BEIS Departmental Security Officer as being suitable for the transfer of personal data.
25. BEIS and the Authority will store all personal data received under this DSA in restricted access folders held on a restricted access secure server. Further information about the safekeeping of the data is set out further below under Principle 6 - integrity and confidentiality.
26. Where BEIS share the SW scheme delivery data and SW Fraud and Non-Compliance data with third parties (including other government departments) as specified in paragraphs 37 to 39, the data will be shared in a password-protected report, for example using Egress, a Secure FTP, restricted folders on Sharepoint or another method which has been approved by the BEIS Departmental Senior Security Advisor as being suitable for the transfer of personal data.

Legal Gateways

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27. Except as provided for in paragraph 28 below, the lawful basis for the Partners sharing the personal data covered by this DSA and for the Partners processing the data in the way described in this DSA is that it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the UK GDPR). Specifically, this data sharing and processing is required in order for:

- LA to add any specific LA functions that are supported by SW data sharing:

The Authority to collate and share data with third party research organisations for the purposes of research and innovation to make consumption in buildings more secure, sustainable and affordable.

- BEIS Secretary of State to carry out his functions in relation to fuel poverty as set out under the Warm Homes and Energy Conservation Act 2000 and the Fuel Poverty (England) Regulations 2014; and
- LA to confirm content with this and, if so, add further relevant examples:

To confirm the Authority is content with this

each Partner to carry out their functions as regards effectively managing the spending of public funding, including BEIS being able to review how and where the SW funding is spent, including decisions as to whether further tranches of funding should be provided to the Authority as well as assessing whether the funding has achieved its objectives.

The full list of purposes for which processing of data under this DSA is needed are set out under Principle 2 – Purpose Limitations below.

28. LA to confirm content with legal gateway:

To confirm the Authority is content with this

The lawful basis for the Authority sharing with BEIS, and BEIS using, the personal data covered by this DSA to re-contact consumers in the way described in this DSA is that the data subject has given consent for BEIS or its contractors to re-contact him or her (Article 6(1)(a)).

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As per paragraphs 75 and 77 of the MOU, it is the responsibility of the Authority to seek to obtain the relevant consent in accordance with the DPA and UK GDPR.

Data Controller relationship

- 29.** BEIS is an independent controller for the personal data it shares with the Authority under this DSA. Except to the extent the Authority informs BEIS otherwise in writing prior to the data share, the Authority is an independent controller for the personal data it shares with BEIS under this DSA. Each Partner becomes an independent controller on receipt of any personal data shared with them by the other Partner.

Transparency

- 30.** The Authority accepts responsibility for not only providing privacy information to all installers, whether their own or sub-contracted, but also for ensuring that all installers provide privacy information to households and landlords to whom a measure is promoted in compliance with the DPA and the UK GDPR. In addition, the Authority will ensure that the privacy information includes content which alerts the data subject to the fact that their personal data will be passed from the installer to the Authority, and then from the Authority to BEIS. The privacy information will state that, in addition to the data being used for management and delivery of the scheme, BEIS may also use some of the data for evaluation, auditing, research, statistical and fraud prevention purposes. The privacy information will also indicate that the data may also be linked to other data sources held by BEIS and other Government departments, and shared with Ofgem, BEIS contractors and other third parties, for these purposes. BEIS have provided a privacy notice (see Annex 6 of the MoU) for this purpose which the Authority has responsibility for ensuring is shared with data subjects.
- 31.** The Authority accepts responsibility for seeking to obtain explicit consent from households, landlords and installers to be recontacted for the purposes of evaluation of SW and further research and evaluation. The Authority will maintain evidence of consent and share this with BEIS in the SW scheme delivery data. The Authority will inform BEIS should it become aware of a withdrawal of consent.
- 32.** As part of BEIS's and the Authority's ongoing UK GDPR compliance, their respective privacy notices are regularly updated as required to ensure that the data subject's rights are complied with.

Principle 2 - purpose limitation

- 33.** The Authority will, as necessary, disclose personal data to BEIS. The primary purposes for sharing and processing the data covered by this DSA are to:

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- support the administration of SW,
 - support an assessment of whether SW has achieved its objectives,
 - support BEIS to effectively publish statistical reports relating to SW,
 - support an evaluation of SW and associated home energy policies, and
 - support effective management of fraud and non-compliance under SW.
- 34.** As set out in the SW guidance documents, SW cannot be blended with other government schemes such as the Energy Company Obligation (ECO) for the same individual measure, or in the case of the Renewable Heat Incentive (RHI) can be blended subject to RHI rules. BEIS may therefore use the SW scheme delivery data and SW Fraud and Non-Compliance data to identify where installations may be receiving funding under more than one Government scheme. This will entail BEIS or delivery partners for other relevant schemes carrying out data matching of addresses to look for potential duplication. This may entail BEIS sharing data with delivery partners of those other schemes, for example Ofgem who administer the Energy Company Obligation and the Renewable Heat Incentive. In the future this may involve delivery partners of other schemes. Details of the onwards sharing are set out in paragraph 37. Where relevant blending of or duplication of funding is identified, BEIS may share personal data with the Authority in the form of the SW funding duplication data to enable the Authority to effectively manage their delivery and for fraud prevention.
- 35.** In addition, BEIS may use some of the data shared by the Authority to review and develop Government policy, and for research, evaluation and statistical purposes and may, for these purposes, link the data with other data sources held by BEIS and other Government departments. The following are examples of analysis and research that are expected to be undertaken:
- analysing whether the presence of SW installations leads to a significant change in energy consumption by matching SW measures data to the National Energy Efficiency Database, and Cavity Insulation Guarantee Agency or other related similar operational databases;
 - linking the SW scheme delivery data to other record level data from other centrally administered energy efficiency programmes (within an address spine), enabling BEIS to assess the following without double counting properties:
 - progress against fuel poverty targets;
 - insulation levels for the overall housing stock in Great Britain, and impact on remaining potential for cavity wall, solid wall and loft insulation;

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- the characteristics of recipients (e.g. location, property type, tenure, vulnerability group) to inform future policy making;
 - interaction between SW and the Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015.
- address matching SW installations through the National Energy Efficiency Data-Framework to maintain a central database of property characteristics, household characteristics, energy consumption and EPCs.
36. This is not an exhaustive list of purposes for which the data might be used. For example, SW scheme delivery data may be used to answer a number of internal (to BEIS) ad-hoc requests and this DSA does not cover the use of data for other external purposes.
- Onward disclosure**
37. In order to effectively audit and manage SW and other Government schemes, BEIS may need to share the SW scheme delivery data and SW Fraud and Non-Compliance data with delivery partners of current or future energy efficiency or low carbon heating government support schemes. This ensures that SW funded installations are not already or subsequently subsidised under other Government schemes, or in the case of the Renewable Heat Incentive (RHI) or successor schemes, in breach of the RHI rules. Where this data sharing is necessary BEIS will put a data sharing agreement in place with the relevant delivery partner to support sharing of the data.
38. BEIS may share SW scheme delivery data and SW Fraud and Non-Compliance data with its third party contractors to support the delivery of research and evaluation or for auditing SW installations to confirm compliance with scheme guidance. This data sharing will be based on a contractual relationship with the third parties and a data sharing agreement will be put in place for this purpose. The Authority may share the personal data with its third party contractors subject to review and approval of the third party contractor by the Authority's Information Asset Owner. In this scenario, the Authority would be the controller for the personal data and the third party contractor would be the processor.
39. BEIS may need to share SW scheme delivery data and SW Fraud and Non-Compliance data with other Government departments where it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the department (Article 6(1)(e) of the GDPR). A data sharing agreement would be put in place for this purpose.
40. The exact data items that will be included within the onward disclosures listed above cannot be confirmed at this stage. BEIS will comply with the 'data minimisation' principle set out in UK GDPR Article 5(1)(c) and ensure that the onward disclosure of data is restricted to only that data required by the third party to support the purpose for which the data is shared.

Principle 3 - data minimisation

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41. Each Partner organisation confirms that the information being shared under this DSA is the minimum amount of personal data that is necessary to achieve the purposes for which it is being shared.

Principle 4 - accuracy

42. In line with the monitoring and evaluation section of the SW guidance documents, the Authority will carry out a series of checks on the accuracy of SW scheme delivery data, and the SW Fraud and Non-Compliance data before it is shared with BEIS. These checks include:
- checking the eligibility of the households and installers;
 - checking for data completeness; and
 - carrying out data validation checks.
43. BEIS will also conduct checks of the SW scheme delivery data it receives from the Authority in order to identify reporting errors, double counting or ineligible households or installers.
44. If, after personal data has been passed from the Authority to BEIS, or from BEIS to the Authority, either Partner identifies an error in that information then the following process for correcting the error will apply:
- A Partner will notify the other Partner within five working days of identifying an error in the personal data.
 - For the SW scheme delivery data and SW Fraud and Non-Compliance data, the Authority will then:
 - a. take reasonable steps (including liaising with the relevant installer) to clarify and correct the data, and
 - b. promptly notify BEIS of any correction to the data.
 - For the SW funding duplication data, BEIS will then:
 - a. take reasonable steps (including liaising with any relevant delivery partner(s)) to clarify and correct the data, and
 - b. promptly notify the Authority of any correction to the data.

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Principle 5 - storage limitation

45. BEIS will retain the SW scheme delivery data and SW Fraud and Non-Compliance data for up to 25 years after the end of the Funding Period for the purposes noted above. SW performance monitoring data is not subject to a specified retention period since it does not contain any personal data. In line with the storage limitation principle (UK GDPR Article 5(1)(e)) BEIS will review the SW scheme delivery data and SW Fraud and Non-Compliance data it holds at the end of the Funding Period and at regular periods thereafter to ensure that data is only retained for as long as it is needed up to the full 25 years.
46. The Authority will retain the SW scheme delivery, SW Fraud and Non-Compliance data and SW funding duplication data in accordance with its retention and disposal policy.
47. Partners will destroy or delete all personal data at the end of the retention periods using a process that is in line with their existing data destruction processes.
48. The use of anonymised or pseudonymised data will be considered as the primary form of data sharing with parties outside of BEIS. Only where the required purpose cannot be achieved using anonymised or pseudonymised data will identifiable personal data be shared.
49. In order to achieve the purposes, set out in Principle 2 (purpose limitation) above, identifiable personal data, rather than anonymised or pseudonymised data, is required to be processed by the designated BEIS teams referred to in paragraph 53 of this DSA. As set out in paragraph 54 of this DSA, non-designated BEIS teams will only have access to anonymised data.

Principle 6 - integrity and confidentiality

50. The following information security measures will be put in place by BEIS and the Authority to ensure the safekeeping of the data shared with it as covered by this DSA, including, and with particular reference to, the personal data. The Partners agree to work and comply with their respective information assurance and data protection policies.
51. BEIS will hold the SW scheme delivery data on the Cloud Based Analytical System (CBAS), BEIS' IT system for analytical software and data storage. Information on CBAS will be classified as OFFICIAL-SENSITIVE-PERSONAL and will be restricted to named individuals. Access requires provision of a username, password and one-time passcode issued to the users mobile device. All CBAS servers comply with ISO 9001, ISO 14001 and ISO 27001. BEIS will hold the SW Fraud and Non-Compliance data in a secure Sharepoint folder with access

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controls limiting access to those on the SW data access list. For reference, the SW performance monitoring data will be held in an unrestricted Sharepoint folder.

- 52.** Only designated BEIS teams and nominated third parties, in line with paragraphs 48 and 49 of this DSA, will be able to access the SW scheme delivery data and the SW Fraud and Non-Compliance data containing the personal data. BEIS acknowledges and agrees that:

 - the designated BEIS teams will be named in an internally held SW data access list and kept to a reasonable minimum;
 - it will maintain the SW data access list and share it with the Authority as required on request;
 - BEIS will require that the mandatory annual “Responsible for Information” eLearning, or equivalent, will be completed by all persons within those teams granted access.
- 53.** Only designated teams within the Authority and nominated third parties will be able to access the SW funding duplication data. The Authority acknowledges and agrees that:

 - the designated teams will be named in an internally held SW funding duplication data access list and kept to a reasonable minimum;
 - it will maintain the SW funding duplication data access list and share it with BEIS as required on request;
 - the Authority will require that appropriate information handling training will be completed by all persons within those teams granted access.
- 54.** Non-designated teams within BEIS may also use an anonymised version of the SW scheme delivery data and SW Fraud and Non-Compliance data, that excludes address and any record-level identifiers, for internal analysis only. BEIS will only publish aggregate results that meet the requirements of Principle T6.4 of the Code of Practice for Official Statistics on confidentiality. Generally the underlying data will not be published by BEIS, however, in order to comply with the Government Social Research Publication Protocol, BEIS may publish datasets resulting from SW participant surveys. The publication of this data may require inclusion of data extracted from the SW scheme delivery data, however, publication in this instance would only be conducted where the data could be fully anonymised and complies with Principle T6.4 of the Code of Practice for Official Statistics on confidentiality.

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55. [REDACTED] Project Director for SW (or successor) has been appointed as the BEIS Information Asset Owner of the SW scheme delivery data and SW Fraud and Non-Compliance data and, as such, is ultimately responsible for the security of the SW scheme delivery data and SW Fraud and Non-Compliance data provided by the Authority.
56. *Asset name and role.* [REDACTED] (or successor) has been appointed as the Authority's Information Asset Owner of the SW funding duplication data and, as such, is ultimately responsible for the security of the personal data provided by BEIS under this DSA.
57. All Partners confirm that, as a minimum, they have considered the risks of the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to any personal data processed under this DSA, and have arrangements in place to manage or mitigate these risks.

Principle 7 - accountability

58. All Partners confirm that they can demonstrate compliance with the data protection principles.
59. BEIS confirms that the processing of the SW scheme delivery data, the SW Fraud and Non-Compliance data and SW funding duplication data covered in this DSA will be added to BEIS's existing central record of processing.
60. The Authority confirms that the processing of the SW scheme delivery data, the SW Fraud and Non-Compliance data and SW funding duplication data covered in this DSA (this will be included in the Authority's existing central record of processing / does not need to be included in the Authority's existing central record of processing because.... LA to complete)
This will be included in the Authority's existing central record of processing.

Rights of data subjects

The rights of data subjects are set out in the table below:

Right to:	Applies?	If yes, are any additional actions required. If no, why this right does not apply.

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<i>Transparent information (Article 12)</i>	Y	The Authority takes responsibility for ensuring that appropriate fair processing and privacy notices are provided to data subjects.
<i>Information when data collected from data subject (Article 13)</i>	Y	The Authority takes responsibility for ensuring that appropriate fair processing and privacy notices are provided to data subjects.
<i>Information when data collected from elsewhere (Article 14)</i>	Y	The Authority takes responsibility for ensuring that appropriate fair processing and privacy notices are provided to data subjects, either by itself or by the installers working on its behalf.
<i>Access by data subject (Article 15)</i>	Y	Where either Partner receives a data access request from a data subject, this will be actioned in line with the relevant Partner's existing policies for handling such requests.
<i>Rectification (Article 16)</i>	Y	Where a Partner receives a rectification request from a data subject, this will be communicated to the other Partner within 5 working days. Where this request results in concluding there is an error in the original data, this will be notified to the other Partner within 5 working days.
<i>Erasures (Article 17)</i>	Y	Where a Partner receives an erasure request from a data subject, this will be communicated to the other Partner within 5 working days. The eligibility of each erasure request will be reviewed by each Partner in line with article 17 of the UK GDPR and a decision made regarding the nature of the processing undertaken by that Partner.
<i>Restriction of processing (Article 18)</i>	Y	Data subjects have the right in certain circumstances (for example, where accuracy is contested) to request that the processing of their personal data is restricted. Where a Partner receives a restriction of processing request from a data subject, this will be communicated to the other Partner within 5 working days.
<i>Notification regarding rectification, erasure, or restriction</i>	Y	BEIS will notify any parties with whom it has shared the data within 5 working days of an action being taken under a request for

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<i>(Article 19)</i>		rectification, erasure or restriction, unless this proves impossible or involves disproportionate effort.
<i>Data portability (Article 20)</i>	Y	The personal data processed by BEIS under this DSA is not provided by the data subject to BEIS and is not processed by BEIS on the basis of consent (other than for re-contact purposes) or for the performance of a contract.
<i>Object to processing (Article 21)</i>	Y	Data subjects may object to the processing of their data, but the request may be refused if it would prevent the administration and auditing of the scheme and use of the data for fraud prevention and/or statistical purposes. Data subjects will be notified of their right to object via the fair processing and privacy notices mentioned above in relation to articles 12, 13 and 14 of the UK GDPR and for which the Authority takes responsibility. Where a Partner receives an Object to Processing request from a data subject, this will be communicated to the other Partner within 5 working days.
<i>Automated decision-making and profiling (Article 22)</i>	N	It is not expected that automated decision-making or profiling will be required under this DSA.

Governance and administration

Data Protection Impact Assessments

61. BEIS is completing a Data Protection Impact Assessment for the processing that it will undertake in relation to this DSA. The DPIA considers BEIS's processing activities including analysis and publication of data for statistical reasons and sharing of data with its third party contractors and delivery partners of relevant schemes. The DPIA is available on request.

62. [State here whether the LA has completed a Data Protection Impact Assessment (DPIA) and, if so, whether it covers this data share and whether it has been or will be published. If no DPIA has been completed, explain why this was not necessary.]

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A Data Protection Impact Assessment (DPIA) has been completed by the Authority and covers data sharing, the scope, purpose and nature of processing. The DPIA has not been published. The CRM used by the Authority is a customer and project pipeline management tool that transfers data outside the European Economic Area, Standard Contractual Clauses meet the general requirements of data privacy and security adequacy.

Offshoring

63. Personal data shared with BEIS will be stored on its IT infrastructure and may therefore also be shared with its data processors Microsoft and Amazon Web Services. The data may therefore be transferred and stored securely outside the UK and European Economic Area. Where that is the case it will be subject to equivalent legal protection through the use of Model Contract Clauses.

Data processors and sub-processing

64. BEIS may share personal data with its third party contractors to support the evaluation and auditing of SW as well as for statistical, research and fraud prevention purposes. The third party contractors will be processors for BEIS.
65. The Authority may share the SW funding duplication data with its third party contractors to support the administration of SW. The third party contractors will be processors for the Authority.

Consultation

66. BEIS consults with the BEIS Data Protection Officer in the process of completing its DPIA. Data subjects will not be consulted before the processing covered by this DSA commences, however, data subjects will be notified of the data processing as per paragraph 30.
67. (State here whether LA has consulted with their Data Protection Officer, or otherwise (for example through the DPIA process) obtained specialist data protection advice. Also state whether data subjects or their representatives have been, or will be consulted before the processing covered by this Agreement commences.)

The CPCD Data Protection Officer, has been consulted. Specialist data protection advice has been sought through the DPIA process for LAD2, Data Sharing Agreements, Privacy Notice requirements and data storage and processing. Data subjects or their representatives have not been consulted before the processing covered by this Agreement commences.

Automated decision-making and profiling

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68. It is not expected that any automated decision-making or profiling will be undertaken by BEIS with the SW scheme delivery data or SW Fraud and Non-Compliance data, or by the Authority with the SW funding duplication data.

Necessity and proportionality

69. BEIS is completing a DPIA regarding the processing covered by this DSA, including a consideration of necessity and proportionality. The proposed processing is deemed as necessary and proportionate.

Freedom of Information Requests

70. Partners subject to the requirements of FoIA and the Environmental Information Regulations 2006, will assist and cooperate with each other, to enable each to comply with its information disclosure obligations.
71. Where a request for information under FoIA or the Environmental Information Regulations 2006 is received by a Partner to this DSA, which relates to data that has been provided by another Partner under this DSA, the Partner receiving the request will take reasonable steps, where appropriate, to give the other Partner advance notice to allow it the opportunity to make representations on the potential impact of disclosure, or failing that, to draw the disclosure to the other Partner's attention after any such disclosure.
72. Each Partner shall be responsible for determining in its absolute discretion whether any information is exempt from disclosure in accordance with the provisions of the FoIA or the Environmental Information Regulations 2006.

Personal data breaches

73. The Partners will follow their own internal processes on the discovery of a personal data breach and advise their own security teams.
74. In addition, each Partner will notify the other Partner of any personal data breach that relates to this data share, via direct contact with the project leads named in Appendix B of this DSA within 72 hours of discovering the personal data breach.
75. In the event of a personal data breach (or where there is reasonable cause to believe that such an incident may arise), the Partners will delay data transfers until the cause or incident is resolved, as authorised by the BEIS Information Asset Owner and Authority equivalent. If

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the breach cannot be resolved or if - in the view of the Partners – it is very serious, data transfers will stop and will not resume until the BEIS Informational Asset Owner and Authority equivalent are satisfied with the security arrangements.

- 76.** Any Partner who decides that a personal data breach that affects, or is relevant to, the processing under this DSA must be self-reported to the ICO shall ensure that the other Partner is notified of this.

Dispute Resolution

- 77.** Disputes between the Partners regarding the operation of this DSA will be resolved in the following way:
- In the first instance a material breach will be reported between the project leads on each side, named in Appendix B of this DSA. An assessment by the breaching party will be conducted promptly to identify if the breach is ongoing or was a one-off, and the potential impact of the breach.
 - All material breaches will be notified to the Data Protection Officers in BEIS and Cambridgeshire and Peterborough Combined Authority. The outcomes of the assessment conducted by the project leads on each side, named in Appendix B of this DSA, will be discussed and actions identified.

Review

- 78.** Scheduled formal reviews of this DSA are not expected to take place to assess the ongoing effectiveness of this data sharing initiative and this DSA. This DSA will only be reviewed if the purpose of the processing changes, or the processing otherwise changes in a way that affects the rights of data subjects.

Termination

- 79.** Any Partner can terminate this DSA, without giving a reason, on expiry of one (1) month's written notice to the others. Notice of termination would also trigger a formal review of the SW grant funding provided to *the Authority*.
- 80.** Any Partner can terminate this DSA with immediate effect, where another Partner materially breaches any of its obligations to this DSA.

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- 81.** Termination notices should be addressed to the Information Asset Owners at BEIS and the Authority.
- 82.** In the event of termination, data will cease to be shared under the terms of this DSA.

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Signatories

Signed by



Representing the Secretary of State of the Department for Business, Energy & Industrial Strategy

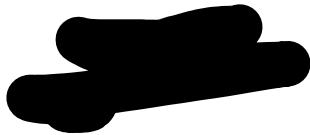
Name: [REDACTED] Deputy Director, Energy Efficiency and Local, Department for Business, Energy & Industrial Strategy

Full contact details:

[REDACTED]
[REDACTED]
1 Victoria Street, London, SW1H 0ET

Date: 19/10/2021

Signed by: [should be Senior Responsible Owner or equivalent]



Representing Cambridgeshire & Peterborough Combined Authority

Name: [insert name and position in organisation. This should be a senior person with adequate authority to be fully accountable.]



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Full contact details:

Address:

72 Market Street, Ely, Cambridgeshire, CB7 4LS

Telephone Number:

Email address:

Date:

19/11/21

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Appendices

Subject

Appendix

Summary of Processing A

Contact details for key members of staff from Partner organisations B

CBAS Default Data Handling C

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Appendix A – Summary of Processing

Description	Details
Subject matter of the processing	The processing relates to the delivery of the SW.
Duration of the processing	Processing will commence on and from the date on which this DSA is signed by, or on behalf of, both Partners. Personal data will be retained only for as long as it is needed and, in any case, up to a maximum of 25 years after the end of the Funding Period.
Nature and purposes of the processing	<p>The Authority will share with BEIS personal data relating to delivery of SW. BEIS will process the data, including matching it with other datasets and onward sharing with other parties, to effectively manage and review the use of public funds and to support further research, evaluation and statistical reporting.</p> <p>If relevant blending or duplication of funding is identified, BEIS may share personal data with the Authority so it can effectively manage delivery of SW and for fraud prevention purposes.</p>
Type of Personal Data that will be processed	<p>It is expected that the delivery partners will collect personal data including (but not limited to):</p> <ul style="list-style-type: none"> - Name, address, phone, email of the property owner - Details of the property and installation undertaken - Details and contact information of the installer
Types of Special Category data	<p>Special Category data is not expected to be shared.</p> <p>Health based referrals will be processed, this will not include Special Category data but will confirm the data subject has an eligible vulnerable to cold condition.</p>
High risk processing	<p>State whether (and if so, why) the processing “is likely to result in a high risk to the rights and freedoms of individuals” as specified in the relevant EU guidance]</p> <p>_____</p> <p>_____</p> <p>_____</p>
Law enforcement	N/A
Criminal convictions data	N/A
Categories of Data Subject	<p>Households and owners of properties offered home energy upgrades under SW</p> <p>Installers of home energy upgrades under SW</p> <p>Third parties providing additional funding for home energy upgrades under SW.</p>

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Appendix B – Key contact details

BEIS <i>Information Asset Owner</i>	[REDACTED]
<i>SW Senior Project Manager</i>	sustainable.warmth@beis.gov.uk
Cambridgeshire & Peterborough Combined Authority <i>Director of Business & Skills</i>	[REDACTED]
<i>Lawyer/Data Protection Officer</i>	[REDACTED]@cambridgeshirepeterborough-ca.gov.uk
<i>Regional Head GSEEH</i>	[REDACTED]@energyhub.org.uk
<i>Programme Manager</i>	[REDACTED]@energyhub.org.uk

Appendix C - CBAS default data handling

CBAS Default Data Handling

Purpose of This Document

When data is transferred from a third party government organisation to the CBAS solution, which is operated by BEIS, some form of agreement needs to be reached on how CBAS as the *data receiver* will handle data transferred from the *data supplier*.

Government Security Standard with respect to data handling make it clear that it is the *data supplier* to set the requirements for the handling of data that the supplier “owns”.

To address the need for a statement of how CBAS would handle data by default – ie, in the absence of instructions from the data supplier, this document summarises how CBAS would handle data, by default.

Management Processes “Need to Know”

Data sets are held in containers – these may be, amongst others, a relational database or a file share.

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Each data set is assigned and owner and a backup owner when the container is created and only the owner (or the backup owner if the owner is not available) can give authority for an individual to access the data. The same process applies for revoking permission. All CBAS administrators that can see the data are a minimum of SC Cleared. This process is operated via the CBAS Ticketing system which audits and records all data owner requests.

When CBAS are informed that a user has left either CBAS or their organisation via the CBAS Ticketing system, access is disabled, which immediately removes access to all the containers they may have a permission to see prior to leaving.

CBAS User Authentication

All user are required to supply a username, a password and a second factor “One Time Code” when either logging on to the CBAS Remote Desktop to process data or the File Transfer Service to transfer data to/from CBAS. The second factor is supplied via SMS to the user’s mobile phone.

Physical and IT Security

The CBAS facility is physically located in a UK-bases datacentre with a separate disaster recovery datacentre based in a second UK-based, separate location. The datacentres hold the following certifications:

- ISO 9001, ISO 14001, ISO 27001 (certificate Number 4419).
- ISO 20000.
- Cyber Essentials.
- Cyber Essentials Plus.

Regular backups of all data are taken and are encrypted and stored off-site.

All data transfer is encrypted “in transit” between the end-user and the CBAS environment.

Use of this document

This document may be included in other documents (eg, data handling agreements) as long as it is included in its entirety – eg, as an annex.

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Annex 6: BEIS Standardised Privacy notice

Privacy Notice

This notice sets out how the Department for Business, Energy and Industrial Strategy (BEIS) will use your personal data, and your rights. It is made under Articles 13 and/or 14 of the UK General Data Protection Regulation (GDPR).

This notice relates to data collected under the [LA scheme name]

Greater South East Energy Hub

operated by [Name and Delivery Partner Name]

Cambridgeshire & Peterborough Combined Authority, which is funded by the Sustainable Warmth Scheme (the Scheme) run by BEIS.

YOUR DATA

The data

Your data will be shared with BEIS by Cambridgeshire and Peterborough Combined Authority. We (BEIS) will process the following personal data:

Customers:

- Address and details of property receiving the energy efficiency or low-carbon heating installation(s) under the Scheme
- Details about the installation(s) installed at the property under the Scheme, including type, size and cost
- Contact address (if not the property receiving the installation(s))
- Address and details of property offered, but not receiving, installation(s) under the Scheme
- Your name
- Household income and any other scheme eligibility information
- Any financial contribution you have made towards the installation(s) under the Scheme
- SAP or RdsAP assessments with scores
- Email address (optional)
- Phone number (optional)

Installers:

- Your name
- Relevant accreditation and registration information
- Contact address
- Email address
- Phone number

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- Details of installations delivered under the Scheme
- Whether directly contracted or sub-contracted to install installations under the Scheme
- The number of employees in your organisation

Purpose

The purpose(s) for which we are processing your personal data is to support the delivery and administration of the Scheme.

Delivery and administration of the Scheme may require linking of your data to other datasets held by the Department for Business, Energy and Industrial Strategy (BEIS).

BEIS will be conducting an evaluation of the Scheme. This may include you being contacted to take part in further research. Where the research involves processing of personal data in addition to that already collected for delivery of the Scheme, you will be given the opportunity to opt-in to that research at the point of contact.

Your data may also be used for statistical, research and fraud prevention purposes.

Legal basis of processing

The legal basis for processing your personal data is:

Public task: Processing is necessary for the performance of a task carried out in the public interest.

The specific public task is the delivery, administration and evaluation of, as well as statistical, research and fraud prevention purposes relating to, the Scheme, a government funded scheme aiming to raise the energy efficiency of low energy performance homes (especially those rated at EPC Band E, F or G). The Government funding is provided to Local Authorities who set up arrangements for consumer engagement and the delivery of installations in homes.

Consent: Use of your personal data to contact you to take part in further research will be subject to your consent.

Recipients

Your personal data will be shared with:

- The Department for Business, Energy and Industrial Strategy (BEIS) and its contractors for delivery, administration and evaluation of the Scheme, statistical, research and fraud prevention purposes.
- Ofgem and delivery partners of central and local government home energy schemes such as the Energy Company Obligation and Renewable Heat Incentive

[Drawing] MEMORANDUM OF UNDERSTANDING FOR SUSTAINABLE WARMTH COMPETITION

Your personal data may also be shared with other Government departments where necessary.

We may share your data if we are required to do so by law, for example by court order or to prevent fraud or other crime.

Personal data shared with BEIS will be stored on our IT infrastructure and may therefore also be shared with our data processors Microsoft and Amazon Web Services. As personal data shared with BEIS will be stored on our IT infrastructure, and may be shared with our data processors Microsoft and Amazon Web Services, your data may be transferred and stored securely outside the UK and European Economic Area. Where that is the case it will be subject to equivalent legal protection through the use of Model Contract Clauses.

Retention

Your personal data will be stored securely by BEIS for a maximum period of 25 years following the close of the Scheme. BEIS may choose to store anonymised data beyond this period.

YOUR RIGHTS

You have the right to request information about how your personal data are processed, and to request a copy of that personal data.

You have the right to request that any inaccuracies in your personal data are rectified without delay.

You have the right to request that any incomplete personal data are completed, including by means of a supplementary statement.

You have the right to request that your personal data are erased if there is no longer a justification for them to be processed.

[Drawing] MEMORANDUM OF UNDERSTANDING FOR SUSTAINABLE WARMTH COMPETITION

You have the right in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted.

You have the right to object to the processing of your personal data where it is processed for direct marketing purposes.

You have the right to object to the processing of your personal data.

You have the right to withdraw consent to the processing of your personal data at any time, where processing is based on your consent.

HOW TO MAKE A REQUEST

If you wish to make a request associated with any of the rights listed above, contact BEIS using the contact details at the bottom of this notice.

COMPLAINTS

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an independent regulator. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

0303 123 1113

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COMPETITION**

Email: caserwork@ico.org.uk

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.

CONTACT DETAILS

You can contact the BEIS Data Protection Officer at:

BEIS Data Protection Officer
Department for Business, Energy and Industrial Strategy
1 Victoria Street
London
SW1H 0ET

Email: dataprotection@beis.gov.uk

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Annex 7: Approved Application Proposal

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15. Provide a cost breakdown of the capital, administration and ancillary support required. Include the anticipated LA or landlord contributions expected. Only insert data in white coloured cells.

Tenure Type	Current Fuel	EPC Band	Average Subsidy Cost/Cap	No of Homes	Total HUG1 Subsidy per band	Average HUG1 Subsidy per a home	Total Landlord/LA Contribution	Average Landlord contribution per home	Average Landlord contribution % across tenure type. Min contribution of 50% of grant funding (33% of total upgrade cost)
Owner Occupied	Electric	F & G	£20,000.00	164	£3,280,000.00	£20,000.00	No Landlord Contributions Required		
		E	£15,000.00	400	£6,000,000.00	£15,000.00			
	Fossil Fuel	D	£10,000.00	232	£2,320,000.00	£10,000.00			
		F & G	£25,000.00	95	£2,375,000.00	£25,000.00			
Private Rented Sector	Electric	E	£20,000.00	231	£4,620,000.00	£20,000.00	£1,975,600.00	£5,443.75	50%
		D	£15,000.00	148	£2,220,000.00	£15,000.00			
	Fossil Fuel	D <small>(E,G)</small>	£15,000.00	303	£4,515,000.00	£15,000.00			
		F & G	£13,333.00	48	£599,994.00	£13,333.00			
Social Housing	Electric	D	£10,000.00	112	£1,200,000.00	£10,000.00	£163,300.00	£5,267.74	50%
		E	£6,666.67	58	£399,994.00	£6,666.67			
	Fossil Fuel	F & G	£16,666.67	27	£445,982.00	£16,666.67			
		D	£10,000.00	56	£570,976.00	£10,000.00			

Please enter the amount of Admin and Ancillary budget you are requesting from HUG1 in cell below

Total Project costs (including Landlord contributions)	Total HUG (Off Gas) Funding Requested	Total HUG (Off Gas) Capital	Total HUG (Off Gas) Admin & Ancillary	HUG (Off Gas) Admin & Ancillary %	% EPC D HUG (Off Gas) Delivery	% HUG (Off Gas) Social Housing Delivery	Total Number of Homes
£36,193,032.00	£34,653,132.00	£29,609,609.00	£3,443,240.00	13%	25%	1,590	1,564

On Gas Deliveries (LA/DP)									
Tenure Type	EPC Band	Average Subsidy Cost Cap	No of Homes	Total LAD3 Subsidy per band	Average LAD3 Subsidy per a home	Total Landlord/LA Contribution	Average Landlord contribution per home	Average Landlord contribution % across tenure type. Min contribution of 50% of grant funding (33% of total upgrade cost)	
Owner Occupied	F & G	£10,000.00	1292	£12,910,000.00	£20,000.00	No Landlord Contributions Required			
	E	£10,000.00	3228	£32,280,000.00	£20,000.00				
	D	£10,000.00	1030	£1,030,000.00	£10,000.00				
Private Rented Sector	F & G	£5,000.00	232	£1,169,000.00	£5,000.00	£4,140,000.00	2,500.00	50%	
	E	£5,000.00	828	£4,140,000.00	£5,000.00				
	D	£5,000.00	1082	£5,490,000.00	£5,000.00				
Social Housing	F & G	£5,000.00	24	£170,000.00	£5,000.00	£412,500.00	2,500.00	50%	
	E	£5,000.00	81	£405,000.00	£5,000.00				
	D	£5,000.00	50	£250,000.00	£5,000.00				

Please enter the amount of Admin and Ancillary budget you are requesting from HUG1 in cell below

Total Project costs (including Landlord contributions)	Total LAD (On Gas) Funding Requested	Total LAD (On Gas) Capital	Total LAD (On Gas) Admin & Ancillary	% LAD (On Gas) Admin & Ancillary	% EPC D LAD (On Gas) Delivery	% LAD (On Gas) Social Housing Delivery	Total Number of Homes
£98,800,392.00	£64,325,987.00	£29,675,000.00	£10,560,983.00	12%	30%	1,992	9270

26. Please complete the below table to detail the delivery plan. This should give evidence and confidence that delivery will be completed no later than 31st of March 2023.

Installation Progress	Forecast Homes Contacted		Forecast Number of Homes Awaiting Installation		Forecast Homes Completed		Ancillary & Administration Costs		Capital Costs		Planned Activities	
Input Category	Number		Number		Number		£		£		Text	
Month / Scheme	LAD	HUG	LAD	HUG	LAD	HUG	LAD	HUG	LAD	HUG	LAD / HUG	
Dec-21	0	0	0	0	0	0			£0.00	£0.00	BEIS Mol U Planning	
Jan-22	0	0	0	0	0	0	£167,655.60	£59,322.94	£0.00	£0.00	Procurement Data Analysis	
Feb-22	1242	206	246	62	0	0	£240,759.28	£78,029.24	£0.00	£0.00	Supply Chain Engagement	
Mar-22	1242	255	246	52	0	0	£256,215.28	£93,573.28	£0.00	£0.00	Marketing DPS Supply Chain Engagement	
Apr-22	2,483	680	407	112	414	98	£664,461.28	£228,947.24	£3,683,740.00	£1,480,404.45	Chair Engagement/Initial State	
May-22	3,311	768	852	157	414	98	£562,481.20	£240,947.24	£3,683,750.00	£1,480,404.45	Chair Engagement/Middle State	
Jun-22	6,208	1,473	1,243	255	828	180	£932,573.28	£402,205.24	£7,367,500.00	£2,960,988.90	Chair Engagement/Final State	
Jul-22	6,208	1,473	1,242	255	1,242	205	£1,423,272.20	£12,322.32	£11,051,250.00	£4,441,402.35	Delivery period/Quality control site audits	
Aug-22	6,208	1,473	1,243	255	1,243	255	£1,253,123.28	£657,658.32	£11,051,250.00	£4,441,402.35	Installs/Quality control site audits	
Sep-22	4,112	982	823	198	982	238	£1,059,273.74	£480,021.24	£8,841,000.00	£3,553,186.65	Installs/Quality control site audits	
Oct-22	4,112	980	823	198	982	238	£852,833.28	£399,445.24	£7,367,500.00	£2,960,988.90	Installs/Quality control site audits	
Nov-22	2,070	491	414	98	682	157	£800,123.28	£339,877.24	£5,894,000.00	£2,368,791.12	Installs/Quality control site audits	
Dec-22	2,070	491	414	98	573	137	£705,975.20	£293,651.24	£5,157,250.00	£2,072,692.23	Installs/Quality control site audits	
Jan-23	2,070	491	414	98	573	137	£728,735.24	£304,891.24	£5,167,250.00	£2,072,692.23	Installs/Quality control site audits	
Feb-23	0	0	0	0	497	118	£652,537.28	£271,005.24	£4,420,500.00	£1,775,582.34	Installs/Quality control site audits	
Mar-23	0	0	0	0	0	0	£219,593.28	£89,345.24	£0.00	£0.00	Project Closure and Final Reporting	
Totals	41,390	9,826	8,278	1,964	8,278	1,964	£10,860,893.00	£4,443,243.00	£73,675,000.00	£29,609,888.00		

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Annex 8a: Monthly Report Template

The Authority will be required to report against the KPIs for each scheme they have received funding for. This monthly report will be baselined against the forecast the Authority will complete as part of the grant application form.

Please see the sections on performance and governance for the details of the report contents.

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Annex 8b: Monitoring and Evaluation Data Dictionary Template

The Authority will provide data and information in accordance with the table below for monitoring and evaluating purposes which will be requested as part of the Monthly reporting, this includes (but may be subject to change): Application or Referral Information, Installation data, Installation Information and Scheme Delivery Information.

In accordance with paragraph 81, the Secretary of State, the Authority and its contractors, partners or agents will comply with the Data Protection Act 2018. BEIS will ensure the final version of this template, and accompanying data sharing agreement, support compliance but it is the responsibility of the Authority to ensure appropriate processes are implemented across delivery to ensure compliance.

Application or Referral Information	Response
Application Reference Number	
Applicant Name	
Applicant Email Address	
Applicant Contact Number	
Contact Consent	
Property Address (first line)	
Town	
Postcode	
UPRN	
Landlord application	
Applicant Address	
Applicant Postcode	
Household Initial Contact Date	
Household Initial Response Date	
Application Date	
Application Status	

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Application Approved by LA	
Installation Information	Response
Application Approval Date by LA	
Rejection Reason by LA	
Date agrees to installation	
Date refuse installation	
Reason for installation refusal	
Install Measures Decision Date	
Eligibility Criteria	
Low Income Household?	
Fuel Poor Household	
Current EPC RRN	
Current EPC Rating	
Property Tenure	
Property Type	
Property Year Built	
Property Floor Space	
Property Number of Floors	
Property Number of Rooms	
Smart Meter Installed?	
Loft?	
Occupancy	
On or off gas grid property	
Current Heating System Type	
Current Heating Fuel Source	

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Current annual electricity use	
Current annual gas use	
Installation Information	Response
Existing energy efficiency measures	
Number of measures to install	
Solid Wall Insulation	
Under Floor Insulation	
Cavity Wall Insulation	
Loft Insulation	
Flat Roof Insulation	
Room in Roof Insulation	
Park Home Insulation	
Air Source Heat Pump	
Ground Source Heat Pump	
Solar Thermal	
Biomass Boiler	
Draught Proofing	
Double Glazing	
Triple Glazing	
Secondary Glazing	
External Energy Efficient Doors	
Heating Controls	
Hot Water Tank Thermostats	
Hot Water Tank Insulation	
Proposed Installer Name	

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Proposed Installer Trustmark number	
Total Cost of Application	
Cost of Measure Equipment	
Installation Information	Response
Cost of Installation/Labour	
Cost of Repair	
Amount of funding from government	
Amount of self-funding	
Application Reference Number	
Measure Reference Number	
UPRN	
Date of Starting Installation	
Date of Completed Installation	
Duration of Installation Work	
Installer Name	
Installer Email Address	
Installer Phone Number	
Installer Consent to Contact	
Trustmark Business ID number	
MCS License Number	
PAS Certification Number	
TrustMark Measure Reference Number	
TrustMark Lodge mark Certificate Number	
Measure Type	
Model Number	

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Percentage of property treated (POPT)	
Lifetime (years)	
Insulation Top-up	
Number of walls	
Installation Information	Response
Amount of pre-existing insulation	
Heat_Pump_Capacity	
Heat_Pump_Annual_Generation	
Heat_Pump_SCOP	
RHI accredited.	
Solar_Thermal_Panels	
Solar_Thermal_Installed_capacity	
Solar_Thermal_Estimated_Annual_Generation	
Solar_Thermal_Orientation	
Solar_Thermal_Inclination	
Biomass_Boiler_Model	
Warranty	
Boiler_Repair	
Boiler_Upgrade	
Post_Installation_Heating_Type	
Solar_PV_Panels	
Solar_PV_Installed_capacity	
Solar_PV_Estimated_Annual_Generation	
Solar_PV_Orientation	
Solar_PV_Inclination	

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Heating Control Type	
Hot_Water_Tank_Insulation_Type	
Post-installation EPC RRN	
Post-installation EPC Rating	
Job Estimate for Measure_FTE	
Scheme Delivery Information	Response
Quality Checks	
Delivery Partner	
Eligible Households	
Contacted Households	
Method of Communication	
Method of Targeting Households	
Households agreeing to an installation.	
Number of homes receiving a measure.	

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Annex 9: Privacy Notice concerning LA and delivery partner contact details



Department for
Business, Energy
& Industrial Strategy

LA Privacy Notice

This notice sets out how we (the Department of Business, Energy and Industrial Strategy) will use personal data provided by local authorities in connection with their application under the Sustainable Warmth Competition and sets out your rights. It is made under Articles 13 and/or 14 of the UK General Data Protection Regulation (UK GDPR). Note a separate privacy notice has been provided to local authorities for use with householders and other data subjects in the delivery of measures under the Sustainable Warmth Competition.

YOUR DATA

The data

We will process the following personal data:

Names and contact details of local authority employees and delivery partners involved in preparing and submitting the application under the Sustainable Warmth Competition.

Names and contact details of employees and delivery partners involved or proposed to be involved in implementation of the application if it is successful.

Purpose

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The purpose(s) for which we are processing your personal data is to utilise our in-house Customer Relationship Management (CRM) system to enable better relationship management in conjunction with the consideration of the local authority's application and its subsequent implementation under the Sustainable Warmth Competition if the application is successful. This includes using the personal data to communicate Sustainable Warmth Competition updates, training notices, information on future schemes and opportunities and invitations to relevant events.

Legal basis of processing

The legal basis for processing your personal data is that the processing is necessary for the performance of a task carried out in the public interest. The public task is the performance of functions under s.31 of the Local Government Act 2003, the duty to ensure public money is used responsibly and functions under fuel poverty and climate change legislation.

Recipients

Your personal data may be shared by us we are required to do so by law, for example by court order or to prevent fraud or other crime.

As your personal data will be stored on our IT infrastructure it will also be shared with our data processors Microsoft and Amazon Web Services.

Retention

Your personal data will be kept by us for a period of 6 years from the date set for completing the implementation of the local authority's application under the Sustainable Warmth Competition or from the last provided update.

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YOUR RIGHTS

You have the right to request that any inaccuracies in your personal data are rectified without delay.

You have the right to request that any incomplete personal data are completed, including by means of a supplementary statement.

You have the right to request that your personal data are erased if there is no longer a justification for them to be processed.

You have the right in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted.

You have the right to object to the processing of your personal data where it is processed for direct marketing purposes.

You have the right to object to the processing of your personal data.

INTERNATIONAL TRANSFERS

As your personal data is stored on our IT infrastructure and shared with our data processors Microsoft and Amazon Web Services it may be transferred and stored securely outside the UK and European Economic Area. Where that is the case, it will be subject to equivalent legal protection through the use of Model Contract Clauses.

COMPLAINTS

[Drawing] **MEMORANDUM OF UNDERSTANDING FOR SUSTAINABLE WARMTH COMPETITION**

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an UK independent regulator. The Information Commissioner can be contacted at:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

0303 123 1113

caserwork@ico.org.uk

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.

CONTACT DETAILS

The data controller for your personal data is the Department for Business, Energy & Industrial Strategy (BEIS). You can contact the BEIS Data Protection Officer at:

BEIS Data Protection Officer

Department for Business, Energy and Industrial Strategy

1 Victoria Street

London

SW1H 0ET

Email: dataprotection@beis.gov.uk

Annex 10: Scheme Participant Privacy notice guidance

This document is for LAs in receipt of grants under the Sustainable Warmth Scheme (the Scheme). It provides guidance on how the Scheme's UK GDPR Privacy Notice should be used.

LA obligations

Section 4.2 – Monitoring and Evaluation of the Scheme Guidance states that:

LAs that receive funding have the responsibility of ensuring that all installers or delivery partners collect and provide appropriate information specified by BEIS to support monitoring and evaluation. Details of this will be outlined in the MoU. To achieve this, prior to collecting any data from subjects under this scheme, LAs are expected to:

- Include our data collection requirements in all relevant contracts with installers and delivery partners, ensuring they understand and accept them.*
- Ensure they display or make available our standardised Privacy Notice to all data subjects, prior to the collection of data, to support compliance with data processing transparency requirements.*
- Where explicit consent is required from data subjects (such as for permission to re-contact), to use either BEIS's suggested consent statement or functional equivalent to capture this consent and maintain logs of this in your scheme data, as per our specified requirements there.*
- Agree and sign a standardised Data Sharing Agreement between the LA and BEIS, establishing the roles, process, scope and purpose of sharing this Management Information data between our organisations.*
- Demonstrate sufficient resource in their bids to manage the above requirements to an effective level of quality, and to maintain this for the full project duration.*

Meeting the obligations set out above requires the processing and sharing of personal data. As per paragraph 75 of the MoU, LAs are expected to provide BEIS with a monthly report containing record-level management information data on the status and characteristics of each installation delivered (See MoU Annex 10 for the Data Dictionary). This is called the Scheme Delivery data. The UK General Data Protection Regulation (GDPR) requires that organisations that collect personal data from individuals must provide detailed and specific information in their privacy notices.

[Drawing] MEMORANDUM OF UNDERSTANDING FOR SUSTAINABLE WARMTH COMPETITION

Failure to sufficiently notify data subjects about the processing of their data could constitute a breach of UK GDPR. To ensure compliance with data protection principles, BEIS has provided LAs with a BEIS Privacy Notice that must be shared with data subjects on behalf of BEIS. Unless not processing any personal data, LAs are required to also share their own separate Privacy Notice with data subjects, covering LA processing of the data. In line with [ICO guidance](#), this should include:

- The contact details of their organisation, and their data protection officer (if applicable).
- The purposes of processing the data.
- The lawful basis for processing the data.
- The categories of personal data obtained.
- The recipients of the personal data and who it will be shared with.
- Details of any international transfers.
- The retention period.
- The rights available in respect of the processing.
- The right to lodge a complaint to ICO.

Using the privacy notice

As outlined above, all individuals (data subjects) participating in the Scheme must have BEIS and LA privacy notices made available to them in advance of any data collection or processing. Data subjects may include households, landlords, installers, sub-contractors and other third-party organisations.

The way in which the privacy notices are provided to data subjects may vary by LA delivery model. For example, privacy notices may be distributed directly to data subjects by LAs, or via installers and/or delivery partners. Regardless of the method by which the privacy notices are disseminated, LAs are responsible for ensuring that data subjects are shown valid privacy notices prior to the collection of their data.

Purpose and processing of the personal data by BEIS

BEIS processing of the personal data will cover a range of different purposes, including specific processes that need to be followed. These are outlined below:

- **Scheme Delivery data:** This includes all data points included in the Data Dictionary (See MoU Annex 10), for example address, contact details, measures installed, etc. As processing of this data is essential for the delivery, administration and evaluation of the scheme as well as statistical, research and fraud prevention purposes, it falls under the legal basis of [Public Task](#). As such, consent is not required for processing of this data, and data subjects cannot opt out of having their data shared with and processed by BEIS if they want to participate in the scheme.
- **Consent to recontact data subjects:** BEIS and/or its contractors may want to recontact data subjects to invite them to take part in future research. Using personal data for this purpose falls under the legal basis of [Consent](#). As such, data subjects may opt in or out of being recontacted by BEIS and/or contractors in the future. Please

[Drawing] MEMORANDUM OF UNDERSTANDING FOR SUSTAINABLE WARMTH COMPETITION

note, this does not mean data subjects can opt in or out of having their data processed by BEIS and/or contractors – consent only applies to being recontacted.

- **For Households:** all consumers should be asked via an explicit consent statement (provided in the Consent Statement section below) if they consent to being potentially recontacted to take part in research and evaluation, irrespective of whether the installation is carried out or not. Details of the consent (also provided below) should be recorded in the Scheme Delivery data that will be shared with BEIS, as required under the Consent legal basis.
- **For Installers:** personal information for businesses is only relevant where an individual can be identified, this could be an email or phone number linked to an individual employee or details of sole traders. It will be essential to collect installer information to effectively deliver the scheme, and this may include personal data. Consent is only required when asking installers permission to be recontacted for further research. As with consumers, installer consent should also be recorded in the Scheme Delivery data shared with BEIS and the consent statement must be used.

Consent statement

Please note consent to recontact is not covered by the Privacy Notice alone. The below consent statement should be used and a record of the consent collected in line with the below instructions.

BEIS requires specified and informed consent to recontact participants for research and evaluation purposes. As such, the below consent statement must be used with participants when asking for their consent to be recontacted:

To assist in the administration of the program [TBC for each consortia LA - scheme name used by LA(s)] _____, Cambridgeshire and Peterborough Combined Authority would like to process your personal data in order for [TBC for each consortia LA - scheme name used by LA(s)] _____, BEIS or their appointed contractors to contact you to participate in further research and evaluation activities.

Do you consent to Cambridgeshire and Peterborough Combined Authority, BEIS, or their appointed contractors, using your provided contact details to recontact you for the purpose of research and evaluation related to the installation received under [TBC for each consortia LA - scheme name used by LA(s)] _____. Your consent is not required for the installation to take place. You have the right to withdraw consent at any time by contacting Cambridgeshire and Peterborough Combined Authority or BEIS at any time, using the contact details provided in the privacy notices.

Yes No

It is also necessary to keep a record of:

- participant consent (i.e. Yes or No),
- the date on which consent was given (keep records of dated documents; if consent is oral please keep a note of the time and date for conversations)

[Drawing] MEMORANDUM OF UNDERSTANDING FOR SUSTAINABLE WARMTH
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- how participants consented (i.e. orally or in writing)
- what they were told (i.e. confirmation the above consent statement was used, orally or in writing; if an alternative or altered consent form was used, please keep a master copy of the script or consent form)
- whether consent has been withdrawn and if so, the date.

The above information will be fed to BEIS via the monthly Scheme Delivery data report. The Scheme Delivery data report will contain fields where the above information can be input.

Sensitive data processing

Sensitive data is not expected to be shared with BEIS.

Annex 11: Change Request Form

Sustainable Warmth Change Request

The Change Request template and process will be defined at a later date prior to delivery of the scheme. Your Authority will be fully briefed by the Sustainable Warmth project team on the full change procedure and given all the necessary tools to adhere to the correct process require

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Annex 12: Oracle LA Registration Set-up Form

1. **Name of Company:** Cambridgeshire & Peterborough Combined Authority

2. **VAT Registration Number (if applicable):** [REDACTED]

3. Company Address

a. First line: 72 Market Street

b. City: Ely

c. County: Cambridgeshire

d. Postcode: CB7 4LS

e. Email: finance@cambridgeshirepeterborough-ca.gov.uk

4. Site Contact

a. Name: [REDACTED]

b. Tel. No.: [REDACTED]

c. Email: [REDACTED]@cambridgeshirepeterborough-ca.gov.uk

5. Bank Details

a. Bank Name: [REDACTED]

b. Account Number: [REDACTED]

c. Sort Code: [REDACTED]

d. Branch Name: [REDACTED]

e. Account Holder name: [REDACTED]

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6. Number of Full Time (or equivalent Employees): 93



CAMBRIDGESHIRE
& PETERBOROUGH
COMBINED AUTHORITY

Agenda Item No: 2.3

Changing Futures

To: Cambridgeshire and Peterborough Combined Authority Board

Meeting Date: 31 August 2022

Public report: Yes

Lead Member: Mayor Dr Nik Johnson

From: Fliss Miller, Interim Director for Skills

Key decision: No

Forward Plan ref: n/a

Recommendations: The Combined Authority Board is recommended to:

Approve the allocation of funds from the programme response fund of £60,000 per annum for three years (2022-2025, total £180,000) in support of the collaborative Changing Futures project to Cambridgeshire County Council - the accountable body.

Voting arrangements: A simple majority of Members present and voting

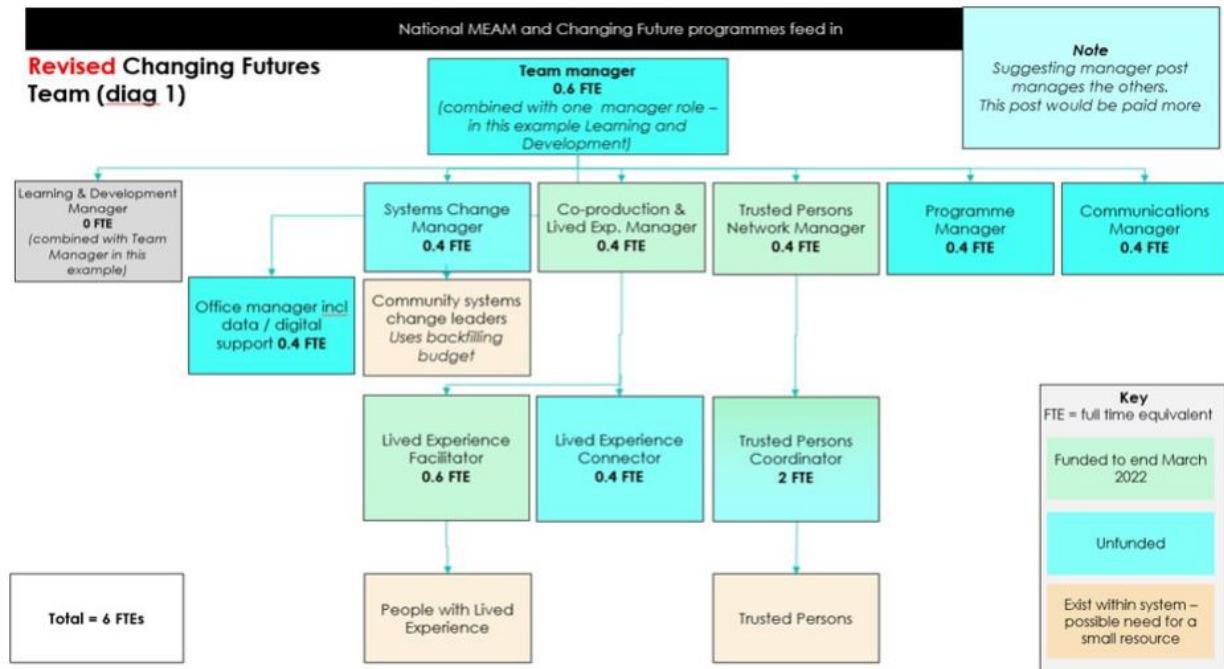
To be carried, the vote must include the vote of the Mayor, or the Deputy Mayor when acting in place of the Mayor.

1. Purpose

- 1.1 To seek the Board's approval for the allocation of funds totalling £180,000 - £60,000 per annum - over the next three years to support the extension of the Making Every Adult Matter (MEAM) work aligned to the national Changing Futures Programme.

2. Background

- 2.1 At the end of 2020, the Government invited expressions of interest from areas who wanted to take a new approach to tackling multiple disadvantage. A bid for the national Changing Futures Programme was submitted, and although the bid made it through to the shortlist of 21 areas, the bid was not successful.
- 2.2 Subsequently a proposal was submitted to the Cambridgeshire Public Service Board (CPSB) in December 2021 to extend the Making Every Adult Matter (MEAM) work, recognising the value of this work. The revised proposal was costed at £1.7 million, from 2022-2025.
- 2.3 The CPSB agreed that this proposal should be taken forward and that all partners should contribute to this programme. All members of the CPSB were asked to contribute to the project. To date four of the district authorities, the County, Public Health, Probation and The Office of the Police and Crime Commissioner have already committed finances to this work, with two other authorities pending sign off currently.
- 2.4 The overarching aims for this programme are to:
- Embed a 'Trusted Person' model. By working with someone they trust, people with multiple disadvantage can build more positive links with the services they need. The model proposed enables a larger, better recognised and more supported network of Trusted People to be built, from a variety of organisations.
 - Embed a trauma informed approach to support – not just at the front line but supporting whole organisations to operate in a trauma-informed way
 - Establish mechanics across the system to support shared learning and to address identified barriers
 - Embed co-production and co-design across the system
- 2.5 The high level outcomes for the programme are as follows:
- Improving outcomes for people with multiple disadvantage
 - Reducing system costs required to support this cohort
 - Extending the network of support for this cohort
- 2.6 The funding will create a programme team to deliver the four aims of the programme. The ambition is for the team to be seconded from different parts of the system working with multiple disadvantage to create a truly cross sector programme.



- 2.7 The work of the programme reports into the Cambridgeshire and Peterborough Changing Futures Board. The Interim Associate Director for Skills is a member of this Board and represents the Combined Authority. Membership of the Board and the draft Terms of Reference are detailed in Appendix 1.

Significant Implications

3. Financial Implications

- 3.1 The request is for the Combined Authority to allocate £60,000 per annum for three years from the Programme Response Fund to this project.
- 3.2 The current level of unallocated response fund for the next 3 years are shown below, which Identified sufficient funding is available.

	2022-23	2023-24	2024-25
Unallocated Programme Response Fund	£500,000	£1,350,000	£1,350,000

4. Legal Implications

- 4.1 Section 1 (1) of the Localism Act 2011 gives local authorities general power to do anything individuals may do unless it is specifically prohibited in legislation
- 4.2 Section 111 Local Government Act 1972 provides the power for the Council to do anything calculated to facilitate the delivery of the Council's primary functions.

4.3 There will be need to endeavour that this funding is used to create a programme team in compliance with the Board's approval.

5. Public Health Implications

5.1 The Changing Futures Programme will have a positive impact on public health. This is an ambitious systems programme to benefit and reduce those affected by multiple disadvantage in the short term and prevent more people reaching multiple disadvantage by learning and coproducing change.

6. Environmental and Climate Change Implications

6.1 There are no significant implications.

7. Appendices

7.1 Appendix 1 – Cambridgeshire and Peterborough Changing Futures Board – Membership and draft Terms of Reference

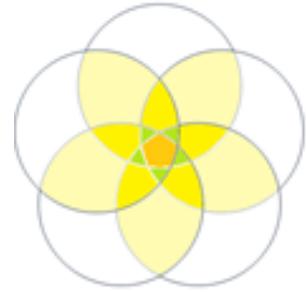
7.2 An accessible version of the information contained in this appendix can be obtained on request from democraticservices@cambridgeshirepeterborough-ca.gov.uk

8. Background Papers

8.1 None.

Draft Terms of reference for Changing Futures Cambridgeshire & Peterborough strategic group

August 2022



1. Name of group

Changing Futures Cambridgeshire & Peterborough strategic group

2. Background

The Changing Futures Cambridgeshire & Peterborough strategic group will work to promote and support the Changing Futures project across Cambridgeshire and Peterborough.

The Changing Futures Cambridgeshire & Peterborough strategic group is a group of committed individuals representing organisations which fund and support a new collaborative, innovative and systemic approach to tackling multiple disadvantage, with the input of people with lived experience. The project will improve outcomes for these individuals, as well as for services and the wider system.

Multiple disadvantage refers to a combination of homelessness, mental health, substance misuse, domestic abuse and criminal justice issues. We refer to these as the 5 petals.

3. Purpose of the group

- Make decisions on recommendations made by the Changing Futures Cambridgeshire & Peterborough Tactical Group
- Identify high level opportunities and issues, handing them to the Tactical Group to take forward
- Take updates from the programme to other strategic spaces
- Address strategic system barriers
- Build buy-in and awareness for the approach at high levels across the system
- Pull together learning and horizon scanning at strategic level

4. Priorities

The Changing Futures Cambridgeshire & Peterborough strategic group is a senior officer group, whose function is to:

- Provide input to Changing Futures Cambridgeshire & Peterborough leadership from all the agencies involved
- Ensure system-level interventions are considered, with lived experience input, and introduced effectively in each agency
- Support and promote system-wide learning, both on successes and on barriers broken down
- Support the principles of co-production and co-design at a strategic level

The Strategic Group will support programme's visions, to

- Embed a Trusted Person model which supports people with multiple disadvantage to develop and maintain relationships with people they trust
- Embed a trauma informed approach to support – not just on the front line but for whole organisations to operate in a trauma-informed way
- Establish mechanics across the system to support shared learning and address barriers
- Embed co-production and co-design across the system

5. Principles

- We will work in partnership.
- All participants will have an equal voice.

- Lived experience will be embedded throughout.
- We are data / evidence driven.
- The Strategic Group is a safe environment to learn from failures as well as celebrate successes.

These are draft based on the Tactical Group principles, the even ton 14 July once MEAM team has processed, will clarify the strategic group's principles. In draft form these are:

- Building trust
- Building connection
- Learning together
- Generosity
- Equity
- Dealing with complexity

6. Decisions

Decisions will be made in line with the principles set out above.

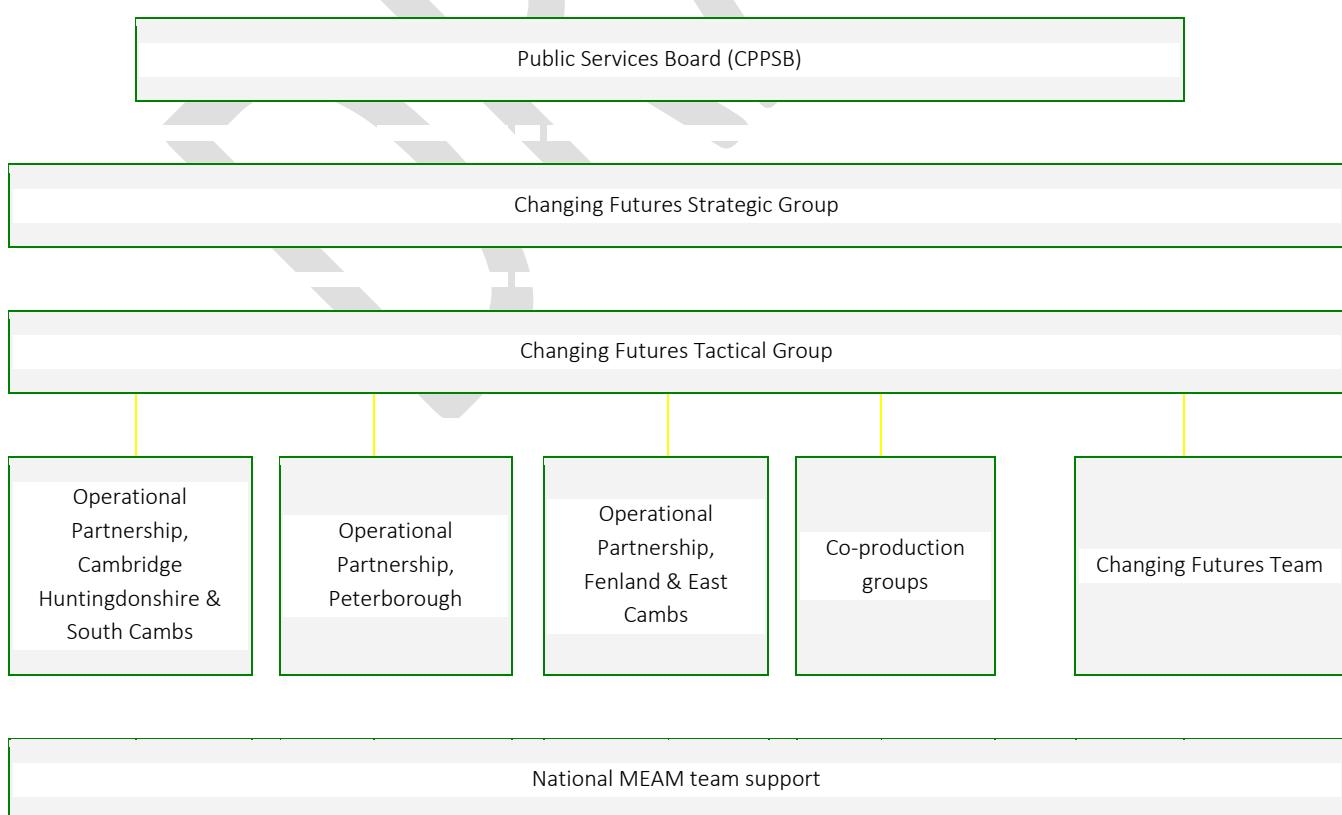
Following the gov.uk guidance for charities here¹, we will use the principle that the tactical group quorum (minimum number of people needing to be present to make a decision) is 1/3 of the members plus 1. The membership of the group is currently being developed; in the meantime decisions can be made by the majority of people (whether 6 or more) agreeing to the decision.

7. Governance

The Changing Futures Cambridgeshire & Peterborough strategic group oversees the Changing Futures Cambridgeshire & Peterborough tactical group through its quarterly meetings and communications between meetings.

Progress updates will be provided at agreed intervals to CPSB.

The Tactical Group links to the Operational Partnerships based in Cambridgeshire, Peterborough and (newly forming) North East Cambridgeshire. The Changing Futures Cambridgeshire & Peterborough project team (once recruited) will report to the tactical group.



¹ <https://www.gov.uk/guidance/charity-meetings-making-decisions-and-voting>

8. Membership

Membership will include an expert understanding of the “five petals” of disadvantage

- Mental health
- Homelessness
- Criminal justice
- Domestic Abuse
- Drugs and alcohol

The city/districts/counties:

- Cambridge
- Cambridgeshire
- East Cambridgeshire
- Fenland
- Huntingdonshire
- Peterborough
- South Cambridgeshire

The sectors:

- Public
- Voluntary (commissioned or non-commissioned providers of services)
- Community (volunteers)

- Faith
- People with lived experience of multiple disadvantage

Supporting partners include

- Cambridge City Council
- Cambridgeshire County Council
- Cambridgeshire & Peterborough Combined Authority
- Cambridgeshire & Peterborough Public Health
- East Cambridgeshire District Council
- Fenland District Council
- Huntingdonshire District Council
- Office of the Police and Crime Commissioner (Cambridgeshire & Peterborough)
- Peterborough City Council
- Probation Service
- South Cambridgeshire District Council

- Cambridge Women’s Resource Centre
- CGL
- CPSL Mind
- Domestic Abuse and Sexual Violence Partnership
- DWP and Jobcentre Plus Safeguarding team
- Ferry Project (Wisbech)
- Housing Board for Cambs, Peterboro’ & W Suffolk
- It Takes a City
- Peterborough Light Project
- SUN network
- Think Communities
- Women’s Aid
- The tactical group.

9. Responsibilities

Members of the Changing Futures Cambridgeshire & Peterborough strategic group commit to

- The values and principles of the programme.
- Attending Strategic Group meetings or sending a proxy and share updates / communications across local networks.
- Promoting the work of the strategic group within their own organization, at all relevant levels.

10. Admin

The strategic group will meet quarterly, dates to be set in advance. The first meeting aims to be mainly in person, following that; mainly on-line.

Meetings will be recorded only for the purposes of creating an action list.

11. MEAM strategic group membership as at July 2022

Name	Role	Organisation	On TG?
Aly Anderson	Chief Executive Officer	CPSL Mind	✓
Stephen Moir	Chief Executive	Cambridgeshire County Council	
Angie Stewart	Chief Executive Officer	Women's Aid	
Anne Taylor	Expert by experience	The Coproduction Group	✓
Carl Brown	Partnerships Manager Midlands	MEAM (Making Every Adult Matter)	✓
Chris Jenkin	Chair of ITAC	It Takes A City	✓
Cristina Strood	Head of Policy	Office of the Police and Crime Commissioner	✓
Dan Horn	Acting Assistant Director	Fenland District Council	
David Greening	Head of Housing	Cambridge City Council	✓
Donald Munyebvu	Expert by experience	The Coproduction Group	
Emily Sanderson	Countywide Coordination Hub	Cambridgeshire County Council	✓
Emma Grima	Director Commercial	East Cambs District Council	
Fliss Miller	Associate Director of Skills	C&P Combined Authority	
Helen Benson	Public Health Registrar	Clinical Commissioning Group (CCG)	
Jon Bartram	Health Inequalities Manager	Clinical Commissioning Group (CCG)	
John Heathorn	Night Services Manager & Expert by experience	The Ferry Project, Wisbech	
Keith Smith	Chief Executive	The Ferry Project, Wisbech	✓
Kelly Storton	Trusted Persons Coordinator	Counting Every Adult	
Laura Hunt	Superintendent	Cambridgeshire Police	
Lisa Barraclough	Senior Safeguarding Leader	DWP	
Liz Watts	Chief Executive	South Cambs District Council	
Marie Ludlam	Trusted Persons Coordinator	Counting Every Adult	
Matthew Gladstone	Chief Executive	Peterborough City Council	
Nicola Caffell	Commissioning & Partnership Manager	Probation	
Oliver Morley	Corporate Director (People)	Huntingdonshire District Council	
Ollie Hilbery	Director	MEAM (Making Every Adult Matter)	
Paul Knight	Expert by experience	The Coproduction Group	
Peter Campbell	Head of Housing Options & Advice	South Cambs District Council	
Rob Hill	Assistant Director: Community Safety	Peterborough City Council	✓
Robert Pollock	Chief Executive, Chair	Cambridge City Council	
Stef Martinsen-Barker	Chief Executive Officer	Cambridge Women's Resources Centre	✓
Steve Smith	Director	CGL (Change-Grow-Live)	
Sue Beecroft	Housing coordinator	Housing Board	✓
Tom Tallon	CEA Lead	Counting Every Adult	✓
Val Thomas	Deputy Director of Public Health	Cambridgeshire County Council	



Cambridgeshire and Peterborough Combined Authority Forward Plan of Executive Decisions

Published 18 August 2022

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

Purpose

The Forward Plan sets out all of the decisions to be taken by the Combined Authority Board, Executive Committees or by way of a Mayoral Decision Notice in the coming months. This makes sure that local residents and organisations know what decisions are due to be taken and when.

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

What is a key decision?

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

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

Non-key decisions and update reports

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

Access to reports

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

The Forward Plan will state if any reports or appendices are likely to be exempt from publication or confidential and may be discussed in private. If you want to make representations that a decision which it is proposed will be taken in private should instead be taken in public please contact [Edwina Adefehinti, Deputy Monitoring Officer](#), at least five working days before the decision is due to be made.

Changes from the previous month's Forward Plan are highlighted for ease of reference. An accessible version of the Forward Plan is available on request from [Democratic Services](#).

Notice of decisions

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

Standing items at Executive Committee meetings

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

Housing and Communities Committee

1. Affordable Housing Programme Loans Update
2. Affordable Housing Programme – Update on Implementation

Skills Committee

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

Transport and Infrastructure Committee

1. Performance and Finance Report

Combined Authority Board – 31 August 2022

Governance items

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
1.	<p>Minutes of the Extraordinary meeting of the Combined Authority Board on 20 May 2022* and the minutes of the meeting on 27 July 2022* and the action log</p> <p>*Contains exempt information [see below]</p>	Cambridgeshire and Peterborough Combined Authority Board	31 August 2022	Decision	To approve the minutes of the previous meeting and review the action log.	Relevant internal and external stakeholders	Richenda Greenhill, Democratic Services Officer	<p>Mayor Dr Nik Johnson Councillor Lewis Herbert Statutory Deputy Mayor</p>	It is not anticipated that there will be any documents other than the report and relevant appendices.

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
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*Minutes of the Extraordinary meeting of the Combined Authority Board on 20 May 2022 and minutes of the Combined Authority Board meeting on 27 July 2022

These minutes contain information which is exempt from publication under Part 1 of Schedule 12A of the Local Government Act 1972, as amended, in that it would not be in the public interest for this information to be disclosed (information relating to an individual; information which is likely to reveal the identity of an individual; information relating to the financial or business affairs of any particular person (including the authority holding that information). The public interest in maintaining the exemption is deemed to outweigh the public interest in publication.

2.	Annotated Forward Plan	Cambridgeshire and Peterborough Combined Authority Board	31 August 2022	Decision	To approve the latest version of the forward plan.	Relevant internal and external stakeholders	Robert Parkin Chief Legal Officer and Monitoring Officer	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.
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Combined Authority Decisions

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
3.	Green Home Grant LAD2 and Sustainable Warmth Separated into two separate key decision reports	Cambridgeshire and Peterborough Combined Authority Board	31 August 2022	Key Decision 2022/039	To receive an update on the delivery of the programmes and approve repayment of the forecast unspent grant funds to BEIS and to agree to the establishment of a Retrofit Programme Board with delegated powers that is recognised within the CPCA governance structure.	Relevant internal and external stakeholders	Roger Thompson Director of Housing and Development	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.
4.	Sustainable Warmth See above. Separated into	Cambridgeshire and Peterborough Combined Authority Board	31 August 2022	Key Decision 2022/049	To agree to the establishment of a Retrofit Programme Board with	Relevant internal and external stakeholders	Roger Thompson Director of Housing and Development	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
	two separate key decision reports				delegated powers that is recognised within the CPCA governance structure.				other than the report and relevant appendices.
5.	Changing Futures New item	Cambridgeshire and Peterborough Combined Authority Board	31 August 2022	Decision	To approve the allocation of funds from the corporate response fund, of £60,000 per annum for three years (2022-2025, total £180,000) in support of the collaborative Changing Futures project to Cambridgeshire County Council - the accountable body.	Relevant internal and external stakeholders	Fliss Miller Interim Associate Skills Director	Mayor Dr Nick Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices to be published

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
6.	*Employment Matters New item *Exempt report [see below]	Cambridgeshire and Peterborough Combined Authority Board	31 August 2022	Decision	To consider recommendations on employment matters.	Relevant internal and external stakeholders	Karen Grave Interim Assistant Director HR	Councillor Lewis Herbert Statutory Deputy Mayor	It is not anticipated that there will be any documents other than the report and relevant appendices

Employment Matters

This report is exempt from publication under Part 1 of Schedule 12A of the Local Government Act 1972, as amended, in that it would not be in the public interest for this information to be disclosed (information relating to an individual; information which is likely to reveal the identity of an individual; information relating to the financial or business affairs of any particular person (including the authority holding that information). The public interest in maintaining the exemption is deemed to outweigh the public interest in publication.

Skills Committee – 5 September 2022

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
7.	Adult Education Budget Contract Awards for 2022-23 and Multi-year Funding allocations for Grant-holders	Skills Committee	5 September 2022	Decision	To consider proposals to approve Adult Education Budget Contract Awards for 2022-23 and Multi-year Funding allocations for Grant-holders and make recommendations to the Combined Authority Board.	Relevant internal and external stakeholders	Fliss Miller Interim Associate Skills Director	Councillor Lucy Nethsingha Lead Member for Skills	It is not anticipated that there will be any documents other than the report and relevant appendices to be published
8.	Employment and Skills Strategy Implementation New item	Skills Committee	5 September 2022	Decision	To approve the Employment and Skills Strategy Implementation Plan.	Relevant internal and external stakeholders	Fliss Miller Interim Associate Skills Director	Councillor Lucy Nethsingha Lead Member for Skills	It is not anticipated that there will be any documents other than the report and relevant appendices to be published

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
9.	Multiply adult numeracy programme: Grant and Contract Awards New item	Skills Committee	5 September 2022	Decision	To consider recommendations on the Multiply grant funding allocations to Further Education providers and the programme management approach and make recommendations to the Combined Authority Board.	Relevant internal and external stakeholders	Fliss Miller Interim Associate Skills Director	Councillor Lucy Nethsingha Lead Member for Skills	It is not anticipated that there will be any documents other than the report and relevant appendices to be published
10.	Bootcamp Contract Award New item	Skills Committee	5 September 2022	Decision	To notify the Committee of the contracts to be awarded to Training Providers, including the types of Bootcamps to be delivered, following successful bids to the CPCA Wave 3 Skills Bootcamp procurement opportunity.	Relevant internal and external stakeholders	Fliss Miller Interim Associate Skills Director	Councillor Lucy Nethsingha Lead Member for Skills	It is not anticipated that there will be any documents other than the report and relevant appendices to be published

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
11.	Addressing Further Education 'Cold-Spots' in East Cambridgeshire and St Neots New item	Skills Committee	5 September 2022	Decision	To consider recommendations to create a new budget-line for 'Addressing Further Education Coldspots Projects - East Cambs and St Neots' and the allocation of £4.8m from Gainshare over three years and a request to draw-down £225,000 and procure consultants to develop the Business Cases.	Relevant internal and external stakeholders	Fliss Miller Interim Associate Skills Director	Councillor Lucy Nethsingha Lead Member for Skills	It is not anticipated that there will be any documents other than the report and relevant appendices to be published
12.	Department for Education (DfE) Funding and Accountability System: Second Consultation New item	Skills Committee	5 September 2022	Decision	To report the DfE's second Funding and Accountability Consultation and the impact of the proposed reforms under the Skills and Post 16 Education Act (2022) to the further education system and potential opportunities and risks for	Relevant internal and external stakeholders	Fliss Miller Interim Associate Skills Director	Councillor Lucy Nethsingha Lead Member for Skills	It is not anticipated that there will be any documents other than the report and relevant appendices to be published

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

Housing and Communities Committee – 12 September 2022

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
13.	24 High Street, Wisbech New item	Housing and Communities Committee	12 September 2022	Key Decision 2022/048	To consider making a grant for six one-bedroom affordable housing units inside a vacant property on Wisbech High Street, within a conservation area, to regenerate the High Street and increase footfall.	Relevant internal and external stakeholders	Roger Thompson Director of Housing and Development	Councillor Lewis Herbert Lead Member for Housing	It is not anticipated that there will be any documents other than the report and relevant appendices.
14.	Devolved funding to support community	Housing and Communities Committee	12 September 2022	Decision	To consider allocating devolved funding to support	Relevant internal and external stakeholders	Roger Thompson	Councillor Lewis Herbert	It is not anticipated that there will be any

	housing initiatives New item				community housing schemes.		Director of Housing and Development	Lead Member for Housing	documents other than the report and relevant appendices.
15.	Winding Up Angle Holdings and Angle Developments (East) (via H&CC) New item	Housing and Communities Committee	12 September 2022	Decision	To consider proposals for the winding up of Angle Holdings and Angle Developments (East) and make recommendations to the Combined Authority Board.	Relevant internal and external stakeholders	Roger Thompson Director of Housing and Development	Councillor Lewis Herbert Lead Member for Housing	It is not anticipated that there will be any documents other than the report and relevant appendices.

Transport and Infrastructure Committee – 14 September 2022

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
16.	Local Bus Service Assessment Framework [May contain an exempt appendix]	Transport and Infrastructure Committee	14 September 2022	Decision	To consider proposals on the Local Bus Service Assessment Framework and the allocation of bus subsidy following the removal of the	Relevant internal and external stakeholders	Steve Cox Associate Director and Tim Bellamy Interim	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
	New item				Bus Recovery Grant and make recommendations to the Combined Authority Board.		Head of Transport		relevant appendices.
17.	Transforming Cities Fund New item	Transport and Infrastructure Committee	14 September 2022	Decision	To consider the recommended capital swaps to ensure the Transforming Cities Fund is spent in a timely manner and make recommendations to the Combined Authority Board.	Relevant internal and external stakeholders	Steve Cox Associate Director and Tim Bellamy Interim Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.
18.	Kings Dyke: Request to draw down Subject to Approval Funding	Transport and Infrastructure Committee	14 September 2022	Decision	To receive an update on the progress of the Kings Dyke project, consider recommendations to approve the drawdown of subject to approval funding and make	Relevant internal and external stakeholders	Steve Cox Associate Director and Tim Bellamy Interim Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
					recommendations to the Combined Authority Board.				
19.	Snailwell Loop (Newmarket Curve)	Transport and Infrastructure Committee	14 September 2022	Decision	To consider proposals for the release of funds to develop a business case for options to re-open Snailwell Loop (Newmarket Curve) and make recommendations to the Combined Authority Board.	Relevant internal and external stakeholders	Steve Cox Associate Director and Tim Bellamy Interim Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.
20.	Wisbech Rail Next Steps	Transport and Infrastructure Committee	14 September July 2022	Decision	To consider an update on the progress on Wisbech Rail and a funding request for next steps and make recommendations to the Combined Authority Board.	Relevant internal and external stakeholders	Steve Cox Associate Director and Tim Bellamy Interim Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
21.	Active Travel Grant Funding	Transport and Infrastructure Committee	14 September July 2022	Decision	To note the Active Travel Grant Funding award by government and the recommendation to approve the drawdown of the funding and make recommendations to the Combined Authority Board	Relevant internal and external stakeholders	Steve Cox Associate Director and Tim Bellamy Interim Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.
22.	E-Scooter Trial Next Steps New item	Transport and Infrastructure Committee	14 September July 2022	Decision	To consider an update on the e-scooter trial in Cambridge and make recommendations to the Combined Authority Board on next steps.	Relevant internal and external stakeholders	Steve Cox Associate Director and Tim Bellamy Interim Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.
23.	Peterborough Junction 3 New item	Transport and Infrastructure Committee	14 September July 2022	Decision	To consider recommendations to approve advance funding on active travel aspects through the	Relevant internal and external stakeholders	Steve Cox Associate Director and Tim Bellamy	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
					drawdown of funds and make recommendations to the Combined Authority Board.		Interim Head of Transport		the report and relevant appendices.
24.	Fengate Phase 1 New item	Transport and Infrastructure Committee	14 September July 2022	Decision	To consider recommendations to approve advance funding on active travel aspects through the drawdown on funds and make recommendations to the Combined Authority Board.	Relevant internal and external stakeholders	Steve Cox Associate Director and Tim Bellamy Interim Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.
25.	March Area Transport Scheme: Drawdown on funds for Active Travel New item	Transport and Infrastructure Committee	14 September July 2022	Decision	To receive an update on the Full Business Case, consider recommendations to approve drawdown on funds for active travel (walking and cycling) and make recommendations to	Relevant internal and external stakeholders	Steve Cox Associate Director and Tim Bellamy Interim Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.

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

Combined Authority Board – 21 September 2022

Governance items

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
26.	Minutes of the meeting on 27 July 2022 and Action Log	Cambridgeshire and Peterborough Combined Authority Board	21 September 2022	Decision	To approve the minutes of the previous meeting and review the action log.	Relevant internal and external stakeholders	Richenda Greenhill, Democratic Services Officer	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
27.	Annotated Forward Plan	Cambridgeshire and Peterborough Combined Authority Board	21 September 2022	Decision	To approve the latest version of the forward plan.	Relevant internal and external stakeholders	Robert Parkin Chief Legal Officer and Monitoring Officer	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.
28.	Budget Monitor Update	Cambridgeshire and Peterborough Combined Authority Board	21 September 2022	Decision	To provide an update on the revenue and capital budgets for the year to date.	Relevant internal and external stakeholders	Jon Alsop Section 73 Chief Finance Officer	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
	Cambridgeshire and Peterborough Combined Authority Constitution Removed – to be reviewed as part of the Improvement Framework	Cambridgeshire and Peterborough Combined Authority Board	21 September 2022	Decision	To review and approve a series of proposed changes to the Constitution.	Relevant internal and external stakeholders including the Audit and Governance Committee	Robert Parkin Chief Legal Officer and Monitoring Officer	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.
29.	Independent Remuneration Panel Report	Cambridgeshire and Peterborough Combined Authority Board	21 September 2022	Decision	To consider the recommendations of the Independent Remuneration Panel in relation to the Mayor's allowance.	Relevant internal and external stakeholders	Robert Parkin Chief Legal Officer and Monitoring Officer	Councillor Edna Murphy Lead Member for Governance	It is not anticipated that there will be any documents other than the report and relevant appendices.

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
30.	Outcome of Improvement Framework Self-Assessment Exercise [May contain exempt appendices] New item	Cambridgeshire and Peterborough Combined Authority Board	21 September 2022	Decision	To consider the outcome of the Improvement Framework Self-Assessment Exercise and agree next steps.	Relevant internal and external stakeholders	Gordon Mitchell Interim Chief Executive	Councillor Edna Murphy Lead Member for Governance	It is not anticipated that there will be any documents other than the report and relevant appendices.
31.	Local Improvement Agenda	Cambridgeshire and Peterborough Combined Authority Board	21 September 2022	Decision	To agree the terms of reference and membership of the Local Improvement Board.	Relevant internal and external stakeholders	Gordon Mitchell Interim Chief Executive	Councillor Edna Murphy Lead Member for Governance	It is not anticipated that there will be any documents other than the report and relevant appendices.

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
32.	Progress Against Devolution Deal Commitments	Cambridgeshire and Peterborough Combined Authority Board	21 September 2022	Decision	To provide a six-monthly update on progress with the Devolution Deal.	Relevant internal and external stakeholders	Paul Raynes Director of Delivery and Strategy	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.

Combined Authority Board Decisions

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
33.	Climate Commission	Cambridgeshire and Peterborough Combined Authority Board	21 September 2022	Key Decision 2022/033	To approve the Business Case for revenue support to the Independent	Relevant internal and external stakeholders	Paul Raynes Director of Delivery and Strategy	Councillor Bridget Smith Lead Member for	It is not anticipated that there will be any documents

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
					Commission on Climate and approve £50k per annum from the Climate Commission subject to approval line in the medium-term financial plan (MTFP).			the Environment and Climate Change	other than the report and relevant appendices to be published.
34.	Climate and Strategy Business Cases September 2022	Cambridgeshire and Peterborough Combined Authority Board	21 September 2022	Key Decision 2022/038	To approve climate and strategy business cases and funding from the subject to approval line in the medium-term financial plan.	Relevant internal and external stakeholders	Paul Raynes Director of Delivery and Strategy	Councillor Bridget Smith Lead Member for the Environment and Climate Change	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
	Chalk Streams Business Case Incorporated into the report above	Cambridgeshire and Peterborough Combined Authority Board	21 September 2022	Key Decision 2022/034	Approve the Business Case for the Chalk Streams Programme and approve £420k per annum from Chalk Streams subject to approval line in the Medium-Term Financial Plan.	Relevant internal and external stakeholders	Paul Raynes Director of Delivery and Strategy	Councillor Bridget Smith Lead Member for the Environment and Climate Change	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
35.	Market Towns Programme Financial Update September 2022 New item	Cambridgeshire and Peterborough Combined Authority Board	21 September 2022	Key Decision 2022/043	To approve updated expenditure profiles for projects under the existing CPCA Market Towns Programme.	Relevant internal and external stakeholders	Roger Thompson Director of Housing and Development	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
36.	Growth Co Business Plan 2022/23	Cambridgeshire and Peterborough Combined Authority Board	21 September 2022	Decision	To approve the Cambridgeshire Peterborough Business Growth Company Limited (Growth Co) Business Plan 2022/23.	Relevant internal and external stakeholders	Steve Clarke Senior Responsible Officer Local Growth Fund and Market Insight and Evaluation	Alex Plant Chair of the Business Board	It is not anticipated that there will be any documents other than the report and relevant appendices to be published

Recommendations from the Transport and Infrastructure Committee

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
37.	Local Bus Service Assessment Framework	Cambridgeshire and Peterborough	21 September 2022	Key Decision 2022/036	To consider and approve the Local Bus Service	Relevant internal and external stakeholders	Steve Cox Associate Director and	Mayor Dr Nik Johnson	It is not anticipated that there will be any

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
	[May contain an exempt appendix] Deferred from August	Combined Authority Board			Assessment Framework for the allocation of bus subsidy following the removal of the Bus Recovery Grant.		Tim Bellamy Interim Head of Transport		documents other than the report and relevant appendices.
38.	Transforming Cities Fund Deferred from August	Cambridgeshire and Peterborough Combined Authority Board	21 September 2022	Key Decision 2022/035	To consider and approve the recommended capital swaps to ensure the Transforming Cities Fund is spent in a timely manner.	Relevant internal and external stakeholders	Steve Cox Associate Director and Tim Bellamy Interim Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.
39.	Kings Dyke: Request to draw down Subject to Approval Funding	Cambridgeshire and Peterborough Combined Authority Board	21 September 2022	Decision	To receive an update on the progress of the Kings Dyke project and consider recommendations	Relevant internal and external stakeholders	Steve Cox Associate Director and Tim Bellamy Interim	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
					to approve the drawdown of subject to approval funding.		Head of Transport		and relevant appendices.
40.	Wisbech Rail Next Steps	Cambridgeshire and Peterborough Combined Authority Board	21 September 2022	Key Decision 2022/014	To provide an update on the progress of Wisbech Rail and seek funding approval for next steps.	Relevant internal and external stakeholders	Steve Cox Associate Director and Tim Bellamy Interim Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.
41.	Snailwell Loop (Newmarket Curve)	Cambridgeshire and Peterborough Combined Authority Board	21 September 2022	Decision	To approve the release of funds to develop a business case for options to re-open Snailwell Loop (Newmarket Curve).	Relevant internal and external stakeholders	Steve Cox Associate Director and Tim Bellamy Interim Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
42.	Active Travel Grant Funding	Combined Authority Board	21 September July 2022	Key Decision 2022/040	To note the Active Travel Grant Funding award by government and consider a recommendation to approve the drawdown of the funding.	Relevant internal and external stakeholders	Steve Cox Associate Director and Tim Bellamy Interim Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.
43.	E-Scooter Trial Next Steps New item	Cambridgeshire and Peterborough Combined Authority Board	21 September 2022	Decision	To provide an update on the e-scooter trial in Cambridge and approve next steps.	Relevant internal and external stakeholders	Steve Cox Associate Director and Tim Bellamy Interim Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.
44.	Peterborough Junction 3 New item	Cambridgeshire and Peterborough Combined Authority Board	21 September 2022	Key Decision 2022/044	To consider recommendations to approve advance funding on active travel	Relevant internal and external stakeholders	Steve Cox Associate Director and	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
					aspects through the drawdown of funds.		Tim Bellamy Interim Head of Transport		other than the report and relevant appendices.
45.	Fengate Phase 1 New item	Cambridgeshire and Peterborough Combined Authority Board	21 September 2022	Key Decision 2022/045	To consider recommendations to approve advance funding on active travel aspects through the drawdown on funds.	Relevant internal and external stakeholders	Steve Cox Associate Director and Tim Bellamy Interim Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.
46.	March Area Transport Scheme: Drawdown on funds for Active Travel New item	Cambridgeshire and Peterborough Combined Authority Board	21 September 2022	Key Decision 2022/046	To receive an update on the Full Business Case and consider recommendations to approve drawdown on funds for active travel (walking and cycling).	Relevant internal and external stakeholders	Steve Cox Associate Director and Tim Bellamy Interim Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.

Recommendations from Skills Committee

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
47.	Adult Education Budget Contract Awards for 2022-23 and Multi-year Funding allocations for Grant-holders	Cambridgeshire and Peterborough Combined Authority Board	21 September 2022	Key Decision 2022/013	To approve Adult Education Budget Contract Awards for 2022-23 and Multi-year Funding allocations for Grant-holders.	Relevant internal and external stakeholders	Fliss Miller Interim Associate Skills Director	Councillor Lucy Nethsingha Lead Member for Skills	It is not anticipated that there will be any documents other than the report and relevant appendices to be published
48.	Multiply adult numeracy programme: Grant and Contract Awards New item	Cambridgeshire and Peterborough Combined Authority Board	21 September 2022	Key Decision 2022/042	To approve the Multiply grant funding allocations to Further Education providers and the programme management approach.	Relevant internal and external stakeholders	Fliss Miller Interim Associate Skills Director	Councillor Lucy Nethsingha Lead Member for Skills	It is not anticipated that there will be any documents other than the report and relevant appendices to be published

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
49.	Addressing Further Education 'Cold-Spots' in East Cambridgeshire and St Neots New item	Cambridgeshire and Peterborough Combined Authority Board	21 September 2022	Key Decision 2022/047	To approve a new budget-line for 'Addressing Further Education Coldspots Projects - East Cambs and St Neots' and the allocation of £4.8m from Gainshare over three years and approve draw-down of £225,000 to procure consultants to develop the Business Cases.	Relevant internal and external stakeholders	Fliss Miller Interim Associate Skills Director	Councillor Lucy Nethsingha Lead Member for Skills	It is not anticipated that there will be any documents other than the report and relevant appendices to be published

Recommendations from the Housing and Communities Committee

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
50.	<p>Winding Up Angle Holdings and Angle Developments (East) (via H&CC)</p> <p>New item</p>	Cambridgeshire and Peterborough Combined Authority Board	21 September 2022	Decision	To consider proposals for the winding up of Angle Holdings and Angle Developments (East).	Relevant internal and external stakeholders	Roger Thompson Director of Housing and Development	Councillor Lewis Herbert Lead Member for Housing	It is not anticipated that there will be any documents other than the report and relevant appendices.

Recommendations from the Business Board

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
51.	Recycled Local Growth Fund (LGF) Project Proposals – Category 2 Call: Produce Hub	Cambridgeshire and Peterborough Combined Authority Board	21 September 2022	Key Decision 2022/022	To approve LGF Recycled Funding Proposals received under the Category 2 funding call: Produce Hub	Relevant internal and external stakeholders including Skills Committee	Steve Clarke Senior Responsible Officer Local Growth Fund and Market Insight and Evaluation	Alex Plant Chair of the Business Board	It is not anticipated that there will be any documents other than the report and relevant appendices to be published
52.	Enterprise Zones - Cambourne Business Park Boundary Change & Programme Update	Cambridgeshire and Peterborough Combined Authority Board	21 September 2022	Decision	To approve proposed changes to the boundary of Cambourne Business Park Enterprise Zone site, and to update members on the Enterprise Zones Programme evaluation review.	Relevant internal and external stakeholders including Skills Committee	Steve Clarke Senior Responsible Officer Local Growth Fund and Market Insight and Evaluation	Alex Plant Chair of the Business Board	It is not anticipated that there will be any documents other than the report and relevant appendices to be published

Skills Committee 7 November 2022

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
53.	University of Peterborough, Delivery Update and Future CPCA Role	Skills Committee	7 November 2022	Decision	To note the progress of the development of the University of Peterborough, its initial and potential performance against the original business plan objectives and to consider the future role of the CPCA in the further evolution and development of the University and make recommendations to the Combined Authority Board.	Relevant internal and external stakeholders, including the Business Board	Fliss Miller Interim Associate Skills Director	Councillor Lucy Nethsingha Lead Member for Skills	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
54.	University of Peterborough Programme Business Case	Skills Committee	7 November 2022	Decision	To consider the Programme Business Case for	Relevant internal and external stakeholders	Fliss Miller Interim Associate	Councillor Lucy Nethsingha	It is not anticipated that there will be any

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
					the University of Peterborough and make recommendations to the Combined Authority Board.		Skills Director	Lead Member for Skills	documents other than the report and relevant appendices to be published

Combined Authority Board 30 November 2022

Governance items

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
55.	Minutes of the meeting on 28 September 2022 and Action Log	Cambridgeshire and Peterborough Combined Authority Board	30 November 2022	Decision	To approve the minutes of the previous meeting and review the action log.	Relevant internal and external stakeholders	Richenda Greenhill, Democratic Services Officer	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than

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

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
58.	Approval of Procurement Policy	Cambridgeshire and Peterborough Combined Authority Board	30 November 2022	Decision	To approve the Combined Authority's procurement policy	Relevant internal and external stakeholders including the Audit and Governance Committee	Robert Parkin Chief Legal Officer and Monitoring Officer	Councillor Edna Murphy Lead Member for Governance	It is not anticipated that there will be any documents other than the report and relevant appendices.

Combined Authority Decisions

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
59.	Combined Authority Gainshare - Equity Fund Deferred from August	Cambridgeshire and Peterborough Combined Authority Board	30 November 2022	Decision	To approve the Strategic Outline Business Case for the Growth Works Equity Fund project and outline next steps.	Relevant internal and external stakeholders	Steve Clarke Senior Responsible Officer Local Growth Fund and Market Insight and Evaluation	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.

Recommendations of the Transport and Infrastructure Committee

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
60.	A16 Norwood Improvements Outline Business Case New item	Cambridgeshire and Peterborough Combined Authority Board	30 November 2022	Key Decision 2022/042	To receive an update on the outcome of the Outline Business Case and approve next steps.	Relevant internal and external stakeholders including the Audit and Governance Committee	Steve Cox Associate Director Tim Bellamy Interim Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.

Recommendations from the Skills Committee

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
61.	University of Peterborough, Delivery Update and	Cambridgeshire and Peterborough	30 November 2022	Key Decision 2022/029	To note the progress of the development of the University of	Relevant internal and external stakeholders,	Roger Thompson	Councillor Lucy Nethsingha	It is not anticipated that there will be any

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
	Future CPCA Role	Combined Authority Board			Peterborough, its initial and potential performance against the original business plan objectives and to consider the future role of the CPCA in the further evolution and development of the University.	including the Business Board	Director of Housing and Development	Lead Member for Skills	documents other than the report and relevant appendices to be published.
62.	University of Peterborough – Programme Business Case	Cambridgeshire and Peterborough Combined Authority Board	30 November 2022	Decision	To approve the Programme Business Case for the University for Peterborough.	Relevant internal and external stakeholders	Fliss Miller Interim Associate Skills Director	Councillor Lucy Nethsingha Lead Member for Skills	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

Recommendations from the Business Board

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
63.	Local Enterprise Partnership (LEP) Review and LEP Integration Plan Deferred from July	Cambridgeshire and Peterborough Combined Authority Board	30 November 2022	Decision	To consider the outcomes of the LEP Review and the Combined Authority's LEP Integration Plan as required for submission to Government.	Relevant internal and external stakeholders including Skills Committee	Steve Clarke Senior Responsible Officer Local Growth Fund and Market Insight and Evaluation	Alex Plant Chair of the Business Board	It is not anticipated that there will be any documents other than the report and relevant appendices to be published
64.	Profile of Investments Deferred from July	Cambridgeshire and Peterborough Combined Authority Board	30 November 2022	Decision	To note the profile of investments made by the Business Board.	Relevant internal and external stakeholders including Skills Committee	Steve Clarke Senior Responsible Officer Local Growth Fund and Market Insight and Evaluation	Alex Plant Chair of the Business Board	It is not anticipated that there will be any documents other than the report and relevant appendices

									to be published
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FP/08/22

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

Please send any comments or queries about the Forward Plan to [Robert Parkin, Chief Legal Officer and Monitoring Officer](#). We need to know:

1. Your comment or query.
2. How we can contact you with a response (please include your name, a telephone number and your email address).
3. Who you would like to respond to your query. If you aren't sure just leave this blank and we will find the person best able to reply.

