



# Combined Authority Board

**Wednesday 26 July 2023**

Venue:	Civic Suite, Pathfinder House, Huntingdon PE29 3TN	
Time:	10.00 to 14.20 (break from 12.45 to 13.15)	
Present:	Mayor Dr Nik Johnson Councillor A Smith Councillor E Meschini Councillor A Bailey Councillor C Boden Councillor W Fitzgerald Councillor B Smith Councillor S Conboy A Neely	Cambridge City Council (Statutory Deputy Mayor) Cambridgeshire County Council (substitute) East Cambridgeshire District Council Fenland District Council Peterborough City Council South Cambridgeshire District Council Huntingdonshire District Council Interim Chair of the Business Board
Co-Opted Members (non-voting):	Councillor E Murphy J Peach J O'Brien	Cambridgeshire and Peterborough Fire Authority Deputy Police and Crime Commissioner (substitute) Cambridgeshire and Peterborough Integrated Care Board
Apologies	Councillor L Nethsingha D Preston	Cambridgeshire County Police and Crime Commissioner

## Minutes:

<b>X</b>	<b><i>Motion to defer item 10b – Appointment of Independent Members</i></b>
	<p>Prior to moving on to the meeting's agenda, the Mayor introduced a motion to defer item 10b on the agenda until the September meeting of the Combined Authority Board.</p> <p>The Chair of the Audit and Governance Committee had requested the deferral in order for further consideration by the Committee ahead of recommendations coming to Board.</p> <p>On being proposed by the Mayor, seconded by Councillor Murphy, it was resolved unanimously to:</p> <p style="padding-left: 40px;">Defer item 10b, Appointment of Independent Members, to the September meeting of the Combined Authority Board.</p>
<b>1</b>	<b>Announcements, Apologies for Absence and Declarations of Interest</b>
	<p>Apologies for absence were reported as set out above.</p> <p>There were no declarations of interest.</p>
<b>2</b>	<b>Combined Authority Membership Update July 2023</b>
	<p>On being proposed by the Mayor, seconded by Councillor B Smith, it was resolved unanimously to:</p> <p>A Note the appointment by Peterborough City Council of Councillor Andy Coles as the member and Councillor Jackie Allen as the substitute on the Audit and Governance Committee for the remainder of the municipal year 2023-24.</p> <p>B Note the appointment by Cambridge City Council of Councillor Tim Griffin as the second representative on the Overview and Scrutiny Committee for the remainder of the municipal year 2023-24.</p> <p>C Note the temporary change to Cambridge City Council's substitute member on the Audit and Governance Committee from 6 June 2023 to 12 June 23</p>

	<p>D Note the appointment by Cambridgeshire County Council of Councillor Lorna Dupré on the Environment and Sustainable Communities Committee for the remainder of the municipal year 2023-24.</p> <p>E Note the appointment by Cambridgeshire County Council of Councillor Anna Bradnam as the Liberal Democrat substitute for the Overview and Scrutiny Committee for the remainder of the municipal year 2023-24.</p> <p>F Note the appointment by Peterborough City Council of Councillor Steve Allen as the substitute on the Overview and Scrutiny Committee for the remainder of the municipal year 2023-24.</p> <p>G Note the appointment by Cambridgeshire and Peterborough Fire Authority of Councillor Edna Murphy as their representative on the Combined Authority Board, with Councillor Mohammed Jamil as the substitute.</p> <p>H Note the temporary change to Peterborough City Council's substitute member on the Overview and Scrutiny Committee from 10 July 2023 to 15 July 2023.</p> <p>I Approve the appointment by the Mayor of Councillor Sarah Conboy to the position of Lead Member for Devolution.</p>
<b>3</b>	<b>Minutes</b>
	<p>The minutes of the meetings on 31 May 2023 were approved as an accurate record and signed by the Mayor.</p> <p>The minutes action log was noted, with an inaccuracy in action 235 to be updated.</p>
<b>4</b>	<b>Petitions</b>
	No petitions were received.
<b>5</b>	<b>Public Questions</b>
	Three public questions were received in advance of the meeting in accordance with the procedure rules in the Constitution. A copy of the questions and responses can be viewed <a href="#">here</a> when available.
<b>6</b>	<b>Forward Plan</b>
	<p>It was resolved unanimously:</p> <p>A To approve the Forward Plan for July 2023</p>
<b>7</b>	<b>Combined Authority Chief Executive Highlights Report</b>
	<p>The Chief Executive introduced the report and highlighted key points to Board members.</p> <p>During discussion, members noted:</p> <ul style="list-style-type: none"> <li>• It would be helpful for Members to see the Local Evaluation Framework that was submitted to SQW as the first stage of the Gateway Review. Officers confirmed that this would be shared with Board Members.</li> <li>• As it is imperative the bus network plans drawn up by the Greater Cambridgeshire Partnership (GCP) align with the Combined Authority's own plans, collaboration between the two bodies is important to ensure there is no issue or conflict. An update on liaison with the GCP would be good to be included in this update report.</li> <li>• Following Michael Gove's announcement regarding plans for housing development in Cambridge, Members asked to be kept apprised of any further updates. Officers confirmed a key focus and date will be the Autumn Statement.</li> </ul> <p>It was resolved to:</p> <p>A Note the content of the report.</p>
<b>8</b>	<b>Budget Update Report</b>
	<p>The Executive Director, Resources and Performance, introduced the report and highlighted key points to Board members.</p> <p>During discussion, members noted:</p>

- There is a very fragmented approach to culture across the region, but with the cultural richness of the area there is opportunity to be gained by pulling it together in a cohesive way. Some districts have dedicated officers for sports, culture and leisure, and there are organisations locally that are suffering from lack of funding. Money invested in culture, sport and digital often gives a bit payback, Officers confirmed work is going into gaining a full understanding of offerings in the area and options are being considered for procuring further support to deliver holistic cultural offering rather than delivering something ourselves.
- Councillor B Smith requested that officers bring a report to a future meeting giving an update on the Cultural Strategy.
- Councillor A Bailey asked for more detail around Cambridge City Council's revenue funding of £156k for cultural services, Councillor A Smith will source the information and provide it to Board Members.

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

- A Note the fully year budget for the financial year 2023-24
- B Note the correction of the funding source for Skills provision in for the financial year 2023-24
- C Note the projected overachievement of Treasury loan interest for 23-24, and approve the allocation of £485k to address emerging pressures and strategic priorities as set out in section 6.

## 9 Procurement Review

The Executive Director, Resources and Performance, introduced the report and highlighted key points to Board members.

During discussion, members noted:

- The Contract Procedure Rules (appendix 5) has multiple references to a guidance document that was not included in the agenda pack. Officers confirmed that the guidance document has not been finalised yet but can be brought back to the next meeting for approval. The guidance document will include clarification on other points raised by Members which include:
  - Clearer limits on what constitutes a "low value" procurement card spend.
  - The method for apportioning weight to the different factors (social, economic, environmental)
- A central register for waivers was requested for transparency and agreed by officers.
- The Combined Authority is a living wage accredited employer; this translates across to contracts so the commitment in the contract procedure rules around employees being paid a living wage is an absolute.
- The additional posts will provide resource to ensure a more robust approach to procurement across the authority
- Internal audit have been asked to undertake a review once the new policy is embedded, and an annual report reviewing procurement activity will go to Audit and Governance Committee.

The Mayor asked for it to be put on record that the Procurement and Contracting Manager has done a fantastic job flying the flag against challenges to get procurement right.

On being proposed by Councillor Murphy, seconded by Councillor Meschini, it was resolved unanimously to:

- A Approve the Implementation of the high-level action plan as set out in Appendix 2 – Action Plan
- B Approve the recruitment of the additional posts noted in the high-level action plan (2 procurement and contracts officers and 1 contract manager) and note that the costs of these posts can be covered from existing budgets in 2023-24 but will need to be built into the Medium-Term Financial Plan for 2024-25 onwards.
- C Approve the Procurement Policy attached to this report
- D Approve the Procurement Strategy attached to this report
- E Approve the revised Contract Procedure Rules attached to this report and note the intent to maintain the Guidance document as an Appendix to the main Constitution **subject to the Guidance document coming back to Board in September.**

10	<b>Review of the Constitution</b>
10a.	<b>Member Officer Protocol</b>
	<p>The Chief Officer Legal and Governance &amp; Monitoring Officer, introduced the report and highlighted key points to Board members. The Protocol was considered by the Audit and Governance Committee on 7 July 2023 and that Committee asked for the Combined Authority’s CIVIL values to be included in the protocol, as well as asking for Board to be made aware of the instances mentioned in the report where Members have had to be reminded of the protocol.</p> <p>During discussion, members noted:</p> <ul style="list-style-type: none"> <li>• A list of Senior Officers and their contact details available to Members would help ensure they knew where to direct their enquiries. Officers confirmed this is included in the Member Information Pack that was shared earlier this month but will be recirculated.</li> <li>• All have an important part to play in embedding the values and behaviours within the culture of the organisation, making sure to live up to them. A suggestion was put forward for an annual reflection to be brought to Board.</li> <li>• This report was brought to the Combined Authority Board as the Protocol was initially signed off by the Board. Under the new Governance arrangements, responsibility for the protocol sits with the Audit and Governance Committee but it was felt that it was in the best interest of CPCA to bring it back to specify the delegations going forwards. Following this explanation, a motion (proposed by Cllr Bailey and seconded by Cllr Fitzgerald) to amend the third recommendation to include bringing any changes back to CA Board for final approval was withdrawn.</li> </ul> <p>An amendment to the protocol was proposed by Councillor B Smith and Seconded by the Mayor changing the wording of paragraph 2.15. This amendment was agreed by a majority vote, with the paragraph amended to:</p> <p><i>Members should direct requests for information/advice through the Chief Officers and/or Executive Directors. If a Member has been directed to a junior officer, or has been contacted directly by a junior officer, Members should copy in the appropriate senior member of staff to avoid the risk of junior staff feeling pressurised.</i></p> <p>Officers were asked to finalise the wording to ensure it was clear who Members should be contacting/copying in, and for the final wording to be circulated to Board Members.</p> <p>On being proposed by Councillor Murphy, seconded by Councillor Bridget Smith, it was resolved by majority to:</p> <ul style="list-style-type: none"> <li>A Review the Member/Officer Protocol and comment on whether any further amendments are required.</li> <li>B Approve a yearly review of the protocol to be delegated to the Audit &amp; Governance committee.</li> <li>C Authorise the Monitoring Officer in consultation with the Chair of the Audit and Governance Committee to make any make any changes to the protocol arising from the review and any further changes deemed necessary.</li> <li>D Note the information regarding instances when members have had to be reminded of the Protocol and officer seeking advice on whether the protocol would apply.</li> </ul>
10b.	<b>Appointment of Independent Members</b>
	Item deferred, note above refers.
10c.	<b>Greater South East Net Zero Hub Delegations [KD2023/033]</b>
	<p>The Regional Head Greater South East Net Zero Hub, introduced the report and highlighted key points to Board members.</p> <p>During discussion, members noted:</p> <ul style="list-style-type: none"> <li>• Ultimately any decisions go through the Hub board. There are checks and balances along the way with funding panels with their own terms of reference and a separate project board for the retrofit scheme.</li> </ul>

	<ul style="list-style-type: none"> <li>In the past the CPCA has had to give money back to Government after being unable to spend it. Officers assured that the expectation is to deliver the full budget, the delegations being sought through this report were designed to make decision-making quicker.</li> </ul> <p>On being proposed by Councillor B Smith, seconded by Councillor Sarah Conboy, it was resolved unanimously to:</p> <p>A Delegate authority to the Executive Director of Resources and Performance and any replacement (or substitute) as set out in table 1, to make decisions on behalf of the Combined Authority when sitting on the Net Zero Hub Board(s).</p>
11	<p><b>Improvement Plan Update</b></p>
	<p>The Interim Programme Director, Transformation, introduced the report and highlighted key points to Board members.</p> <p>During discussion members noted:</p> <ul style="list-style-type: none"> <li>The spend to date on the Improvement Programme of £411k does not include commitments for future work. Taking all known and anticipated commitments into account the total spend is estimated to be just less than £1million.</li> <li>The code of conduct investigation outcome is still awaited, with the current expectation that the final report will be received in the Autumn. The Chief Executive assured Members that he was pushing for the investigation to conclude for all parties as soon as possible.</li> </ul> <p>On being proposed by the Mayor, seconded by Councillor A Smith, it was resolved unanimously:</p> <p>A To note the progress on addressing the key areas of concern identified by the External Auditor in June 2022 and in the Best Value Notice received in January 2023</p> <p>B To note the observations on progress following the meeting of the Independent Improvement Board meeting on 17 July</p> <p>C To note the establishment of the Office for Local Government by the Department of Levelling up, Housing and Communities to oversee best value standards and intervention</p> <p>D To approve a further £250K of funding from the Programme Response Fund to ensure that the Improvement Programme can deliver the required actions to demonstrate required improvement to both DLUHC and the External Auditor</p> <p>E To note the feedback from the recent staff survey held in May 2023</p> <p>F To note the appointment of Chair, Independent Improvement Board</p>
<p style="text-align: center;">---o0o---</p> <p style="text-align: center;"><i>Meeting adjourned from 12:45 to 13:15</i></p> <p style="text-align: center;"><i>Councillor Boden left the meeting during the break.</i></p> <p style="text-align: center;"><i>On reconvening, Board Members agreed to consider item 17 in order for the transport decisions to be made before Councillor Fitzgerald needed to leave.</i></p> <p style="text-align: center;">---o0o---</p>	
17	<p><b>Recommendations from the Transport and Infrastructure Committee</b></p>
	<p>The Board was advised that all recommendations had been supported unanimously by the Transport and Infrastructure Committee at its meeting on 14 June 2023.</p> <p>On being proposed by the Mayor, seconded by Councillor A Smith, it was resolved unanimously to approve all the recommendations as set out below:</p> <p><b>Active Travel Update</b></p> <p>A approve the drawdown of £55,485 subject to approval funding in the Medium-Term Financial Plan to approved budget, to enable the continuation of the Love to Ride behavioural change programme for a further year across the Combined Authority area and to drawdown £12,000 for Living Streets Walk to School Wow programme in Peterborough.</p>

	<p>B delegate authority to the Interim Head of Transport in consultation with the Chief Finance Officer and Monitoring Officer to enter into Grant Funding Agreements with Cambridgeshire County Council and Peterborough City Council.</p> <p><b>Regional Transport Model [KD2023/016]</b></p> <p>A delegate authority to the Interim Head of Transport in consultation with the Chief Finance Officer and Monitoring Officer to enter into a Grant Funding Agreement for the Transport Model Project with Peterborough City Council.</p>
<p>---o0o---</p> <p><i>Councillor Fitzgerald left the meeting</i></p> <p>---o0o---</p>	
12	<p><b>Corporate Performance Report – 2023/24 Baseline</b></p>
	<p>The Head of Policy and Executive Support introduced the report and highlighted key points to Board members.</p> <p>During discussion members noted:</p> <ul style="list-style-type: none"> <li>• There is currently no mention of reporting on progress on the recommendations of the Independent Climate Commission: Members requested this to be included. Officers confirmed this can be considered under the priority activities. The Priority Activities space gives a narrative on a number of activities that are wrapped up in business as usual that are critical for the success of the organisation in the wider area.</li> <li>• The celebration of overperformance within the reporting is welcomed, but how do we reflect on underperformance and learn together. Members recognised that things are sometimes beyond our control so recognition of things not going to plan is not a reflection on staff.</li> <li>• It was clear that a lot of work had gone into the wording of the KPIs to measure what we value rather than what is easy to measure.</li> <li>• There are opportunities here for engaging with partners like the Integrated Care Board and the Police Crime Commissioner, looking at their own KPIs and identifying areas where we can work more closely together for the betterment of the area. The links between active travel and health were cited as a clear example.</li> </ul> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>A Note working list of Corporate Key Performance Indicators (KPIs) and approach,</li> <li>B Consider progress of initial performance data, progress in delivery of most complex programmes, projects and activities.</li> <li>C Note progress to evaluate impact of the original Devolution Deal Investment Fund</li> <li>D Note plans to develop the Combined Authorities (CA's) Performance Management Framework (PMF)</li> <li>E Review and comment on the relevance and accessibility of the performance information presented in this report.</li> </ul>
13	<p><b>Shaping the Future</b></p>
	<p>The Head of Policy and Executive Support introduced the report and highlighted key points to Board members.</p> <p>During discussion members noted that the report covers multiple pieces of work, and we need to be very clear about timeframes for delivery.</p> <p>On being proposed by the Mayor, seconded by Councillor Bridget Smith, it was resolved unanimously:</p> <ul style="list-style-type: none"> <li>A To endorse the planned refresh of the previous Cambridgeshire and Peterborough Independent Economic Review (CPIER) evidence base to inform a new State of the Region Review and provide comment on the emerging areas outlined in para 2.6.</li> <li>B To endorse the co-development of a Shared Vision for Cambridgeshire and Peterborough as a Place and provide comment on the approach outlined in para 2.14 - 2.16.</li> </ul>

	<p>C To approve drawdown of £320k funding from the Programme Response Fund in the Medium-Term Financial Plan (MTFP), with £150k to deliver the State of the Region Review and £170k for the Shared Vision.</p> <p>D To note the alignment with the development of the Strategic Infrastructure Delivery Framework (SIDF) as agreed as the Environment &amp; Sustainable Communities Committee on 12 June 2023.</p>
<b>14</b>	<b>Local Highways Capital Grant Allocations [KD2023/031]</b>
	<p>The Executive Director, Resources and Performance, introduced the report and highlighted key points to Board members.</p> <p>During discussion, it was noted that more context within the report showing the pattern the allocations take over the years would be helpful for members of the public.</p> <p>It was resolved unanimously to note:</p> <ul style="list-style-type: none"> <li>A The Mayor’s intention to allocate grants totalling £31,677,000 to Cambridgeshire County Council and Peterborough City Council in line with the Department for Transport formula for determining each council’s share.</li> <li>B The Mayor’s intention to allocate the Highways capital grants at the same rates to Cambridgeshire County Council and Peterborough City Council for the two subsequent financial years.</li> <li>C Subject to a) the Mayor is recommended to allocate the grants as set out in the report.</li> </ul>
<b>15</b>	<b>Recommendations from the Skills and Employment Committee</b>
	<p>The Board was advised that all recommendations had been supported unanimously by the Skills and Employment Committee at its meetings on 5 June and 3 July 2023.</p> <p>On being proposed by the Mayor, seconded by Councillor Meschini, it was resolved unanimously to approve all the recommendations as set out below:</p> <p><b>Contract Awards to Independent Training Providers [KD2023/004]</b></p> <ul style="list-style-type: none"> <li>A approve contract awards for the Adult Education Budget, Free Courses for Jobs and Multiply to Independent Training Providers for the 2023/24 academic year.</li> <li>B delegate authority to the Assistant Director - Skills in consultation with the Chief Finance Officer and Monitoring Officer, to enter and sign contracts for services with the Independent Training Providers set out in this report and make in-year adjustments to contract values based on performance.</li> <li>C note the contract awards for Skills Bootcamps for the 2023/24 financial year.</li> <li>D allocate £1m of recycled funds from the AEB Reserve Fund to be released for the additional commissioning of Free Courses for Jobs (Level 3).</li> </ul> <p><b>Proposals for External Funding</b></p> <ul style="list-style-type: none"> <li>A allocate £300,000 from the Local Innovation Fund from the 2023/24 Medium Term Financial Plan to be used as potential ‘match-funding’ for proposals.</li> </ul> <p><b>AEB Local Innovation Fund Allocations 2023/24 [KD2023/028]</b></p> <ul style="list-style-type: none"> <li>A approve allocations from the Local Innovation Fund 2023-24 to the organisations listed in this report.</li> <li>B delegate authority to the Assistant Director - Skills in consultation with the Chief Finance Officer and Monitoring Officer, to enter and sign grant funding agreements with the organisations set out in this report.</li> <li>C delegate authority to the Assistant Director - Skills in consultation with the Chief Finance Officer and Monitoring Officer, to procure, tender and award and sign a three-year contract for services for the ESOL Single Point of Contact (SPOC) following conclusion of procurement.</li> </ul>
<b>16</b>	<b>Recommendations from Environment and Sustainable Communities Committee</b>
	<p>The Board was advised that the vote was deadlocked on this item at the Environment and Sustainable Communities Committee on 12 June 2023, so the matter was referred to Board with a neutral recommendation.</p>

### **Community Homes Support**

The Development Manager introduced the report and highlighted key points to Board members.

During discussion, members noted:

- The concerns held by Huntingdonshire District Council when this report came to the Environment and Sustainable Communities Committee have since been satisfied.
- Councillor Bailey strongly advocated for the scheme to continue stating that this was a commitment as part of the devolution deal. The Combined Authority's 2018 Housing Strategy recognised the need to build genuinely affordable housing and Community Land Trusts can widen the range of homes that are available whilst also inspiring local communities and boosting community ownership of assets. She felt that the decision was being taken without proper understanding of the implications, or how community groups work and had concerns that the scheme was not promoted properly as a lot of groups did not know it was available.
- Other Board Members appreciated Councillor Bailey's passion for this project and had a lot of sympathy but noted that the scheme was not working as there was not significant take up. It is important to be practical and the remaining funding can be reallocated to alternative priorities.

On being proposed by Councillor B Smith, seconded by Councillor A Smith, it was resolved by majority to:

- A Discontinue providing a support service and further grant funding to community homes groups from 31 July 2023.

### **18 Recommendations from the Business Board**

The Board was advised that all recommendations had been supported unanimously by the Business Board at its meeting on 10 July 2023.

On being proposed by Mayor and seconded by A Neely, it was resolved unanimously to approve all the recommendations as set out below:

#### **Business Board Plan for Remaining Strategic Funds [KD2023/029]**

- A Approve the proposed plan for allocating the Recycled Growth Funds and Enterprise Zone Income for 2023-24 and the following 3 financial years, subject to more detailed and costed business model being brought back to the Business Board.

#### **Business Board Priority Sector Strategies [KD2023/031]**

- A Approve the plan to create a 'New Economy' team using £1.15m revenue of recycled Growth Funds and Enterprise Zone income
- B Approve the release of the £1.15m subject to completion of the workplan for the new team resources
- C Delegate authority to the Executive Director for Economy and Growth in consultation with the Chief Finance Officer and Monitoring Officer to utilise this financial year's funds to draw up a workplan, job descriptions and begin recruitment and make appointments of required resources.

#### **Rural England Prosperity Fund Implementation**

- A Approve the Rural England Prosperity Fund (REPF) Addendum (Appendix 2)
- B Delegate authority to the Executive Director for Economy and Growth to approve in consultation with Local Authority partners, the Chief Finance Officer and Monitoring Officer, minor changes as set out in Appendix 1a and 1b.
- C Delegate authority to the Executive Director for Economy and Growth to approve the terms of Grant Funding Agreements associated with the delivery proposal (as set out in the REPF Addendum, Appendix 2) in consultation with the Chief Finance Officer and Monitoring Officer.
- D As the Accountable Body, the Combined Authority shall ratify all grant funding decisions made by the four District Authority panels, which shall include a Combined Authority Officer, with regards to Rural England Prosperity Funds & that all payments will be retrospectively paid by the Combined Authority to successful grant applicants on receipt of valid evidence of payments being made and checks being completed by the District Authorities.



