



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

COMBINED AUTHORITY BOARD

Date: Wednesday, 31 May 2023

Democratic Services

Edwina Adefehinti
Interim Chief Officer Legal and Governance
Monitoring Officer

10:00 AM

72 Market Street
Ely
Cambridgeshire
CB7 4LS

**Annual Meeting, Civic Suite, Pathfinder House, St Mary's
Street, Huntingdon PE29 3TN**

AGENDA

Open to Public and Press

**1 Announcements, Apologies for Absence and Declarations of
Interest**

Verbal item

2 Appointment of the Deputy Mayor(s)

Verbal item

3 Minutes

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To approve the minutes of the previous meeting of the Combined
Authority Board, held on 22 March 2023.

4 Petitions

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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

Councillor Anna Bailey

Councillor Chris Boden

Councillor Sarah Conboy

Councillor Wayne Fitzgerald

Councillor Lucy Nethsingha

Councillor Anna Smith

Councillor Bridget Smith

Councillor Edna Murphy (Non-voting Member)

John O'Brien (Non-voting Member)

Darryl Preston (Non-voting Member)

Clerk Name:	Alison Marston
Clerk Telephone:	
Clerk Email:	alison.marston@cambridgeshirepeterborough-ca.gov.u



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Cambridgeshire and Peterborough Combined Authority Board: Minutes

Date: Wednesday 22nd March 2023

Time: 10.00am to 1.51pm

Venue: Civic Suite, Pathfinder House, Huntingdon PE29 3TN

Present: Mayor Dr Nik Johnson

Councillor A Smith (Statutory Deputy Mayor) – Cambridge City Council,
Councillor A Bailey – East Cambridgeshire District Council, Councillor
S Conboy – Huntingdonshire District Council, Councillor
W Fitzgerald – Peterborough City Council, A Plant – Chair of the Business
Board, Councillor T Sanderson - Cambridgeshire County Council and
Councillor B Smith – South Cambridgeshire District Council

Co-opted Members:
(non-voting) J O'Brien – Integrated Care System and J Peach, Deputy Police and
Crime Commissioner (from 12.23pm)

Apologies: Councillors C Boden, L Nethsingha (substituted by Councillor T
Sanderson) and E Murphy and D Preston (substituted by J Peach)

Part 1 – Governance items

361. Announcements, apologies for absence and declarations of interest

The Mayor paid tribute to Statutory Deputy Mayor Councillor Anna Smith for stepping in and leading the work of the Combined Authority during his time away to receive medical treatment. This had given him much time to reflect, and he looked forward to getting back to work with the Board and with the wider Combined Authority family.

He welcomed Nick Bell - Executive Director for Resources and Performance, Richard Kenny - Executive Director for Economy and Growth, Kate McFarlane - Head of Policy and Executive Support and Alison Marston - Head of Democratic Services, to their first meetings since joining the Combined Authority (CPCA).

There was a significant number of items on the agenda relating to transport, which reflected the volume of work being undertaken by the CPCA and its partners in this area. Since the Board meeting in January, the Combined Authority had been successful in attracting significant additional funding to the area. This included £47.85m Levelling Up Fund Round 2 funding for Peterborough Station Quarter, £169k Local Transport Fund 2 money to assist in the development of the Local Transport and Connectivity Plan, and a £89k Local Vehicle Infrastructure (LEVI) Capability grant that would support the CPCA and partners to make a bid for LEVI funding later in the year. An Active Travel Lead had been appointed and would be in post early in the summer. They would be tasked with establishing an Active Travel Scrutiny Group to examine all CPCA schemes and initiatives to ensure it continued to deliver for the people of the region. They would also provide a steer regarding the employment of an Advocate to push the case for active travel for Cambridgeshire and Peterborough, both internally and externally with central Government and stakeholders. The CPCA had been one of 30 authorities to be ranked highly at 2 in Active Travel England's first review, with many authorities scoring only 1. Rating 2 was a recognition of *'strong local leadership with clear plans that form the basis of an emerging network'*, with elements already in place. This excellence rating was critical to the CPCA's ambitions to increase walking, cycling and wheeling networks within its mixed rural, urban and city areas as it would guide how funding and other resources were allocated. Finally, in relation to buses, the response to the Bus Strategy consultation had been extremely positive and provided the CPCA with a mandate to deliver against its aims and objectives.

Apologies for absence were noted as recorded above.

There were no declarations of interest.

362. Membership Update

Two changes were reported to the published papers. Huntingdonshire District Council's substitute member of the Employment Committee would revert to Councillor Tom Sanderson from 22nd March 2022 and Cambridgeshire County Council's substitute member for the Combined Authority Board would be Councillor Tom Sanderson.

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

- a) Note the appointments by Huntingdonshire District Council of Councillor Jon Neish as the member and Councillor Stephen Corney as the substitute on the Overview and Scrutiny Committee for the remainder of the municipal year 2022/23.
- b) Note the appointment by Huntingdonshire District Council of Councillor Lara Davenport-Ray as the substitute member for the Employment Committee ~~for the remainder of the municipal year 2022/23~~ **from 13th March 2023 to 21st March 2023 inclusive.**

- c) **Note the appointment by Huntingdonshire District Council of Councillor Tom Sanderson as the substitute member of the Employment Committee from 22nd March 2023 for the remainder of the municipal year 2022/23.**
- d) Note the appointment by Peterborough City Council of Councillor Jackie Allen as the representative for the Employment Committee for the remainder of the municipal year 2022/23.
- e) **Note the appointment by Cambridgeshire County Council of Councillor Tom Sanderson as substitute member of the Combined Authority Board for the remainder of the municipal year.**

[**Bold text** indicates additional resolutions made at the meeting. ~~Struck through-text~~ indicates wording removed from published recommendations]

363. Minutes – of the meetings on 25th January 2023 and the Extraordinary meeting on 8th February 2023 and the minutes action log

The minutes of the meetings on 25th January and 8th February 2023 were approved as an accurate record and signed by the Mayor. The minutes action log was noted.

364. Petitions

No petitions were received.

365. Public questions

A public question was received from Roxanne de Beaux, Chief Executive of Camcycle. A copy of the question and response are attached at Appendix 1.

366. Senior Appointments

The report contained an appendix which was exempt 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 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 its publication. No member of the Board wished to discuss the exempt appendix.

The Interim Chief Executive stated that there had been a full and open appointment process including long-listing and short-listing of candidates, and candidate engagement with stakeholders. The Employment Committee had met on 20th May 2023 to conduct interviews and had unanimously endorsed the recommended candidate.

On being proposed by the Mayor, seconded by the Statutory Deputy Mayor, it was resolved by a majority to:

- a) Note the contents of this report.
- b) Receive and agree the recommendation made by the Members of the Employment Committee at the meeting on 20th March 2023 that the preferred candidate be appointed to the position of Chief Executive: Rob Bridge

Part 2 – Activity highlights

367. Combined Authority Monthly Highlights Report: February 2023

The monthly highlights report set out the Combined Authority's day to day business and achievements. Since publication, the Government's budget announcement had been made. This included proposals by the Chancellor to initiate fresh devolution discussions following the new deals forged with the West Midlands and Greater Manchester Combined Authorities. The M10 group of combined authority mayors would open that discussion later in the week when they met with the Secretary of State, and there would need to be discussions locally between the CPCA and its partners on what was desirable and achievable in this context for Cambridgeshire and Peterborough. The funding decisions before the Board evidenced Government recognition of the CPCA as an improving partner. For example, the Net Zero Hub had been struggling in summer and autumn of 2022 and had needed to return significant funds to Government. This contrasted with the current position where the Department for Business, Energy and Industrial Strategy (BEIS) had agreed to extend the deadline for the LAD3 programme, and an announcement was expected later that day of a two year HUG2 grant to the CPCA worth between £82m and £156M. The CPCA has also passed its annual audit of the delivery of European Social Fund (ESF) monies. The Government had announced its intention to consult on future arrangements for local enterprise partnerships (LEPs). Locally, the CPCA would remain the lead authority for its LEP (the Business Board), but the reduction in core funding for LEP administration would be an issue.

Councillor B Smith asked that the Board should be actively involved in early activity around 'Devo 2', including co-production with officers to ensure that it reflected the shared vision of elected members. She was meeting the Parliamentary Under Secretary of State at the Department for Levelling Up, Housing and Communities (DLUCH) the following week and, with the Mayor's agreement, would raise this issue then. The Interim Chief Executive acknowledged the request for early Board involvement, but cautioned that the timeframe would be set by central government. In his judgement, this was likely to be around a year to eighteen months.

Mr O'Brien noted the far-reaching implications regarding the new settlements for Greater Manchester and the West Midlands and would want to see the CPCA involved in the next wave of discussions.

The Statutory Deputy Mayor highlighted that the original devolution deals had primarily transferred existing local authority powers to combined authorities, whilst the new deals

with Greater Manchester and the West Midlands made new powers available to those bodies.

Councillor B Smith commented that LEPs worked closely together and that there would be an impact on the Business Board if its partner LEPs faced a period of instability. She asked whether any jobs would be at risk locally. The Chair of the Business Board stated that from his discussions with officials the direction of travel was clear. The Business Board was fortunate in already being nested within the CPCA, but he acknowledged that there would be a period of instability for other LEPs and that this was a matter of concern for LEP chairs.

The Chair of the Business Board noted that Cambridgeshire and Peterborough had not been included in the twelve areas identified in the Budget for investment zones. However, conditions locally reflected those set out by central government and he urged that this should be pursued to establish why Cambridgeshire and Peterborough had not featured in the current round and to press its case for future consideration. The Interim Chief Executive stated that there had been no bidding process for the investment zones announced in the Budget Statement, but there had been a clear statement that Government remained open to further discussions around this. Board members had expressed concern around the potential loosening of environmental protections in the previous iteration of investment zones. The newly appointed Executive Director for Economy and Growth had been involved in work around this in previous roles, and the Interim Chief Executive suggested an early discussion with the Board to inform what would be a substantial piece of work. Councillor Fitzgerald stated that Peterborough City Council was already in active discussion with Government around its ambitions in this area. Action required

It was resolved to:

Note the content of this report.

Part 3 - Finance

368. Budget Monitor Report March 2023 [KD2023/005]

The budget monitor report for March was published on 15th March 2023 having been accepted by the Mayor as a late report on the following grounds:

- i. Reason for lateness: Publication was delayed due to report authors awaiting clarification on review points from officers to enable the Executive Director to sign off the reports.
- ii. Reason for urgency: Both reports needed to be presented at this Board meeting as the recommendations within them, if approved, would enable unspent 'slippage' budgets to be carried forward for use in the new financial year and for updated Treasury strategies to be followed.

The report provided an update on the CPCA's financial position to the end of January 2023 based on actual income and expenditure. The Board's approval was sought for the carry forward of unspent budget for 2023/24 and to merge three Adult Education budget lines. The latter recommendation had been unanimously endorsed by the Skills Committee at its meeting on 6th March 2023. A significant underspend was forecast in relation to both revenue and capital budgets, and this was set out in detail in Appendix 4 alongside all material variances. Some slippage on capital projects was unavoidable, but a number of recurrent themes had been identified which the CPCA would work with constituent councils and delivery partners to address. Some subject to approval budget lines had not yet been brought to the Board for approval, and it was recommended that these were slipped to 2023/24. None were time sensitive and there was no risk of clawback. An internal audit review had been commissioned to look at providing more up to date figures in future and discussions were taking place with the constituent councils' chief finance officers about streamlining processes to facilitate this. A separate review had been commissioned around internal processes and it was hoped to see the outcome of that informing the figures in the next report.

Councillor Bailey noted that two months after setting a budget that included a Mayoral precept the CPCA was looking at a budget variance of £23.4m. She considered it was rather shocking to have pressed ahead with the precept when there was headroom to be had. She asked whether the bus services which had been tendered within the budget were included specifically within the bus budget or whether it was general budget slippage that might be paying for re-tendered bus services. The Executive Director for Resources and Performance stated that only c£169k of revenue finance had been available to support bus services as most of the revenue underspend was in the form of ring-fenced grants and so not available to support bus services. Officers would provide a note on the second point. The tendering of bus services should come out of levy-funded schemes, but if there was any overspend on that it would need potentially to be taken from other sources. **Action required**

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

- a) Note the financial position of the Combined Authority for the year to date.
- b) Approve the draft slippage figures as set out in appendices 1&2 and summarised in paragraphs 3.5 and 5.7.
- c) Approve to merge the three budget lines as set out below:
 - 1) AEB Innovation Fund – Revenue;
 - 2) AEB Provider Capacity Building; and
 - 3) AEB Strategic Partnership Development
- d) Note the correction to LAD 3 and HUG 1 capital and revenue budgets and the national extensions agreed to both programmes.

369. Treasury Management Strategies 2023/24

The treasury management strategies report 2023/24 was published on 15th March 2023 having been accepted by the Mayor as a late report on the following grounds:

- i. Reason for lateness: Publication was delayed due to report authors awaiting clarification on review points from officers to enable the Executive Director to sign off the reports.
- ii. Reason for urgency: Both reports need to be presented at this Board meeting as the recommendations within them, if approved, will enable unspent 'slippage' budgets to be carried forward for use in the new financial year and for updated Treasury strategies to be followed.

Treasury management strategies and the minimum revenue provision statement were brought to the Board annually for approval and showed how capital expenditure would be funded over time. The drafts had been reviewed by the Audit and Governance Committee in December and had been recommended for the Board's approval.

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

a) Approve the following financial strategies:

- i) The Capital Strategy 2023-24
- ii) The Investment Strategy 2023-24

- iii) The Treasury Management Strategy 2023-24

b) Approve the Minimum Revenue Provision statement for 2023-24.

Part 4 – Improvement

370. Improvement Plan Update

The report set out progress against the improvement plan and the outcomes achieved during the previous three months. The corporate plan had been approved by the Board in January and provided a golden thread with day to day work. The senior staffing structure was now in place following the appointments of a new chief executive and two new executive directors and additional support put in place for the Mayor. Staffing was more stable, with more permanent appointments made. Work had been reframed to ensure that improvement activity was clear and relevant, that any areas for future work were identified and that there was a focus on embedding lasting change. There was still lots to do, but progress was being made.

Lord Kerslake was stepping down as Chair of the Independent Improvement Board (IIB) with immediate effect due to ill health. Julie Spence OBE QPM, Lord Lieutenant of

Cambridgeshire, would be stepping in temporarily and further information around future arrangements would be provided in the next fortnight. The Mayor endorsed Board members' wish to acknowledge the significant amount which Lord Kerslake had done during his short period at the helm of the IIB and would write on behalf of the Board to thank him. **Action required**

Councillor B Smith referenced the consistent issue over time with long Board agendas and late papers, and emphasised the need to address this in order to get full engagement from Board members. The Chair of the Business Board concurred, suggesting the production of short documents with more detail laying behind them.

Councillor Bailey expressed surprise that there was no feedback on governance breaches, in order to be open and transparent. The Interim Director of Transformation Programme stated that there had been correspondence around this and that broader work was on-going. The concerns which Board members had asked to be shared with the IIB had been passed on.

The Statutory Deputy Mayor thanked the Interim Director of Transformation Programme for her thoughtful and strategic work. The Mayor endorsed this, commenting that the organisation felt positive and the staff enthused.

It was resolved to:

- a) Note the outcomes delivered at the end of the initial three-month period against the outcomes set out in the report to Board in October 2022.
- b) Note progress across the improvement programme in February 2023 as set out in the highlight report attached as Appendix 1.
- c) Note the stocktake undertaken and proposed reframed focus for improvement activity as set out in paragraph 4 and Appendix 2.
- d) Note the resignation of the Independent Improvement Board Chair with immediate effect and the arrangements underway to find a replacement.

371. Combined Authority Governance Arrangements

A correction to the voting arrangements was reported. Recommendations a), b), c), g) h) and i) would, if approved, result in changes to the Constitution. As such, these were subject to special voting arrangements and would require a vote in favour by at least two-thirds of Board members or their substitutes present and voting.

The findings of an independent review of governance had been endorsed by the Board in July 2022, with a report in October 2022 setting out specific governance outcomes. The recommendations before the Board aligned with those previous reports and included a summary of intended objectives. The purpose was in part to support Board members by clarifying the strategic role of the Board and establishing decision-making committees. Changes to report formats, enhancements to lead member roles and addressing the size of agendas and quality of reports would also support further

improvement. Thanks were expressed to Councillor Edna Murphy, Lead Member for Governance, for her valuable guidance on the proposals and content of the report.

Councillor B Smith asked for more information around the make-up of the Business Board and the review of its terms of reference. The Chair of the Business Board stated that the aim was to take a fresh look at this, including around the involvement of small and medium-sized enterprises (SMEs), the not for profit sector and democratic representation. Officers stated that the proposals included increasing CPCA elected member representatives on the Business Board to include the Mayor, the Lead Member for Economic Growth and the Lead Member for Skills and Employment. They also included a request that the Business Board lead work to consider its future membership.

Councillor Bailey expressed her thanks to the Governance Improvement Lead for a careful and thoughtful piece of work.

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

- a) Approve the Combined Authority Board Terms of Reference/ Key Functions set out in Appendix A.
- b) Approve proposed changes (including Terms of Reference attached at Appendices B to D) to Thematic Committees set out in 3.6.1 to 3.6.6 of this report.
- c) Approve Terms of Reference for a Human Resources Committee set out in Appendix E.
- d) Approve the Leaders Strategy Meeting Terms of Reference as set out in Appendix F.
- e) Approve the creation of the informal advisory groups as noted in 3.9.1 of this report.
- f) Approve the Calendar of Meetings set out in Appendix G.
- g) Approve the change in role of the Business Board set out in 3.11 of this report.
- h) Approve Business Board Key Functions and CPCA Membership attached at Appendix H for inclusion in Business Board Terms of Reference.
- i) Endorse actions set out in 3.14 to 3.18 of the report in support of progressing new role and functions for the Business Board.

372. Review of the Constitution

The proposed amendments to the Constitution set out in the report had been presented to a Leaders' strategy meeting and to the Audit and Governance Committee and had

been supported. The draft had also been circulated to the monitoring officers of the constituent councils and four comments had been received which had been considered. Changes included providing clarity around Board members asking questions on notice at meetings and a mechanism for making referrals to the Audit and Governance Committee. The Constitution was a living document which needed to be reviewed regularly. New protocols around social media and data protection had not yet been finalised and would be brought to a future meeting.

Councillor Bailey commented that she had not had time to review the proposals in full, and might abstain from voting. A number of changes had been collated by the previous monitoring officer, and she sought confirmation of whether those were included in the document before the Board. The Interim Monitoring Officer stated that she was unsure whether this was the case and sought confirmation from another officer who confirmed they understood this to be the case.

Councillor Fitzgerald asked why it was proposed that committee decisions which were deadlocked would no longer be referred to the Board for decision, but would instead be deemed not to have been carried. The Interim Monitoring Officer stated that, having looked at the practice in other combined authorities, it was her view that the matter failed as no consensus had been achieved. This did not mean that the decision could not be taken to a subsequent meeting. Councillor Fitzgerald further noted that it was proposed that the Mayor would now have speaking rights at committee meetings and asked the rationale for this change. The Interim Monitoring Officer stated that this would allow the Mayor to take up a role as a non-voting member on all committees where they were entitled to do so and where they were not already a member. She had looked at other combined authority constitutions in relation to this.

Councillor Fitzgerald asked about the addition of arrangements for Board members to ask questions on notice at Board meetings. The Interim Monitoring Officer stated that, as the Constitution was currently drafted, Board members could not ask questions on notice of other members of the Board. The changes proposed had clarified a mechanism by which Board members could ask questions of the Mayor, Lead Members and other Board members. Councillor Bailey asked whether this change facilitated asking questions on items not on the agenda. The Interim Monitoring Officer stated that it was proposed that Board members would be able to ask other members of the Board questions about items on the meeting agenda or in the minutes without notice. Questions on notice could relate to any matters, provided that they were submitted in writing four clear working days before the meeting.

On being proposed by the Mayor, seconded by the Statutory Deputy Mayor, it was resolved by a majority to:

Approve and adopt the recommended revisions to the Constitution detailed in this report.

Part 5 - Combined Authority Decisions

373. Local Transport Model Full Business Case [KD2023/014 Special Urgency]

This key decision report was added to the meeting agenda on 21st March 2023 under special urgency arrangements. The full business case and funding for the Local Transport Model was agreed by the Board in January 2023 and this further report sought a formal delegation of authority to officers to progress this.

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

Delegate authority to the Executive Director for Place and Connectivity in consultation with the Chief Finance Officer and Monitoring Officer to enter into Grant Funding Agreements with Cambridgeshire County Council.

374. Climate Action Plan Annual Report [KD2022/081]

Councillor B Smith, Lead Member for the Environment and Climate Change, welcomed the progress made by constituent councils and spoke of the importance of ensuring that the CPCA's work aligned with that of the Ox-Cam partnership to lever in the money needed to progress at scale.

The Chair of the Business Board welcomed the recognition of the importance of all sectors engaging in this process. He referenced the work being done by Anglian Water and the importance of working collectively to maximise benefits.

Councillor Conboy commented that she would be interested to see what partner councils were doing and to share learning. Much had already been achieved in Huntingdonshire, but the challenge was to push hard to do more. This included seeking the views of young people as tackling climate change was an important issue to many of them. Councillor B Smith described an event being planned in which young people would play a key part.

Councillor Bailey welcomed the annual report, but felt that whilst it contained a lot of information around engagement and business plans there was less detail about the delivery of change on the ground. She considered the RAG ratings to be quite generous, and felt that some quick wins were needed in the community to get people engaged and involved. She did not recall any comms activity around this. Officers stated that the monitoring information in the report was based on national data which was two years out of date, but that the area was not yet on a secure pathway to net zero. An engagement group had been established, but there would be further reflection around engagement and comms in light of this feedback. In relation to delivery, it would be important to be ready to pursue funding options as they emerged.

Councillor B Smith thanked Board members for their input and fair challenge around sharing learning and promoting the good work being done. She would reflect on this.

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

- a) Note progress on the Climate Action Plan 2022-2025.
- b) Support the changes to the Climate Action Plan set out in Appendix 1.
- c) Support the alignment of reporting data on carbon and greenhouse gas emissions.

375. Oxford to Cambridge Pan Regional Partnership

The Board was invited to confirm the CPCA's intention to become a member of the Oxford to Cambridge Pan Regional Partnership and to agree key appointments. The Chair of the Business Board welcomed the proposals, but felt that the potential value of the support of members of the Business Board was not recognised. He wanted to highlight this resource given the Business Board's new role in providing strategic advice to the CPCA.

Councillor Fitzgerald spoke of the need to avoid the partnership being Cambridge and Oxford-centric if it wanted to achieve wider buy-in. He felt that a focused set of shared objectives should be established.

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

- a) Confirm the Combined Authority's intention to become a member of the Oxford to Cambridge Pan Regional Partnership.
- b) Agree to the appointment of the Mayor as the Combined Authority representative on the Pan Regional Partnership.
- c) Agree to nominate the Lead Member for the Environment and Climate Change to represent the Combined Authority on the Environment Working Group of the Partnership.
- d) Agree to nominate the Statutory Deputy Mayor, Lead Member for Economic Growth, to represent the Combined Authority on the Economy Working Group of the Partnership.

376. Property Acquisition for Peterborough Bus Depot [KD2023/001]

The report contained a number of appendices which were exempt 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 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 its publication. No member of the Board asked to discuss the exempt appendices.

A short-notice bidding round had been announced by the Department for Levelling-Up, Housing and Communities (DLUHC) in December, and the CPCA had recently been advised that its application for funding to establish a depot for electric buses in Peterborough had been successful. The award had been subject to a requirement to commit funding by the end of the 2022/23 financial year, but DLUHC had subsequently extended that timeline. Officers recommended acquiring an option on a potential site to allow technicalities to be worked through at an appropriate pace.

Councillor Fitzgerald spoke of his expressed desire for cleaner, greener buses in Peterborough. He welcomed the proposal before the Board which would create breathing space to look at the site which had been identified and possible alternative sites. He emphasised that this represented the start of a longer journey which would require significant additional funding and support from Government and the CPCA to see the project through to completion. Officers stated that options agreements were commonly used by developers to assess a site's suitability. The CPCA had been working collaboratively with Peterborough City Council (PCC) and the proposal demonstrated good public sector asset management. The cost of the electricity infrastructure needed to support electric buses was significant, so consideration was being given to council vehicles also using the infrastructure to maximise its use. It would also put PCC in a good position for ZEBRA 2 funding.

The Mayor voiced his support for PCC's ambition on this and welcomed the agile response to the bidding round.

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

- a) Identify a site at Nursery Lane, Peterborough, as a potential option to serve as a depot for electric buses.
- b) Authorise the acquisition of an option to acquire freehold property and delegate authority to the Interim Chief Executive in consultation with the Mayor or Deputy Mayor to finalise any further terms necessary to enable completion.

377. Market Towns Programme: Supporting Community-Owned Businesses and Social Enterprises in Rural Hinterlands – Full Business Case [KD2022/050]

The Board was invited to approve the full business case for Phase 2 of the CPCA Market Towns programme, to be funded through a £2.5m gainshare capital investment. Phase 1 had seen the CPCA invest £13.1m across eleven market towns in Cambridgeshire and Peterborough. Phase 2 would run over two financial years and build on this work by continuing to support and grow social enterprises in market towns and high streets. It would also support work with social enterprise providers across the region to increase outreach to rural locations, and with science, technology, engineering and mathematics (STEM) providers through pop-up outreach events around the region.

[John Peach joined the meeting at 12.23pm]

Councillor B Smith asked whether the CPCA was ready as an organisation to deliver on this and whether work had been done to identify a need, given that local authorities (LAs) already supported community assets and the Greater Cambridge Partnership and Form the Future were already active in the STEM space. She also emphasised the importance of monitoring value for money and having measurable outcomes of success. Officers stated that more people were working from home now and were more engaged with their local communities and this initiative was looking to harness that. Significant engagement had taken place through social enterprise providers, although no direct engagement with LAs. The CPCA's input would complement what was already happening. A number of key performance indicators had been identified and it was intended to produce and publish a prospectus which would set out the programme's aims and measures.

The Statutory Deputy Mayor welcomed the work on projects to support market towns, describing it as exciting. She judged there was a need for a strong sense of what good would look like. There were a number of initiatives of this type happening in Cambridge and the City Council would be happy to share learning and good practice.

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

Approve the full business case for Phase 2 of the CPCA Market Towns Programme requesting £2,500,000 of CPCA gainshare funding to support Social Enterprise in market town areas.

378. Market Towns Programme: Approval of Final Project Proposal (Funding Call 10 – March 2023) [KD2022/081]

On being proposed by the Mayor, seconded by Councillor Bailey, it was resolved unanimously without debate to:

- a) Approve the final project proposal received under Market Towns Programme from Huntingdonshire District Council to the sum of £802,150 for the towns of Huntingdon and St Ives.
- b) Consider the request received from Huntingdonshire District Council to extend the grant longstop completion date for the St Neots Masterplan (Phase 1) project from 31st March 2023 to 31st March 2024.

379. Capital Investment for Affordable Housing at Fanshawe Road, Cambridge [KD2023/011]

On being proposed by the Mayor, seconded by the Statutory Deputy Mayor, it was resolved unanimously without debate to:

- a) Approve £1M of grant funding to be awarded to Cambridge City Council for a redevelopment project at Fanshawe Road.

b) Monitor delivery and outcomes.

380. Greater South East Net Zero Hub Local Energy Advice Demonstrator Projects [KD2023/012]

On being proposed by Councillor B Smith, seconded by the Mayor, it was resolved unanimously without debate to:

- a) Agree the acceptance of the Department for Energy Security & Net Zero, Local Energy Advice Demonstrators (LEAD) Projects MoU 2022 to 2025.
- b) Delegate authority to the Director of Place and Connectivity in consultation with the Chief Finance Officer and Monitoring Officer to finalise the details of the LEAD MoU and to enter into the LEAD MoU.
- c) Delegate authority to the Director of Place and Connectivity, upon the recommendation of the Hub Board, to approve the award of grants for the LEAD project where the decisions do not impact the Combined Authority budget or staffing arrangements and to execute the corresponding grant agreements. Such approvals or decisions to be reported to the next meeting of the Combined Authority Board on the exercise of that delegation.
- d) Delegate authority to the Director of Place and Connectivity, in consultation with the Chief Finance Officer, to approve the budgets corresponding to the LEAD MoU.
- e) Agree the variation to the Net Zero Memorandum of Understanding (MoU) to incorporate the additional strategic projects and funding detailed in paragraph 2.12 of this report.
- f) Delegate authority to the Director of Place and Connectivity in consultation with the Chief Finance Officer and Monitoring Officer to finalise and execute the variation of the Net Zero MoU.
- g) Delegate authority to the Director of Place and Connectivity, upon the recommendation of the Hub Board, to approve the award of grants, contracts and agreements arising out of the Net Zero MoU where the decisions do not impact the Combined Authority budget or staffing arrangements and to execute the corresponding grants, contracts and agreements. Such approvals or decisions to be reported to the next meeting of the Combined Authority Board on the exercise of that delegation.
- h) Approve the establishment of a Retrofit project board, based on the terms of reference and governance framework for the Sustainable Warmth project board and delegate authority to the Director of Place & Connectivity, in consultation with the Lead Member for the Environment and Climate Change, Chief Finance Officer and Monitoring Officer, to agree the specific terms of reference and governance framework.

381. Part 6 - Transport Reports

The transport reports at Part 6 of the agenda had all been discussed at the Transport and Infrastructure Committee (TIC) meeting on 15th March 2023, but the committee was unable to formally approve them due to the absence of a representative from Peterborough City Council. However, an indicative vote had been taken on each report and all recommendations had been endorsed unanimously by those present.

Councillor Fitzgerald offered his apologies to members of the Transport and Infrastructure Committee and to members of the public attending the TIC meeting. Peterborough City Council's representative on the committee had been unable to attend the meeting due to the serious illness of a close relative and a substitute could not be found in time to attend.

The Statutory Deputy Mayor had chaired the TIC meeting and described it as a long meeting with a large number of questions from members of the public on challenges around bus services and the impact this had on their lives.

382. Local Transport and Connectivity Plan

The Board was advised that members of the Transport and Infrastructure Committee (TIC) had provided some feedback on the draft Local Transport and Connectivity Plan (LTCP). In response, the narrative would be made punchier and more positive, and the pictures and maps used would be reviewed and updated. Officers would continue to engage with the constituent councils, including on the localised sections of the plan.

Councillor Bailey commented that East Cambridgeshire District Council (ECDC) had provided detailed feedback on Appendix 3 and that she was disappointed that there were some omissions. These included cycling and walking feasibility studies commissioned by ECDC, no mention of work around dualling of the A10 and missing text on page 9. As the document made reference to congestion charging and workplace parking schemes she would be unable to support it as ECDC had passed a motion against such measures. There were lots of other demand management strategies that were not mentioned in the draft and her preference would be for those references to be removed as she felt they pre-empted matters. There were also several references to improving air quality in East Cambridgeshire. There were no issues in relation to minimum air quality standards in East Cambridgeshire and she would like that made clear. The Interim Head of Transport stated that references to A10 dualling and walking and cycling feasibility studies would be included in the section relating to East Cambridgeshire, and that officers were happy to have further conversations around that. Government had said that the CPCA needed to consider whether measures such as congestion charging were a fit at local level and that by doing so it would not be penalised. The list of demand management strategies included in the draft LTCP was based on insight from Government and had not been generated internally. Officers would continue to socialise the draft LTCP and engage with constituent councils ahead of it being brought back to the Board for decision in May.

Councillor Fitzgerald expressed similar concerns regarding the language around congestion charging, commenting that he could not support the LTCP without knowing more about what this meant for Peterborough. Officers stated that the current iteration of the LTCP included references to demand management, and that the draft before the Board was committing the CPCA up to anything.

Councillor B Smith commented that Cambridgeshire and Peterborough's carbon emissions were currently 25% higher than the national average due to transport emissions, and that the CPCA would need to be able to demonstrate that it had considered demand management strategies if it failed to meet its carbon reduction target.

Councillor Bailey asked for a response outside of the meeting on what was happening with the loss of the Lynn Road cycling lane. **Action required**

The Statutory Deputy Mayor spoke of TIC members' interest in connectivity beyond the Combined Authority area, as well as within it.

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

- a) Note and comment on the updated draft of the Local Transport and Connectivity Plan.
- b) Approve the Digital Policy.

The vote in favour included the representatives of both Cambridgeshire County Council and Peterborough City Council.

383. Bus Strategy 2023 [KD2023/006]

The Board was invited to approve the Bus Strategy, agree to officers obtaining quotes for three replacement local bus contracts and awarding contracts using pre-determined criteria for the period ending March 2024 and to delegate authority to the Executive Director for Place and Connectivity to tender and procure further local bus services subject to approved funding being in place.

Councillor Bailey asked about the pre-determined criteria referenced in recommendations c) and d), whether the bus framework was being used and whether it was proposed that every service that was handed back would be re-procured. She asked for more information on the funding envelope, and expressed nervousness that nothing would be brought back to the Board when tenders were received. Officers stated that there had been positive engagement and feedback on the Bus Strategy in response to the consultation exercise, with 80% support. It remained a relatively high-level document. With regards to re-tendering, the aim was to maintain current services and service levels in the short-term while a network review was undertaken, pending longer-term decisions on the future shape of the service. A revised document would be brought back later in the year.

Councillor Fitzgerald commented that Peterborough City Council (PCC) had responded to the consultation, but not all its comments were reflected in the strategy. There was no reference to a park and ride in Peterborough, the transition to low emission buses and whether consideration had been given to introducing minimum standards now, and options those with reduced mobility. He referenced the CPCA's failure to attract bus service improvement plan (BSIP) funding, and his view that there was enough ambition and detail in Peterborough's ambitions if that bid was submitted. Public questions at the recent Transport and Infrastructure Committee had referenced demand for rural bus services around Peterborough, and PCC would be supportive of those being introduced. The Statutory Deputy Mayor described public questions at TIC as a powerful and productive session. She had spoken to some of those attending and had offered a site visit and further discussions and a reassurance that residents would be heard. She would be happy to brief Councillor Fitzgerald on this outside of the meeting.

On being proposed by the Mayor, seconded by the Statutory Deputy Mayor, it was resolved by a majority to:

- a) Note the outcome of the public consultation and support for the Bus Strategy.
- b) Approve the Bus Strategy.
- c) Agree to obtaining competitive quotes for three replacement local bus contracts and award contracts, using pre-determined criteria, for the period ending March 2024.
- d) Delegate to the Executive Director for Place and connectivity in consultation with the Monitoring Officer and Chief Financial Officer, authority to tender and procure for further local bus services subject to there being approved funding.

The vote in favour included the representatives of both Cambridgeshire County Council and Peterborough City Council.

384. Alternative Fuel Strategy

On being proposed by the Mayor, seconded by the Statutory Deputy Mayor, it was resolved unanimously without debate to:

- a) Note and comment on the draft Electric Vehicle Implementation Strategy.
- b) Approve the East Anglian Alternative Fuel Strategy.
- c) Approve the drawdown to approved from subject to approval the £88,560 from the Local Vehicle Infrastructure (LEVI) Capability Grant.
- d) 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 LEVI Capability Fund.

The vote in favour included the representatives of both Cambridgeshire County Council and Peterborough City Council.

385. Active Travel Fund 4 [KD2023/002]

On being proposed by the Mayor, seconded by the Statutory Deputy Mayor, it was resolved unanimously without debate to:

- a) Note the contents of the Active Travel Fund 4 bid.
- b) Approve the drawdown of Active Travel Fund 4 funding, subject to Active Travel England (ATE) approving the bid.
- c) Subject to Active Travel England approving the bid, delegate authority to the Interim Head of Transport to enter into a Grant Funding Agreement with Peterborough City Council and Cambridgeshire County Council following consultation with the Chief Financial Officer and Monitoring Officer.

The vote in favour included the representatives of both Cambridgeshire County Council and Peterborough City Council.

386. Transforming Cities Fund Replacement Projects [KD2023/009]

On being proposed by the Mayor, seconded by the Statutory Deputy Mayor, it was resolved unanimously without debate to:

- a) Approve the drawdown of £2,500,000 from 'subject to approval budget' to 'approved budget' from the Transforming Cities Fund for Centre of Green Technology.
- b) Approve the drawdown of £2,860,000 from 'subject to approval budget' to 'approved budget' from the Transforming Cities Fund for the Capital Replacement Schemes.
- c) Approve transfer £3,441,880 from 'subject to approval budget' to 'approved budget' from the Fengate Access Study to A1260 Junction 32 / 3 project.
- d) 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 Centre Green Technology (Inspire Education Group), TCF Capital Replacement Schemes (CCC) and A1260 Junction 32/3 (PCC).

The vote in favour included the representatives of both Cambridgeshire County Council and Peterborough City Council.

387. Peterborough Station Quarter [KD2023/003]

On being proposed by the Mayor, seconded by the Statutory Deputy Mayor, it was resolved unanimously without debate to:

- a) Subject to approval from the Department for Transport of the business case, accept the funding offer letter upon notification of funding from the Department for Levelling up, Housing and Communities (DLUHC). The authority has provisionally been awarded the sum of £47,850,000 for Peterborough Railway Station Quarter Project which is intended to be spent between 2023 - 2026.
- b) Subject to acceptance of the grant offer letter, to approve the release of funding of £47,850,000, funding to be released in phased stages of up to £5 million at a time, to Peterborough City Council to enable the development of the Business Cases and construction of the station improvements and local area.
- c) Provide regular updates to the Combined Authority Board each time a £5 million spend has been made from the available funding.
- d) Delegate the authority to the Interim Director of Place and Connectivity to enter into a Grant Funding Agreement with Peterborough City Council, in consultation with the Chief Finance Officer and Monitoring Officer.

The vote in favour included the representatives of both Cambridgeshire County Council and Peterborough City Council.

388. Lancaster Way Non-Motorised User Crossing

On being proposed by the Mayor, seconded by the Statutory Deputy Mayor, it was resolved unanimously without debate to:

- a) Approve the drawdown of £100,000 from subject to approval budget to approved budget for an options study to be carried out to investigate the opportunity for crossing.
- 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.

The vote in favour included the representatives of both Cambridgeshire County Council and Peterborough City Council.

The meeting adjourned from 1.10 to 1.17pm.

By recommendation to the Combined Authority Board

389. Part 7 - Recommendations from the Skills Committee

The Board was advised that all recommendations had been supported unanimously by the Skills Committee at its meeting on 6th March 2023.

390. Skills Grant Funding allocations and policy changes for 2023-24
[KD2022/076]

The Board was advised that an additional officer recommendation had been included at recommendation e) to approve the 'Earnings Boost' policy that the Education and Skills Funding Agency had announced on 1st March 2023, in-year for the current academic year 2022/23 and for 2023/24, to match funding policy in non-devolved areas. This was due to a national funding change made by the Department for Education after the Skills Committee had met and was needed to avoid disadvantaging colleges and providers operating in devolved areas. A delegation was sought to the Associate Director for Skills to support an agile response.

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

- a) Approve the Adult Education Budget and Free Courses for Jobs funding allocations to Learning Organisations for the 2023/24 and 2024/25 academic years as set out in Appendix A to this report.
- b) Approve the Multiply funding allocations to Learning Organisations for the 2023/24 and 2024/25 financial years as set out in Appendix A to this report.
- c) Delegate authority to the Interim Associate Director for Skills in consultation with Chief Finance Officer and Monitoring Officer to sign Grant Funding Agreements with the Learning Organisations set out in Appendix A to this report for the 2023/24 and 2024/25 academic years in respect of the Adult Education Budget and Free Courses for Jobs and the financial years 2023/24 and 2024/25 for Multiply
- d) Delegate authority to the Interim Associate Director for Skills to vary grant funding agreements based on performance by up to 25 per cent of the value in 2023/24 and 2024/24 for AEB, Free Courses for Jobs (FCFJ) and Multiply
- e) Approve the proposed devolved funding policy changes set out in Appendix C this report, for the 2023/24 academic year to increase funding for learning organisations and implements the national changes for 2024/25, as set out in Appendix B. In addition, to approve the 'Earnings Boost' policy that ESFA announced on 1 March 2023, in-year for the current academic year 2022/23 and for 2023/24, to match funding policy in non-devolved areas.
- f) Approve the increase to the AEB top slice from 3.4% to 5%.

391. Expansion of the Careers Hub [KD2023/010]

This key decision report was added to the Forward Plan on 10th March 2023 under general exception arrangements.

On being proposed by the Mayor, seconded by the Statutory Deputy Mayor, it was resolved unanimously without debate to:

It was resolved to:

- a) Accept the grant funding offer on the notification of funding from the Careers and Enterprise Company (CEC) for the continuation of the Careers Hub. Grant funding is expected to be in the sum of approximately £292,000 for the financial year 2023/2024.
- b) Accept future grant funding that is awarded by the Careers and Enterprise Company (CEC) in addition to core funding, up to the value of £95,000 for projects aligned to strategic priorities.
- c) Allocate 5 months of CEC funding to part-fund the 4 full-time equivalent (FTE) roles within the Growth Works service for the period of August to December 2023.
- d) Allocate £112,000 of Corporate Rapid Response Funding as match funding for the period of January to August 2024 as Growth Works funding ceases and the start of UK Shared Prosperity Funding.
- e) Delegate authority to the Interim Associate Director of Skills, in consultation with the Chief Finance Officer and Monitoring Officer, to enter into contracts and grant funding agreements.

392. Growth Works Performance Review

The Board was invited to note the Growth Works Programme Year Two Review and Performance Data to Q8 (16 December 2022).

Councillor B Smith commented that it would be good to get a better understanding of how this was working at district level, with more granularity and information on the benefits delivered. Councillor Fitzgerald concurred, commenting that there were more questions to be answered on growth works and its value for money and whether it was still fit for purpose. The Associate Director of Skills stated that she understood that reports by district would be circulated in due course. An independent review was being commissioned into the growth works programme and that the Board would see the outcome of that.

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

- a) Note the Growth Works Programme Year Two Review and Performance Data to Q8 (16 December 2022).

393. Shared Prosperity Fund Implementation Plan

On being proposed by the Mayor, seconded by the Statutory Deputy Mayor, it was resolved unanimously without debate to:

- a) Approve the UK-SPF Implementation Plan.
- b) Delegate authority to the Executive Director for Economy & Growth to approve in consultation with local authority partners, the Chief Finance Officer and Monitoring Officer the changes set out at 3.3 of the Skills Committee report.
- c) Delegate authority to the Executive Director for Economy & Growth to approve in consultation with local authority partners, the Chief Finance Officer & Monitoring Officer for Minor Changes as set out in Appendix 1a and supported by the DLUHC Guidance included in the Appendix 1b.
- d) Delegate authority to the Executive Director for Economy & Growth to approve in consultation with the Chief Finance Officer & Monitoring Officer to enter into Grant Funding Agreements associated with the projects set out in the Implementation Plan.

Part 8 - Recommendations from the Business Board

394. Profile of Investments

On being proposed by the Chair of the Business Board, seconded by the Mayor, it was resolved unanimously without debate to:

Note the content of the Local Growth Fund investment update.

395. Economic Growth Strategy Implementation Plan

On being proposed by the Chair of the Business Board, seconded by the Mayor, it was resolved unanimously without debate to:

Approve the Economic Growth Strategy Implementation Plan.

396. Growth Hub Backfill Funding for 2023-24 [KD2023/008]

The Chair of the Business Board stated that the report was seeking contingency funding to sustain delivery of the Growth Hub for the period April 2023/24. That was no longer required so, with the agreement of the Board, the report was withdrawn.

Part 9 – Governance Items

397. Combined Authority Subsidiary Company Director Appointments

The Board was invited to appoint a number of directors to Combined Authority subsidiary companies to ensure resilience and to facilitate the closedown of some companies where appropriate.

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

- a) Appoint one of the Deputy Mayors as a Director of Angle Holdings Limited to build resilience in overseeing and supporting the orderly closure of the company.
- b) Agree the appointment of two members of the Executive Team within the CPCA as a Directors of Angle Holdings and Angle Developments (East) to oversee and support the orderly closure of the companies.
- c) Agree the appointment of two members of the Executive Team within the CPCA as a Director of the Cambridgeshire & Peterborough Business Growth Company Limited (GrowthCo) to replace an outgoing director of the company and to build resilience.
- d) Agree the appointment of a member of the Executive Team within the CPCA as a Director of the Peterborough HE Property Company Limited (PropCo1) to ensure quoracy of CPCA membership of the Board of that company.

397. Delegations to Officers [KD2023/013]

The Board was invited to approve a number of officer delegations to facilitate the delivery of Combined Authority business during the period to the next Board meeting.

Councillor B Smith voiced some concerns around the proposal to delegate authority to the Interim Chief Executive Officer for the commissioning of a refresh of the Cambridgeshire and Peterborough Independent Economic Review (CPIER). She considered delegating the scoping of this work to be ill-advised and would prefer the Board to have sight and sign-off of the scope. She asked for more information around the timing and purpose of the refresh, and felt that the Business Board should be engaged in this work. She had strong views on the need for the refresh to be completely independent and suggested a Member workshop. Councillor Bailey expressed similar views, commenting that she thought it had been agreed that there would be an addendum to the existing CPIER. The Interim Chief Executive stated that the original CPIER had been a substantial piece of work. The work proposed was on a smaller scale and would involve refreshing the document and updating data. He was mindful of the need to engage with Board members and offered an assurance that the draft would be shared with them.

The Chair of the Business Board stated that the CPIER was now outdated and that a refresh would have the benefit of the insights of the Independent Commission on Climate. From a Business Board perspective, he saw merit to a refresh and to having an up to date evidence base.

The Mayor stated that the commissioning of a refresh would be done in consultation with himself or the Statutory Deputy Mayor and that they would ensure that the Board's views were represented.

The Statutory Deputy Mayor commented that a delegation was being sought so that decisions could be made in a timely way. There was nothing in the recommendations to preclude a Member workshop being arranged, and asked that this request should be noted. **Action required**

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

- a) Agree delegated authority to the Interim Associate Skills Director in consultation with the Lead member for Skills for approval of the Local Skills Improvement Plan.
- b) Agree delegated authority to the Chief Executive Officer in consultation with the Mayor or Deputy Mayor as appropriate for the commissioning of the refresh of the Cambridgeshire and Peterborough Independent Economic Review.
- c) Agree delegated authority to the Executive Director for Place and Connectivity in consultation with the Monitoring Officer and Chief Financial Officer for the retendering of any bus routes which an operator gives notice that it will cease to provide between 22 March and the next meeting of the Transport and Infrastructure Committee.
- d) Agree delegated authority to the Executive Director for Place and Connectivity in consultation with the Monitoring Officer and Chief Finance Officer to approve commencement and mobilisation of the delivery of activities and associated spend allocated to the 2023-24 year as set out in the approved Department for Levelling Up, Housing and Communities (DLUHC) proposal for Local Growth Capacity Funding.
- e) Agree delegated authority to the Executive Director for Place and Connectivity in consultation with the Monitoring Officer and Chief Financial Officer to determine splitting the extra £125k awarded to the Authority as additional local growth capacity support funds across the three agreed work strands, and to approve commencement and mobilisation of delivery of those activities.

398. Forward Plan

With the consent of the meeting, it was resolved without discussion to:

Approve the Forward Plan for March 2023.

Part 10 – Exempt Matters

It was resolved to exclude the press and public from the meeting on the grounds that the report contains exempt information under Part 1 of Schedule 12A the Local Government Act 1972, as amended, and that it would not be in the public interest for this information to be disclosed. That is, 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 its publication.

399. Redundancy of staff

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

Approve recommendation a).

400. Changes to Peterborough R&D Property Company Ltd [KD2023/007]

On being proposed by the Mayor, seconded by the Chair of the Business Board, it was resolved unanimously to:

- a) Approve recommendation a).
- b) Approve recommendation b).
- c) Approve recommendation c).
- d) Approve recommendation d).
- e) Approve recommendation e).

(Mayor)

Cambridgeshire and Peterborough Combined Authority Board: 22 March 2023

Public question

	Question from:	Question to:	Question:
1.	Roxanne De Beaux Chief Executive, CamCycle	Mayor Dr Nik Johnson	<p>In June 2021, this Board accepted the recommendation from the Cambridgeshire & Peterborough Independent Commission on Climate to reduce the car miles driven on our roads by 15% by 2030 to help cut carbon emissions.</p> <p>There is a lot to do in seven years to achieve that level of modal shift from driving to more sustainable travel options including public transport, walking and cycling. And even that target is not ambitious enough if our region is to play its part supporting the UK government target of cutting emissions by 78% by 2035.</p> <p>Camcycle would like to ask, when will options for the transport Net Zero pathway mentioned in item 2.8 be published and does item 2.22 imply that the Greater Cambridge Partnership proposal for a Sustainable Travel Zone will be an essential part of this pathway?</p> <p>Also, in light of agenda item 5.2 Oxford to Cambridge Pan Regional Partnership, we'd like to call for the Varsity Way segregated walking and cycling route to become a key part of any plans between these regions.</p>

	Response from:	Response to:	Response:
	Mayor Dr Nik Johnson	Roxanne De Beaux Chief Executive, CamCycle	As demonstrated by the draft Local Transport and Connectivity Plan, the Combined Authority is committed to the achievement of a 15% reduction in car mileage to help cut carbon emissions and meet our overarching vision, aims and objectives. Independent assessment commissioned by the Combined Authority demonstrates that this target is a suitable level of ambition.

Analysis shows that an ambitious programme of realistically deliverable interventions should achieve the Combined Authority target, but that it will still leave a residual gap in cumulative emissions against the County Council's pathway. Where appropriate, we will consider, develop and implement a range of measures. Of the measures tested, avoid measures – that is, improved digital connectivity and spatial planning - and demand management, like pricing strategies and physical measures, have been found to have the greatest influence.

The route hierarchy articulated within the emerging Local Transport and Connectivity Plan further demonstrates our commitment to modal shift through the development and implementation of a 'Shift, Avoid, Improve' approach across the region. As part of this, the Combined Authority will deliver an improved active travel network and has successfully secured additional funding to support our ambitions in this. As demonstrated by our rating of '2' awarded by Active Travel England, there is '*strong local leadership with clear plans that form the basis of an emerging network*'. But we must not rest on our laurels as there is still more to do in relation to active travel.

Supplementary question without notice from Roxanne De Beaux:

Could we have an indication from the Combined Authority around progress towards bus franchising, and communicating to the public where you are at with that and how it might integrate with other transport strategies. I know from the recent big consultation we've had those pieces between County, the Greater Cambridge Partnership and the Combined Authority and what the Combined Authority's part to play in that around buses has been a bit unclear. Also, thank you very much for the updates. We are very excited to hear that an Active Travel Lead is on the way.

Response to supplementary question without notice from Mayor Dr Johnson:

First, I will promise to get officers to give you a more detailed answer outside of the meeting, but if I can leave you with a positive I would say that bus franchising has always been an ambition for me as I campaigned to become Mayor and since I was elected. It is something that is at the forefront of the ambition of our Combined Authority and as we are moving

			<p>forward we will need to work closely with Peterborough City Council and the County Council and all the constituent members to really deliver. Not just on improvements to bus networks, but that we can deal with the issues of rural isolation. We have over the course of the last year seen what can happen when the current system fails our community, and I don't think any of us here want to see that happen again. The direction of travel is very much one of working together, and at the moment around bus franchising. But a more substantial answer will be sent.</p>
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Combined Authority Board

Agenda Item

1

31 May 2023 – Annual Meeting

Title:	Minutes Action Log
Report of:	Edwina Adefehinti, Interim Chief Officer Legal and Governance & Monitoring Officer
Lead Member:	Lead Member for Governance
Public Report:	Yes

Minute	Report Title	Lead Officer	Action	Response	Status
199. and 200.	Appointment of the Overview & Scrutiny Committee 2022/23 Appointment of the Audit & 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. Correspondence sent to DLUHC, awaiting response.	Open
235.	OneCAM Ltd Audit report	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 is taking a report to the March meeting of the Audit and Governance Committee along with a new conflict guidance which has already been drafted and discussed with the Executive team. The guidance will be taken to a Leaders' strategy meeting, Audit and Governance Committee and Audits in June 2023. Also, our internal auditors have been commissioned to audit the companies of the CPCA. Deep dive audit completed in draft form. Audit will be reported to A& G and then CA Board in June and July.	Open
291.	Mayoral Decision Notice MDN40-2022 Adult Education	Fliss Miller / Parminder Singh Garcha	The SRO offered a note outside of the meeting providing detail of the correlation between the skills budget and skills needs	A report providing further data analysis on skills needs will be provided outside of the meeting. The Annual Report of AEB delivery is due in February.	Open

Minute	Report Title	Lead Officer	Action	Response	Status
	Budget Contract Awards 2022-23		in different parts of the CPCA area and the skills needs of business.	07.03.23: A prototype employment and skills Constituent Council Profile is under-development, piloted for Fenland and East Cambridgeshire. A draft will be shared w/c 13 March to the two Districts for comment. This will ensure we co-design the District Profile with constituent councils and gather feedback from colleagues to ensure they are fit-for-purpose. The template will be updated accordingly. To note that the Annual Population Survey data for January-December 2022 is expected to be released on 18 April 2023. This will be incorporated into the District Profiles to ensure currency with the latest employment data release. Therefore, all District and Unitary Council Profiles are scheduled for release by 30 April 2023.	
303.	Budget Monitoring Report	Jon Alsop / Rob Emery	Officers offered a note outside the meeting on the grants referenced at section 3.7.	A note has been drafted and will be circulated to Board Members ahead of their May meeting.	Open
310.	Call-in of decision by the Transport and Infrastructure Committee: Demand Responsive Transport	Edwina Adefehinti	A Member suggested that the Audit and Governance Committee should look at the procurement and governance aspects of what had taken place in this case.	A report following a review of the CPCA;s procurement process will be taken to the Audit and Governance Committee on 9 June 2023.	Open
315.	Snailwell Loop (Newmarket Curve)	Steve Cox / Tim Bellamy	Officers undertook to provide the Board with a copy of the information on the usage of Soham Station which had been requested by the Transport and Infrastructure Committee.	The usage of Soham Station will be provided when the annual (year-long) data can be verified. Data could be provided at the moment, however until the final figures are checked this information will not be provided to the TIC and subsequently Board. An update will be provided to the TIC in June and subsequently to Board in July.	Open
323.	University of Peterborough - Proposal to offer a loan to R&D Company 2 Delivering the University Phase 2 Building	Edwina Adefehinti / Alison Marston	To consider a visit to the University of Peterborough by Board members and holding a future Combined Authority Board meeting at the University.	Portable webcasting kit can be utilised in order for CA Board meeting to be held at UP. Looking at meetings later in the municipal year so that this can be scheduled.	Open
333.	Mayor's Draft Budget and Mayoral Precept 2023-24 and 2023/24 Budget	Edwina Adefehinti / Alison Marston	The Deputy Mayor noted the Board's comments around the timing of the issuing of papers, and this might be something which could be picked up as	There is nothing further that can be added to the Constitution presently because a budget setting protocol is being developed by the Finance team. Once that is agreed and approved it can then be incorporated into the Constitution	Open

Minute	Report Title	Lead Officer	Action	Response	Status
	and Medium-term Financial Plan 2023 to 2027		part of future reviews of the Constitution, along with the request for more discussions.		
336.	Climate and Strategy Business Case January 2023	Steve Cox	Cllr Boden asked that all proposed expenditure on climate-related objectives should be quantified in terms of the cost per tonne of CO2E being saved.	The existing procedure for the development of Business Cases requires a climate assessment. Expenditure on specific climate-related objectives will be quantified in terms of cost of CO2E saved where that is available.	Open
		Steve Cox	Cllr Bailey asked for an agreed definition of net zero as there were variances in definition. She would also like to understand what monitoring would be put in place and where was the performance element.	A description of Net Zero will be reported to E&SC Committee and will include proposals for performance monitoring.	Open
367	Combined Authority Monthly Highlights Report: February 2023		The Chair of the Business Board noted that Cambridgeshire and Peterborough had not been included in the twelve areas identified in the Budget for investment zones. The newly appointed Executive Director for Economy and Growth had been involved in work around this in previous roles, and the Interim Chief Executive suggested an early discussion with the Board to inform what would be a substantial piece of work.	Discussions continue. It is clear that a great deal remains to be resolved around that announcement and future discussions will need to keep this concept in play.	Open
368	Budget Monitor Report March 2023	Nick Bell	Councillor Bailey noted that two months after setting a budget that included a Mayoral precept the CPCA was looking at a budget variance of £23.4m. She asked whether the bus services which had been tendered within the budget were included specifically within the bus budget or whether it was general budget slippage that might be paying for re-tendered bus services. The Executive Director for Resources and Performance stated that only c£169k of revenue finance had been available to support bus services as most of the revenue underspend was in the form of ring-fenced grants and so not	A note has been drafted and will be circulated to Board Members ahead of their May meeting.	Open

Minute	Report Title	Lead Officer	Action	Response	Status
			available to support bus services. Officers would provide a note on the second point.		
370	Improvement Plan Update	Angela Probert	The Mayor endorsed Board members' wish to acknowledge the significant amount which Lord Kerslake had done during his short period at the helm of the IIB and would write on behalf of the Board to thank him.	The Mayor will write to Lord Kerslake to acknowledge and thank him for his contribution	Open
382	Local Transport and Connectivity Plan	Tim Bellamy	Councillor Bailey asked for a response outside of the meeting on what was happening with the loss of the Lynn Road cycling lane.	Officers have enquired on the status of Lynn Road cycling lane with County Council officers. This, alongside a number of key issues will form part of the ATE visit on 21st June whereby the CPCA and constituent Councils can demonstrate the need for continued funding for active travel for the whole of the region	Open
397	Delegations to Officers	Edwina Adefehinti	The Statutory Deputy Mayor commented that a delegation was being sought so that decisions regarding the CPIER could be made in a timely way. There was nothing in the recommendations to preclude a Member workshop being arranged, and asked that this request should be noted.	A workshop will be considered as part of the general development sessions being organised or members.	Open



Combined Authority Board		Agenda Item
31 May 2023 – Annual Meeting		5
Title:	Public Questions	
Report of:	Edwina Adefehinti, Interim Chief Officer Legal and Governance & Monitoring Officer	
Lead Member:	Lead Member for Governance	
Public Report:	Yes	

Question 1 – from Catrina Duffy, local resident

To	Mayor Dr Nik Johnson
	Why have you not put in place a sustainable bus service for the people of Huntingdon, Chatteris, Ramsey & Warboys? People cannot get where they need to be with service that only runs every 3 hours. How & when are you going to rectify this issue?

Question 2 – from Jean Jackson, local resident

To	Mayor Dr Nik Johnson
	<p>Re: The lack of a regular bus service in Wittering.</p> <p>Wittering residents have the same needs and requirements as every other community in Peterborough who have a bus service.</p> <p>At the last meeting of the Transport Committee on the 15th March 2023 an undertaking was given for councillors to visit the villages of Wittering , Castor. Wansford and Ailsworth to see for themselves the location of the villages and why we need a bus service.</p> <p>Can we please have a definite arrangement as to when this will happen when Wittering Parish Council will gladly show you around the village ?</p>

Question 3 – from Susan Magill, local resident

To	Mayor Dr Nik Johnson
	<p>I have asked most of this question at a meeting previously but I need to make all aware that since losing our bus service just before Covid in Castor and Ailsworth, the elderly, disabled, vulnerable, non car owners, and teenagers all have a huge lack of independence feeling socially isolated and forgotten about! Since the world woke up from Covid it is apparent that a daily bus service is missed and needed as a lifeline for many reasons</p> <p>Call Connect is proving unsuitable for most villagers, with extremely limited access to local hospitals, shops and teenagers with NO access to pboro college, limited access to Stamford college, no form of leisure or work outside of the village for all without a car, a £25 cost or more for return to Pboro or Stamford by taxi. The local care home can only employ car drivers from outside of the village. How do villagers with no transport or spare money manage. In my opinion this could lead to risk taking and mental health needs.</p> <p>Castor, Ailsworth, Wittering and Wansford are the only 4 villages surrounding Peterborough with no regular daily bus service or not in walking distance to a stop. The National Bus Strategy is explicit about</p>

seeking to ensure that the needs of rural transport users are given equal consideration to those in urban environments. RAF Wittering whose service people put their lives on the line for all of us in the UK. What messages is that giving to them and their families! What about the covenant between PCC an the RAF? You want to build roads but let's get the public daily bus services sorted then perhaps with encouragement those roads in future may not be so hectic. I have here a letter here from the Wing Commendar at RAF Wittering and the family support worker stating the need for a service.

How can the CPCA Support us in reinstating our much needed regular rural bus service for the forgotten villagers along with heroic service people and their families who should never be forgotten!!!

Question 4 – from Joanna Gault, local resident

To	Mayor Dr Nik Johnson
	How does the lack of a regular bus service satisfy the Armed Forces Covenant, provide engagement for teenagers, the elderly & disabled to avoid anti-social behaviour, loneliness, and mental health problems.

Question 5 – from Verity Cod, local resident

To	Mayor Dr Nik Johnson
	<p>I am a single parent my youngest is leaving school this Summer. I have lived in Castor from a young age and as I did my oldest two enjoyed a reliable daily bus service to encourage their independence which also helped me as a working parent. There has always been a Stamford to Peterborough bus service until just before the start of Covid, so it is a different story for my youngest.</p> <p>A. It has affected her decision re college courses as there is a college bus to Stamford however should the course she wants be a part-time one, I as a working parent am unable to collect her on a daily basis. This means she will be at the college with no way home until late afternoon or in the morning until the afternoon course starts. Should her choice be Peterborough I feel it would be the same.</p> <p>B my daughter wants her own independence as teenagers do in Peterborough city and surrounding areas</p> <p>How can she do this? I work on a Saturday, but also should she not have her independence? This leaves her and other teenagers like her marooned in the village unable to go into Peterborough or Stamford for part-time work and not be able to learn the independence of socialising with friends at the activities or restaurants that Peterborough offers.</p> <p>Connect call does not suit her needs. Please, she is not alone and is one of many in feeling like this. What will you do to provide a regular through the day bus service?</p>

Question 6 – from Sandra Snart, local resident

To	Mayor Dr Nik Johnson
	<p>I have lived in Castor & Ailsworth for 60 years, my husband was born here.</p> <p>We have always had a daily scheduled bus service until just before covid.</p> <p>I am speaking for myself, husband & family, and others in similar situations.</p> <p>We feel totally isolated.</p> <p>CONNECT CALL does not meet our needs.</p> <p>Here is just one example from 1 journey:</p> <p>It took 20 minutes for me to book the journey. I booked for 10.05. It arrived at 10.30 – times are often changed by quite a lot on the day.</p> <p>At first, I couldn't book a return. 2 young men were told there was a return bus at 4pm</p> <p>I had to spend hours in town, with nothing to do when my time was needed elsewhere.</p> <p>There are many more issues I could mention from my experience & and those of my friends & neighbours</p>

	<p>– this is just one</p> <p>We have no shop. My husband has medical appointments – we have to rely on expensive taxis for these costing £25. I used to visit my sister a lot on the bus. I can't do that now.</p> <p>My daughter moved back to the village intending to use the bus to work as she works in town. Instead she has to run 2 cars so her & her husband can both work.</p> <p>Will You help us have a Scheduled bus service?</p>
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Question 7 – from Dave Hughes, local resident

To	Mayor Dr Nik Johnson
	<p>I am a recently retired Royal Air Force Warrant Officer, I was based at RAF Wittering after completing more than 36 years service and have settled with my family and live in Wittering village.</p> <p>A lot of RAF families really struggle living at the base without a reliable daily bus service. There is now no access for RAF families to the base Dr so without transport they have to walk 3 ½ miles along the A1 dual carriageway to Wansford.</p> <p>Teenagers also suffer greatly with no access to public transportation and feel that they are unable to develop their independence without relying on their parents. These teenagers walk 7 miles along the A1 to Stamford which again is extremely dangerous to meet with their friends from school.</p> <p>All families suffer through isolation and not able to get into Peterborough or Stamford for full work or part-time work, education, hospital, access to dentists etc. or leisure, if they are unable to drive. This is more of an issue when personnel are deployed, leaving the non driving family member at home without a means of transport.</p> <p>Equally, not all service personnel drive or want to drive when meeting socially. Taxis are very expensive and more than £20 a time or more if travelling to Peterborough, which is circa £28 to 30 return.</p> <p>Service Personnel don't always have a choice where they serve and when they do, they can find it unattractive to be assigned to RAF Wittering and may chose or request not to come because of inadequate public transport.</p> <p>My question to you, and I ask this in the context of the Armed Forces Covenant to which you have pledged to support, is what are you able to do to get the Peterborough to Stamford bus service for the service personnel and their families and the people of Wittering?</p>

Question 8 – from Julia Cunnington, local resident

To	Mayor Dr Nik Johnson
	<p>Wittering Wansford Ailsworth and Castors residents request for the daily Stamford to Peterborough bus service to be reinstated.</p> <p>Wittering return taxi to Peterbough roughly £40</p> <p>Return to Stamford roughly £30</p> <p>Return to Wansford £30</p> <p>Wittering residents are walking 3 1/2 miles to Wansford and 7 miles into Stamford. Along the A1 duel carriageway.</p> <p>Only RAF serving personnel can register with the RAF doctor on camp, their families have to go to local GP's surgery.</p> <p>Teenagers isolated from gaining employment and meeting friends outside of the village.</p> <p>Social isolation, loneliness and Mental Health issues for all ages.</p> <p>1. Can The Combined Authority help the 4 villages get a bus reinstated?</p>

Question 9 – from Helen Daley, local resident

To Mayor Dr Nik Johnson

We have extensive direct evidence regarding the impact the poor bus service has had on people's lives. This evidence includes surveys, & personal stories. And secondary sources.

There are written responses from the larger employers in each village:

- RAF Wittering,
- Wansford Primary Care Hub,
- Castor Care Lodge,

The combined population is 5000 people. Plus populations on route in P'boro & Stamford. The villages sit close to A roads. There were mitigating Covid factors & significant design failures in a bus trial.

Call Connect is unsuitable for:

- Time critical journeys – eg work, vocational education courses, appointments, ppl with other responsibilities. Poor quality buses often have no space for folded buggies/walking aids – let alone a space for an adult wheelchair.
- On a commercial scale the model is inflexible & difficult – for a range of disabled and non-disabled ppl.

We ask 2 things:

1. will you review minimum standards for buses winning routes & ensure those are funded in a manner that companies can deliver – including the funding of those entitled to free bus passes, devoting opportunity costs to funding streams (beyond buildings) for eg Euro6 Low Carbon buses, a wheelchair space, space for folded buggies/aids, seat belts, heating & air conditioning, minimum seating size, on all new routes/services – Etc?
2. We Urgently need a Scheduled bus service we have been offered a creative proposal from a bus company. Will the Combined & Local Authority help us secure a good bus service, including financial support to ensure the route is successful?

Question 10 – from Roxanne De Beaux, Camcycle

To Mayor Dr Nik Johnson

Page 21 of the Local Transport and Connectivity Plan says that the Combined Authority “will deliver a clear package of policies, investments, and interventions aimed at ensuring that government's commitments within Gear Change are achieved. This includes a target that by 2030 at least half of all journeys in our towns and cities are walked, wheeled, or cycled.”

Camcycle strongly welcomes this strategic goal and the recent appointment of an Active Travel Lead. We're here and ready to support this work and are keen to see the Active Travel scrutiny group and Active Travel Advocate added to the team.

However, our region urgently needs to move from a place where we deliver small improvements through piecemeal funding to one where the 'Dutch-quality' walking and cycling facilities promised on page 23 are combined with an environment where active travel is the natural choice for more trips. Figures from the pandemic mentioned on page 22 show that 'when the conditions are right' (which generally means less motor vehicle traffic) people will choose to walk, wheel and cycle more. In addition, reducing motor vehicle traffic in line with the 15% goal by 2030 is essential to meeting agreed climate targets.

- Does the Board acknowledge that often the fastest and most efficient way to deliver more active travel is to deliver a reduction in motor traffic?
- Given that the WSP modelling shows that carbon budgets will not be achievable without motor traffic reduction measures such as access and capacity constraints or a road user charge, how will the Board publicly support the Greater Cambridge Partnership's City Access programme including plans for a Sustainable Travel Zone for Cambridge?
- The chart on page 14 of the Feb 2023 Quantified Carbon Assessment says that 55% of the Combined Authority's Transport Portfolio is made up of highways schemes and yet these haven't been included or quantified. Why not? And isn't it time funding was planned in line with the new sustainable priorities of this authority, focusing on public transport and active travel?



Combined Authority Board		Agenda Item
31 May 2023 – Annual Meeting		6
Title:	Membership of the Combined Authority 2023-24	
Report of:	Edwina Adefehinti, Interim Chief Officer Legal and Governance & Monitoring Officer	
Lead Member:	Mayor Dr Nik Johnson	
Public Report:	Yes	
Key Decision:	No	
Voting Arrangements:	<p>A No vote required B Two-thirds majority of members present and voting C No vote required D Two-thirds majority of members present and voting</p> <p>To be carried, the vote must include the vote of the Mayor, or the Deputy Mayor when acting in place of the Mayor.</p>	

Recommendations:	
A	Note the Members and substitute Members appointed by constituent councils to the Combined Authority for the municipal year 2023-24 (Appendix 1)
B	<p>Confirm that the following bodies be given co-opted member status for the municipal year 2023/24:</p> <ul style="list-style-type: none"> i) The Police and Crime Commissioner for Cambridgeshire. ii) Cambridgeshire and Peterborough Fire Authority. iii) Cambridgeshire and Peterborough Clinical Commissioning Group.
C	Note the named representative and substitute representative for each organisation as set out in the report.
D	Agree that any late notifications of appointments to the Monitoring Officer shall take immediate effect.

Strategic Objective(s):	
The subject of this report is linked to a statutory requirement under the Cambridgeshire and Peterborough Combined Authority Order 2017 which requires each constituent council to appoint members and substitute members to the Combined Authority.	

1. Purpose	
1.1	To note the Members and substitute Members appointed by the Constituent Councils as set out in Appendix 1.
1.2	Recommend continued co-opted member status to the organisations listed below at paragraph 3.3 and note the named representative and substitute representative of those co-opted member organisations as set out in Appendix 2.

2. Proposal

2.1	In accordance with the Cambridgeshire and Peterborough Combined Authority Order 2017, each constituent council must appoint one of its elected members and a substitute member to the Combined Authority.
2.2	Each council made such appointments at their respective annual Council meetings in May 2023. The Members and substitute Members appointed by the Constituent Councils are set out in Appendix 1

3. Background

3.1	<p>In accordance with the Combined Authority's Constitution, the Combined Authority agreed that the following bodies be given co-opted member status for the municipal year 2022/23. The Combined Authority Board is asked to agree that these organisations continue their co-opted member status for the municipal year 2023/24 and for future years until the Board decides otherwise.</p> <ul style="list-style-type: none">• The Police and Crime Commissioner for Cambridgeshire• Cambridgeshire and Peterborough Fire Authority• Cambridgeshire and Peterborough Clinical Commissioning Group <p>The named representatives and substitute representatives for these bodies are set out in Appendix 2.</p>
3.2	The status of co-opted Members is set out in the Constitution. A co-opted member organisation shall be represented at meetings of the Combined Authority by a named representative or a named substitute. Those members and their substitute members are required to complete a declaration of interests form.

4. Appendices

4.1	Appendix 1 – Members and Substitute Members of the Combined Authority appointed by constituent councils for 2023-24.
4.2	Appendix 2 – Members and Substitute Members of the Combined Authority appointed by co-opted member organisations for 2023-24.

5. Implications

Financial Implications

5.1	In accordance with the Cambridgeshire and Peterborough Combined Authority Order 2017 no remuneration is to be payable by the Combined Authority to its members.
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Legal Implications

6.1	These are dealt with in the report.
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Public Health Implications

7.1	None
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Environmental & Climate Change Implications

8.1	None
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Other Significant Implications

9.1	None
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Background Papers

10.1	Council reports of each of the Constituent Councils. Available on the Constituent Council websites.
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Agenda Item 6	Appendix
Membership of the Combined Authority Board 2023/24	1

Members and Substitute Members of the Combined Authority for 2023-24

Organisation	Member	Substitute
	Mayor Dr Nik Johnson	Statutory Deputy Mayor
Cambridge City Council	Cllr Anna Smith	Cllr Mike Davey
Cambridgeshire County Council	Cllr Lucy Nethsingha	Cllr Elisa Meschini
East Cambridgeshire District Council	Cllr Anna Bailey	Cllr Julia Huffer
Fenland District Council	Cllr Chris Boden	Cllr Jan French
Huntingdonshire District Council	Cllr Sarah Conboy	Cllr Tom Sanderson
Peterborough City Council	Cllr Wayne Fitzgerald	Cllr Oliver Sainsbury
South Cambridgeshire District Council	Cllr Bridget Smith	Cllr John Williams
Business Board	Business Board Chair	Business Board Vice-Chair

* The Business Board does not currently have a permanent Chair, with Andy Neely acting as interim until a permanent Chair is appointed. The names of the 2023-24 representatives from Business Board will be brought to a future Combined Authority Board meeting for confirmation.

Agenda Item 6	Appendix
Membership of the Combined Authority Board 2023/24	2

Members and Substitute Members of the Combined Authority appointed by co-opted member organisations for 2023-24

Organisation	Member	Substitute
The Police and Crime Commissioner for Cambridgeshire	Darryl Preston	John Peach
Cambridgeshire and Peterborough Fire Authority	TBC	TBC
Cambridgeshire and Peterborough Integrated Care Board	John O'Brien	Louis Kamfer

* The Cambridgeshire and Peterborough Fire Authority does not meet until 15 June 2023 and therefore the named representative and substitute will be brought to the next Combined Authority Board meeting for confirmation



Combined Authority Board	Agenda Item
31 May 2023 – Annual Meeting	7

Title:	Appointments to Thematic Committees, Committee Chairs and Lead Members
Report of:	Edwina Adefehinti, Interim Chief Officer Legal and Governance & Monitoring Officer
Lead Member:	Mayor Dr Nik Johnson
Public Report:	Yes
Key Decision:	No
Voting Arrangements:	Simple majority of all Members (to be carried, the vote must include the vote of the Mayor, or the Deputy Mayor when acting in place of the Mayor)

Recommendations:	
A	Note and agree the Mayor’s nominations to Lead Member responsibilities and the membership of the committees including the Chairs of committees for 2023/24 as set out in Appendix 1
B	Note the Committee Members and substitute Members appointed by constituent councils to the Combined Authority for the municipal year 2023/24 (Appendix 1).
C	Note and agree the Membership for the HR Committee for 2023/24 (Appendix 1)

Strategic Objective(s):	
The subject of this report is linked to all the Combined Authority’s strategic objectives as stated below as those Members nominated to the thematic committees will help drive forward these ambitions.	
	Achieving ambitious skills and employment opportunities
	Achieving good growth
	Increased connectivity
	Enabling resilient communities

1. Purpose	
1.1	At its meeting on 25 July 2018, the Combined Authority Board agreed to establish three committees. The Constitution was amended accordingly at its meeting on 26 September 2018.
1.2	A review of Governance was reported to the Combined Authority Board meeting on 25 September 2019 with amendments agreed as at section 2.2 below. Ongoing review of governance led to a further review report considered by the Combined Authority Board on 22 March 2023 amending the responsibility and terms of reference of the three committees. Two of the committees were also renamed to better reflect the new terms of reference.
1.3	This report asks the Board to agree the Mayor’s nominations to Lead Member responsibilities and the membership of the committees for 2023/24.

2. Proposal

2.1	That the members and substitute members be appointed to the CA Committees, as outlined in attached appendices 1-3, in order that decisions can be made in accordance with the Constitution and to progress the strategic objectives of the CA.
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3. Background

3.1	In July 2018, the Combined Authority Board agreed a new system of decision making through the establishment of three committees.
3.2	The Combined Authority reviewed its governance arrangements at its meeting on 25 September 2019 and resolved that the Combined Authority Board shall appoint the committee and substitute members. Also, that with the exception of the Chair, Board members may nominate another member from their constituent council to be a member of the committee in their place. The Board member shall also nominate a named substitute member.
3.3	Nominations are in consultation with the Mayor and subject to approval by the Board. In principle, neither the Mayor nor the Board will seek to exercise their voting rights to veto or vote against the appointment of constituent council members to executive committees. These amendments took effect on 1 November 2019.
3.4	The Mayor has allocated Lead Member responsibilities and membership of committees are set out in Appendix 1 (to follow). The Board is asked to agree these allocations for 2023/24.
3.5	At the meeting held on 22 March 2023 the Board agreed the constitutional changes to the Employment Committee, including its change of name to the Human Resources Committee and an amended membership. The Terms of Reference require the Human Resources Committee to be made up of the Mayor or his/her nominee, and a representative appointed by each Political Party represented at Combined Authority Board.
3.6	Revised Terms of Reference for the Human resources Committee (formerly Employment Committee) were agreed by the Combined Authority Board at its meeting on 22 March 2023. The new membership comprises the Mayor along with a representative appointed by each Political Party represented at Combined Authority Board. Members of the represented parties were contacted to nominate Members and substitutes for the committee.

4. Appendices

4.1	Appendix 1 – Lead Member Responsibilities
4.2	Appendix 2 – Thematic Committee Membership
4.3	Appendix 3 – Human Resources Committee Membership

5. Implications

Financial Implications

5.1	In accordance with the Cambridgeshire and Peterborough Combined Authority Order 2017 no remuneration is to be payable by the Combined Authority to its members.
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Legal Implications

6.1	These are dealt with in the report.
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Public Health Implications	
7.1	None
Environmental & Climate Change Implications	
8.1	None
Other Significant Implications	
9.1	None
Background Papers	
10.1	Report and decisions of the Combined Authority Board 25 July 2018
10.2	Report and decisions of the Combined Authority Board 25 September 2019
10.3	Report and decisions of the Combined Authority Board 22 March 2023

Agenda Item 7	Appendix
Appointments to Thematic Committees, Committee Chairs and Lead Members	1

Committee Membership for 2023-24

Lead Member Responsibilities	Board Member
Mayor, Chair of the Combined Authority Lead Member for Policy Lead Member for Investment and Growth	Mayor Johnson
Lead Member for Transport Chair of Transport Committee	Cllr Anna Smith
Lead Member for Governance	Cllr Edna Murphy
Lead Member for Skills Chair of Skills and Employment Committee	Cllr Lucy Nethsingha
Lead Member for Communities and Environment Joint Chair of Environment and Sustainable Communities Committee	Cllr Bridget Smith
Lead Member for Housing Joint Chair of Environment and Sustainable Communities Committee	TBC
Lead Member for Public Health	Cllr Chris Boden

Agenda Item 7	Appendix
Appointments to Thematic Committees, Committee Chairs and Lead Members	3

Thematic Committee Membership for 2023-24

Transport and Infrastructure

Lead Member / Authority	Member	Substitute
Cambridge City Council	Cllr Anna Smith	Cllr Katie Thornburrow
Cambridgeshire County Council	Cllr Neil Shailer	Cllr Richard Howitt
East Cambridgeshire District Council	Cllr Alan Sharp	Cllr Bill Hunt
Fenland District Council	Cllr Chris Seaton	Cllr Dr Haq Nawaz
Huntingdonshire District Council	Cllr Sam Wakeford	Cllr Lara Davenport-Ray
Peterborough City Council	Cllr Nigel Simons	Cllr Graham Casey
South Cambridgeshire District Council	Cllr Peter McDonald	Cllr Brian Milnes
Business Board Representative	Andy Williams	
Business Board Representative	Rebecca Stephens	
Mayor (or representative)	Cllr Dr Nik Johnson	

***As Lead Member for Transport, Cllr Anna Smith Chairs the Transport and Infrastructure Committee**

Skills and Employment

Lead Member / Authority	Member	Substitute
Cambridge City Council	Cllr Sam Carling	Cllr Rachel Wade
Cambridgeshire County Council	Cllr Lucy Nethsingha*	Cllr Claire Daunton
East Cambridgeshire District Council	Cllr James Lay	Cllr Julia Huffer
Fenland District Council	Cllr Ian Benney	Cllr Dr Haq Nawaz
Huntingdonshire District Council	Cllr Sam Wakeford	Cllr Ben Pitt
Peterborough City Council	Cllr Lynne Ayres	Cllr Jackie Allen
South Cambridgeshire District Council	Cllr Eileen Wilson	Cllr Peter McDonald
Business Board Representative	Niten Patel	
Business Board Representative	Vic Annells	
Mayor (or representative)	Cllr Dr Nik Johnson	

***As Lead Member for Skills, Cllr Nethsingha Chairs the Skills and Employment Committee**

Environment and Sustainable Communities Committee

Lead Member / Authority	Member	Substitute
Cambridge City Council	Cllr Mike Todd-Jones	Cllr Katie Thornburrow
Cambridgeshire County Council	TBC	Cllr Lucy Nethsingha
East Cambridgeshire District Council	Cllr Martin Goodearl	Cllr Anna Bailey
Fenland District Council	Cllr Dee Laws	Cllr Sam Hoy
Huntingdonshire District Council	Cllr Lara Davenport-Ray	Cllr Tom Sanderson
Peterborough City Council	Cllr Nigel Simons	Cllr Ishfaq Hussain
South Cambridgeshire District Council	Cllr Bridget Smith*	Cllr Peter Sandford
Business Board Representative	Belinda Clarke	
Business Board Representative	Tina Barsby	
Mayor (or representative)	Cllr Dr Nik Johnson	

***As Lead Member for Environment and Climate Change, Cllr Smith Chairs the Environment and Sustainable Communities Committee**

Note: The Environment and Sustainable Communities Committee will be jointly chaired on a rotational basis by the CPCA Lead members for Housing and for Environment & Climate Change

Agenda Item 7	Appendix
Appointments to Thematic Committees, Committee Chairs and Lead Members	3

Human Resources Committee Membership for 2023-24

Lead Member / Political Party	Member	Substitute
Mayor	Mayor Dr Nik Johnson	TBC
Representative from Conservative Party	Cllr Oliver Sainsbury	Cllr Wayne Fitzgerald
Representative from Labour Party	Cllr Anna Smith	TBC
Representative from Liberal Democrat Party	Cllr Lucy Nethsingha	Cllr Edna Murphy



Combined Authority Board	Agenda Item
31 May 2023 – Annual Meeting	8

Title:	Appointment of the Overview and Scrutiny Committee 2023/24
Report of:	Edwina Adefehinti, Interim Chief Officer Legal and Governance & Monitoring Officer
Lead Member:	Mayor Dr Nik Johnson
Public Report:	Yes
Key Decision:	No
Voting Arrangements:	A simple majority of all Members To be carried, the vote must include the vote of the Mayor, or the Deputy Mayor when acting in place of the Mayor.

Recommendations:

A	Confirm that the size of the Overview and Scrutiny Committee should be 14 members; two members from each constituent council and two substitute members for the municipal year 2023/24.
B	To agree the political balance on the committee as set out in Appendix 1.
C	Confirm the appointment of the Member and substitute Member nominated by constituent councils to the Overview and Scrutiny Committee for the municipal year 2023/24 as set out in Appendix 2.
D	Approve the co-option of an independent member from a Constituent Council to the Overview and Scrutiny Committee and delegations given to the Overview and Scrutiny Committee to appoint the co-optee.

Strategic Objective(s):

The subject of this report is linked to a statutory requirement under the Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017 requiring the Combined Authority to establish an Overview and Scrutiny Committee.

A well-run Overview and Scrutiny Committee will strongly support the Combined Authority in all its strategic objectives as outlined below.

Achieving ambitious skills and employment opportunities
Achieving good growth
Increased connectivity
Enabling resilient communities

1. Purpose

1.1	The purpose of the report is to ask the Board to confirm the size and membership of the Overview and Scrutiny Committee and to agree the political balance and consider whether the Committee should appoint a co-opted independent member from a Constituent Council.
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2. Proposal

2.1	In accordance with the Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017, the Combined Authority is required to establish an Overview and Scrutiny Committee.
2.2	The 2017 Order sets out the rules for membership. The membership of the Overview and Scrutiny as a whole should reflect so far as reasonably practicable the balance of political parties of the constituent councils when taken together. The balance is based on membership of political parties, not political groups, on constituent councils across Cambridgeshire and Peterborough.

3. Background

3.1	In March 2017, the Combined Authority agreed that to ensure an equitable representation across each constituent authority, two members from each council should be appointed to the Overview and Scrutiny Committee representing a total membership of fourteen members. The Combined Authority has agreed that substitute members should be appointed for each position. Any substitute members should come from the same party as the Member they are substituting for to maintain political balance.
3.2	The Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017 states that the combined authority must appoint such a number of members of each of the constituent councils to an overview and scrutiny committee, so that the members of the committee taken as a whole reflect so far as reasonably practicable the balance of political parties for the time being prevailing among members of the constituent councils when taken together. The Board is recommended to review the political balance on the committee based on the above principles and approve the political balance as set out in Appendix 1 based on a 14 member committee.
3.3	Constituent Councils have nominated the members and substitute members listed in Appendix 2 for the municipal year 2023/24 based on the political balance set out in Appendix 1.
3.4	In previous years, discretion had been used to provide independent members a seat on the Overview and Scrutiny Committee, as well as the Audit and Governance Committee. Recognising the process operated through the exercise of such discretion to provide an independent member with a seat but ensuring the political balance of the Committee is not compromised, it has been proposed that the Overview and Scrutiny Committee could consider the co-option of an independent member (from a constituent Council) to the Committee. The co-opted member would not be given voting rights, nor would they be considered as a member of the Committee when paying due regard to the criteria of the call-in process, outlined in Chapter 13, Overview and Scrutiny Committee 13.7 of the Constitution.
3.5	Should the Overview and Scrutiny Committee agree to the co-option of an independent member, authority may be delegated from the Combined Authority Board to the Committee to appoint a co-optee. The co-option would be for the municipal year 2023/24 only.

4. Appendices

4.1	Appendix 1 – Political Balance on the Overview and Scrutiny Committee
4.2	Appendix 2 – Nominations from Constituent Councils (to follow)

5. Implications

Financial Implications

5.1	In accordance with the Cambridgeshire and Peterborough Combined Authority Order 2017 no remuneration is to be payable by the Combined Authority to its members.
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Legal Implications

6.1	These are dealt with in the report.
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Public Health Implications

7.1	None
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Environmental & Climate Change Implications

8.1	None
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Other Significant Implications

9.1	None
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Background Papers

10.1	Cambridge City Council AGM report
10.2	Cambridgeshire County Council AGM report
10.3	East Cambridgeshire District Council AGM report
10.4	Fenland District Council AGM report
10.5	Huntingdonshire District Council AGM report
10.6	Peterborough City Council AGM report
10.7	South Cambridgeshire District Council AGM report

Agenda Item 8	Appendix
Appointment of the Overview and Scrutiny Committee	1

Political Balance 2023

	Total	Vacancy	Conservative	Labour	Liberal Democrats	Independent	Green	St. Neots Independent	Peterborough First	Total (exc. Ind)	Entitlement
CAMBRIDGESHIRE	2		26	9	22	3		1		58	1 Con; 1 Lib Dem
CAMBRIDGE CITY	2	1		26	10	1	4			40	2 Lab
EAST CAMBS.	2		15		13					28	1 Con; 1 Lib Dem
FENLAND	2		35		2	6				37	2 Con
HUNTINGDONSHIRE	2		21	4	11	15	1			37	1 Con; 1 Lib Dem
PETERBOROUGH	2		26	14	8	1	3		8	59	1 Con; 1 Lab
SOUTH CAMBS.	2		9		35	1				44	2 Lib Dem
TOTAL	14	1	132	53	101	27	8	1	8	303	
POLITICAL BALANCE %			43.56	17.49	33.33		2.64	0.33	2.64		
Seat allocation			6	3	5	0	0	0	0	14	
Committee seat allocation	14		6.0984	2.4486	4.6662	0	0.3696	0.0462	0.3696		

Agenda Item 8	Appendix
Appointment of the Overview and Scrutiny Committee	2

Overview and Scrutiny Committee Membership 2023-24 (nominations from Constituent Councils)

Lead Member / Authority	Member	Substitute
Cambridge City Council	Cllr Martin Smart	Cllr Jenny Gawthrop Wood
	TBC	
Cambridgeshire County Council	Cllr Mark Goldsack	Cllr Steve Count
	Cllr Michael Atkins	Cllr Piers Coutts
East Cambridgeshire District Council	Cllr David Brown	Cllr Keith Horgan
	Cllr Lorna Dupre	Cllr Charlotte Cane
Fenland District Council	Cllr Maureen Davis	Cllr Elisabeth Sennitt Clough
	Cllr Anne Hay	Cllr Steve Tierney
Huntingdonshire District Council	Cllr Martin Hassall	Cllr Brett Mickelburgh
	Cllr Jon Neish	Cllr Steve Corney
Peterborough City Council	Cllr Andy Coles	Cllr Mohammed Farooq
	Cllr Mohammed Haseeb	Cllr Dennis Jones
South Cambridgeshire District Council	Cllr Judith Rippeth	Cllr Peter Fane
	Cllr Aidan Van De Weyer	TBC



Combined Authority Board	Agenda Item
31 May 2023 – Annual Meeting	9

Title:	Appointment of the Audit and Governance Committee 2023/24
Report of:	Edwina Adefehinti, Interim Chief Officer Legal and Governance & Monitoring Officer
Lead Member:	Mayor Dr Nik Johnson
Public Report:	Yes
Key Decision:	No
Voting Arrangements:	A simple majority of all Members To be carried, the vote must include the vote of the Mayor, or the Deputy Mayor when acting in place of the Mayor.

Recommendations:

A	Confirm that the size of the Audit and Governance Committee should be eight members; one member and one substitute from each Constituent Council and one independent person.
B	To agree the political balance on the committee as set out in Appendix 1.
C	Confirm the appointment of the Member and substitute Member nominated by constituent councils to the Committee for the municipal year 2023/24 as set out in Appendix 2.
D	Appoint the Independent Person as Chair for the municipal year 2023/24 and delegate the election of the Vice Chair to the Audit and Governance Committee.
E	Approve the co-option of an independent member from a Constituent Council to the Audit and Governance Committee and delegations given to the Audit and Governance Committee to appoint the co-optee.

Strategic Objective(s):

The subject of this report is linked to a statutory requirement under the Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017 requiring the Combined Authority to establish an Audit Committee.

A well-run Audit Committee will strongly support the Combined Authority in all its strategic objectives as outlined below.

	Achieving ambitious skills and employment opportunities
	Achieving good growth
	Increased connectivity
	Enabling resilient communities

1. Purpose

1.1	The purpose of the report is to ask the Board to confirm the size and membership of the Audit and Governance Committee and to agree the political balance and the appointment of the Independent Person as the Chair for the municipal year 2023/24.
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2. Proposal

2.1	In accordance with the Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017, the Combined Authority is required to establish an Audit Committee.
2.2	The Order 2017 sets out the rules for membership. The membership of the committee as a whole should reflect so far as reasonably practicable the balance of political parties of the constituent councils when taken together. The balance is based on membership of political parties, not political groups, on constituent councils across Cambridgeshire and Peterborough.

3. Background

3.1	Since 2017/18, the Board has agreed that the Audit and Governance Committee should have seven constituent members: one Member from each Constituent Council, together with one Independent person. The Board are asked to agree that the size of the committee remains the same.
3.2	The implications of applying political proportionality to a seven constituent member committee are detailed in Appendix 1. Accordingly constituent councils have nominated the members and substitute members listed in Appendix 2 (to follow) for the municipal year 2023/24 based on the political balance calculation.
3.3	In previous years, discretion has been used to provide independent members a seat on both the Audit and Governance Committee and the Overview and Scrutiny Committee. Recognising the process operated through the exercise of discretion in previous years to provide an independent Member with a seat but ensuring the political balance of the Committee is not compromised, it has been proposed that the Audit and Governance Committee consider the co-option of an independent member (from a constituent Council) to the Committee. The co-opted member would not be given voting rights. Should the Audit and Governance Committee agree to the co-option of an independent member, authority may be delegated from the Combined Authority Board to the Committee to appoint a co-optee. The co-option would be for the municipal year 2023/24.
3.4	In accordance with the Constitution, the appointment of the Chair and Vice-Chair of the Audit and Governance Committee is reserved to the Board. The Board has previously agreed that Mr Pye as the Independent Person for the Committee should be appointed as Chair of the Committee and has previously delegated the decision of electing a Vice Chair to the Audit and Governance Committee to take place at their first meeting. The Board are asked to appoint the Independent Person as Chair for the municipal year 2023/24 and delegate the election of the Vice Chair to the Audit and Governance Committee.

4. Appendices

4.1	Appendix 1 – Political Balance on the Audit and Governance Committee
4.2	Appendix 2 – Nominations from Constituent Councils (to follow)

5. Implications

Financial Implications

5.1	In accordance with the Cambridgeshire and Peterborough Combined Authority Order 2017 no remuneration is to be payable by the Combined Authority to its members.
5.2	The appointed independent person will receive an allowance of £3,068 per annum.

Legal Implications

6.1	These are dealt with in the report.
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Public Health Implications

7.1	None
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Environmental & Climate Change Implications

8.1	None
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Other Significant Implications

9.1	None
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Background Papers

10.1	Cambridge City Council AGM report
10.2	Cambridgeshire County Council AGM report
10.3	East Cambridgeshire District Council AGM report
10.4	Fenland District Council AGM report
10.5	Huntingdonshire District Council AGM report
10.6	Peterborough City Council AGM report
10.7	South Cambridgeshire District Council AGM report

Agenda Item 9	Appendix
Appointment of the Audit and Governance Committee	1

Political Balance 2023

	Total	Vacancy	Conservative	Labour	Liberal Democrats	Independent	Green	St. Neots Independent	Peterborough First	Total (exc. Ind)	Entitlement
CAMBRIDGESHIRE	1		26	9	22	3		1		58	1 Liberal Democrat
CAMBRIDGE CITY	1	1		26	10	1	4			40	1 Labour
EAST CAMBS.	1		15		13					28	1 Liberal Democrat
FENLAND	1		35		2	6				37	1 Conservative
HUNTINGDONSHIRE	1		21	4	11	15	1			37	1 Conservative
PETERBOROUGH	1		26	14	8	1	3		8	59	1 Conservative
SOUTH CAMBS.	1		9		35	1				44	1 Liberal Democrat
TOTAL	7	1	132	53	101	27	8	1	8	303	
POLITICAL BALANCE %			43.56	17.49	33.33		2.64	0.33	2.64		
Seat allocation			3	1	3	0	0	0	0	7	
Committee seat allocation	7		3.0492	1.2243	2.3331	0	0.1848	0.0231	0.1848		

Agenda Item 9	Appendix
Appointment of the Audit and Governance Committee	2

Audit and Governance Committee Membership 2023-24 (nominations from Constituent Councils)

Lead Member / Authority	Member	Substitute
Cambridge City Council	Cllr Simon Smith	Cllr Dinah Pounds
Cambridgeshire County Council	Cllr Graham Wilson	Cllr Alison Whelan
East Cambridgeshire District Council	Cllr Mark Inskip	Cllr Caroline Shepherd
Fenland District Council	Cllr Gary Christy	Cllr Susan Wallwork
Huntingdonshire District Council	Cllr Steve Corney	Cllr Marge Beuttell
Peterborough City Council	Cllr Jackie Allen	Cllr Andy Coles
South Cambridgeshire District Council	Cllr Geoff Harvey	Cllr Sunita Hansraj



Combined Authority Board		Agenda Item
31 May 2023 – Annual Meeting		10
Title:	Overview and Scrutiny Committee Annual Report 2022/23	
Report of:	Edwina Adefehinti, Interim Chief Officer Legal and Governance & Monitoring Officer	
Lead Member:	Mayor Dr Nik Johnson	
Public Report:	Yes	
Key Decision:	No	
Voting Arrangements:	No vote required	

Recommendations:	
A	Note the Annual Report of the Overview and Scrutiny Committee (Appendix 1).

Strategic Objective(s):	
It is considered good practice for Overview and Scrutiny Committees to prepare an Annual Report to be presented to the Combined Authority to inform them of the work undertaken. A well-run Overview and Scrutiny Committee will strongly support the Combined Authority in all its strategic objectives as outlined below.	
	Achieving ambitious skills and employment opportunities
	Achieving good growth
	Increased connectivity
	Enabling resilient communities

1. Purpose	
1.1	The report requests that the Board note and provides feedback on the Annual Report of the Overview and Scrutiny Committee which is the work carried out by the Committee over the municipal year 2022/23. (Appendix 1.)

2. Proposal

2.1	The Annual Report for the Overview and Scrutiny Committee provides an opportunity for the Board to review the work of the Overview and Scrutiny Committee from the past year and to discuss any areas that Overview and Scrutiny may wish to focus on for the next municipal year.
2.2	A well-run Overview and Scrutiny Committee will strongly support the Combined Authority in all its strategic objectives as outlined above and a review of work undertaken from the previous year will help to inform future work areas.

3. Background

3.1	The Overview and Scrutiny Committee has been in operation since May 2017. The Committee met seven times during the 2022/23 municipal year and held one Mayor's Question Time. The Committee provides independent challenge and acts as a critical friend for the Combined Authority Board and the Mayor in their decision making.
3.2	This Annual Report is a summary of the work Overview and Scrutiny (O&S) has done this year, what has worked well and what issues need further concentration next year.

4. Appendices

4.1	Appendix 1 – Overview and Scrutiny Committee Annual Report
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5. Implications

Financial Implications	
5.1	None
Legal Implications	
6.1	None
Public Health Implications	
7.1	None
Environmental & Climate Change Implications	
8.1	None
Other Significant Implications	
9.1	None
Background Papers	
10.1	Overview and Scrutiny Report and Minutes – 20 March 2023

OVERVIEW AND SCRUTINY COMMITTEE

Annual Report:

2022/23

Contacts:

Chair: Cllr Lorna Dupre
lorna.dupre@eastcambs.gov.uk

Vice Chair: Cllr Alan Sharp
Alan.sharp@eastcambs.gov.uk

Scrutiny Officer:
Anne Gardiner
anne.gardiner@cambridgeshirepeterborough-ca.gov.uk



CAMBRIDGESHIRE
& PETERBOROUGH
COMBINED AUTHORITY

Combined authorities need strong governance to work well.... A part of that strong governance is overview and scrutiny' CfGS 2017.

FOREWORD FROM THE CHAIR & VICE CHAIR, COUNCILLOR LORNA DUPRE & COUNCILLOR ALAN SHARP

I am pleased to present the Overview & Scrutiny (O&S) Committee's Annual Report for the year 2022/23. I would like to thank the Members of the Committee for their hard work, knowledge and understanding of the issues that have come before the Committee, as well as the support they have provided to myself and the Vice Chair. I would also like to thank the various officers who have supported the Committee throughout the year, and the expertise of the contributors who have spoken to the Committee.

It has been a privilege to chair this Committee which scrutinises decisions and issues affecting the everyday lives of the people of the Combined Authority area. This report highlights the key work it has undertaken in the past year.

Conducting effective scrutiny will always require us to move beyond simple challenge, working instead as a critical friend to the Mayor and the decision-making Committees. As Members we are ambassadors for our own communities, and as such are able to give genuine local insight. Members of the Committee have worked constructively and positively to add real value to the areas the Committee has considered.

As a Committee we have looked at many issues including the Combined Authority's Local Transport Plan and the Combined Authority's budget, and I am particularly proud of how we have been reflective in our understanding of scrutiny. I should recognise that the Members of the Committee have given a significant commitment as many are also Members of parish councils, city or district councils and the County Council. I would like to particularly thank all those who have volunteered for Lead member and Rapporteur roles. I hope, and expect, that the level of commitment shown by Members of the Committee will continue in years to come and that our ambitions as a Committee can develop still further.

Cllr Lorna Dupre

Cllr Alan Sharp



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INTRODUCTION

The Cities and Local Government Devolution Act 2016 specified that all Combined Authorities establish at least one Overview and Scrutiny Committee.

The CPCA O&S Committee was established by the Combined Authority in May 2017.

The role of the Overview and Scrutiny Committee is to:

- ❖ Review or scrutinise decisions and actions taken by the Combined Authority or the Mayor.
- ❖ Make reports or recommendations to the Combined Authority Board
- ❖ Make reports or recommendations to the Mayor: with respect to the discharge of any functions that are the responsibility of the authority and on matters that affect the authority's area or the inhabitants of the area;
- ❖ In the exercise of its functions set out in the Constitution, the power of the Committee shall include the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of those functions.

The key benefits of Overview and Scrutiny at the CPCA may be seen as:

Providing an open and transparent forum in which to examine whether policies and strategies of the Combined Authority are meeting the needs of Cambridgeshire and Peterborough.

The Committee has the power of influence; it can make evidence-based recommendations that are informed by key stakeholders and partners of the Combined Authority, expert advice, public opinion and members experiences and knowledge – acting as a 'critical friend'

The committee can challenge Combined Authority Board and the Mayor's decisions. The Committee can 'call-in' a decision which has been made but not yet implemented. The Committee can:

- a) direct that a decision is not to be implemented while it is under review by the Committee, and
- b) recommend that the decision be reconsidered.

The O&S Committee's Terms of Reference are at Annex A of this report.

MEMBERSHIP AND MEETINGS

Meetings

During 2022/23, the Overview and Scrutiny Committee met on the following dates:

- 13th June 2022
- 25th July 2022
- 17th October 2022
- 28th November 2022
- 10th January 2023
- 23rd January 2023
- 20th March 2023

The Committee met seven times in total and all meetings were quorate.

Membership

The membership comprises fourteen elected members with two members representing each of the Combined Authority's constituent councils. The political balance of the Committee reflects as closely as possible the political make up from across the County

The members for 2022/23 were:

Table 1: Councillor O&S Committee Membership 2022/23 as at 1st March 2023:

Labour	Conservative	Liberal Democrats
Cllr Smith (Cambridge City)	Cllr Coles (Peterborough City)	Cllr Atkins (Cambridgeshire County)
Cllr Robertson (Cambridge City)	Cllr Neish (Huntingdonshire)	Cllr Harvey (South Cambs)
Cllr Iqbal (Peterborough City)	Cllr Goldsack (Cambridgeshire County)	Cllr Van de Weyer (South Cambs)
	Cllr Hay (Fenland)	Cllr Dupre (East Cambs)
	Cllr Miscandlon (Fenland)	Cllr Hassal (Huntingdonshire)
	Cllr Sharp (East Cambs)	

Lead Members

Under the current governance arrangements, decision making is distributed between the Combined Authority Board and the Executive Committees. There are three Executive Committees, Skills, Housing & Communities and Transport & Infrastructure. With significant decisions being taken by the Executive Committees, the Overview and Scrutiny Committee has a role in scrutinising the work of those Committees. In order to do so, appointed members of O&S lead in respect of the work of each Executive Committee.

This Committee have also appointed a Lead Member to reflect the Mayor's priority relating to Climate Change.

The Committee has also appointed on an interim basis two members to cover the CAM and the Bus Review as important issues that need to be monitored by the Committee.

Appointed Lead Members

Committee	Lead Member
Housing Committee	Cllr Van de Weyer
Transport Committee	Cllr Goldsack
Skills Committee	Cllr Coles and Cllr Miscandlon
Business Board	Cllr Dew (until Jan 2023)
Climate Change	Cllr Atkins

Rapporteur Roles

Rapporteurs provide an opportunity for O&S members to gain information in an informal capacity, ensuring they are equipped with all necessary information to allow them to undertake scrutiny work in a timely way. One or two members will investigate a particular issue on behalf of the wider Committee and report back their findings.

Rapporteur Roles Assigned:

Topic	Rapporteur
Community Learning	Cllr Coles
Housing Review	Cllr Van De Weyer

KEY ACTIVITIES

Highlights

The O&S Committee's key actions and recommendations during the year included:

- ❖ The Committee received the recommendations from the Governance review and considered their role in relation to this. (Further detail provided within report)
- ❖ The Committee received regular updates on the Improvement Plan (further detail provided within report) for the Combined Authority and agreed a new work programme that reflected the importance of this work for the Committee moving forward by having Improvement as a standing item.
- ❖ The Committee held its second Mayor's Question Time on the 17th October 2022.
- ❖ The Committee approved a new budget scrutiny process.
- ❖ In addition to the Lead Members for the Executive Committees the Committee agreed to create a Lead member for Finance and Budgetary issues
- ❖ The Committee held an extraordinary meeting to discuss and make recommendations to the CA Board on the Budget Consultation. (Further detail provided within report)
- ❖ The Committee received and reviewed the Bus Strategy.
- ❖ The Committee received and noted the Climate Action Plan
- ❖ The Committee received and noted an update on the Local Transport Connectivity Plan and the Demand Responsive Transport project.

IMPROVEMENT WORK

The Committee's work this year has been largely dominated by the work being undertaken by the Combined Authority in response to the letter received from the External Auditors in June 2022.

The Authority's external auditors wrote to the Chair of the Audit & Governance Committee on 1 June 2022 to notify him of their judgement that a value for money risk exists in the form of significant weakness in Cambridgeshire & Peterborough Combined Authority's governance arrangements. The external auditor letter identified actions for the Authority to take.

It recommended that:

- ensuring the safeguarding of the Authority's staff was of paramount importance
- the Authority urgently ensure that it has sufficient appropriate leadership capacity to be able to deliver its objectives and statutory responsibilities
- more formal intervention is required, and expeditious discussions with the Authority's sponsoring department to this end are time critical

The Committee have received updates from the Chief Executive Officer and Lead Officers for the Improvement Plan at all of their meetings since June and the Chairs of both O&S Committee and A&G Committee have been working closely with one another to monitor the work being done on the Improvement Plan.

Following their meeting in January the Committee made the following recommendations to the Combined Authority Board:

- a) On reviewing the new Governance arrangements that form part of the Improvement Plan, the Committee highlighted the need for Overview and Scrutiny to be fully integrated with the new Committee structure, and for Members to be fully engaged and informed.
- b) In order to fulfil a developing role, the information provided to the Overview and Scrutiny Committee needed to be much more timely. The move to a Forward Plan giving up to six months' notice of items of business was welcomed and would aid the Committee to look ahead for priority strands of work.
- c) There was concern about the possible risk of non-alignment of the LTCP with emerging Government guidance and although officers allayed concerns to a degree and stated that there were unlikely to be any surprises, the Board would need to be mindful of Governmental delays impacting the pace of the Improvement Plan's implementation in this regard.
- d) The Mayoral ambition statement and the CA's Corporate Strategy needed to be triangulated with the objectives of Government as without this alignment there was a danger that the funding to deliver projects would not be forthcoming.

- e) Given the focus on the Bus Strategy, more realistic timescales for bus franchising needed to be set. The Chief Executive outlined to Members that in two years' time the CPCA could be at the point of agreeing the business case for franchising but then there would need to be another period of time to implement plans and put in place the considerable number of staff that would be needed. The Chief Executive also referenced the need to factor in any unforeseen financial risk should the bus franchising operation not go to plan. This could further delay decision making or potentially derail the project if this underwriting of financial risk was not accepted by the CPCA. It was felt that this detail and nuance was not coming through in reports and documents
- f) The Committee noted the number of amber ratings in the report and would ask Board Members to consider whether they were content that these were just due to a change of scope and more realistic timelines, or whether there were any other issues that should be of concern.

GOVERNANCE REVIEW

Key Actions:

- The Combined Authority Overview & Scrutiny Committee is engaged to identify requirements for reporting in a scrutiny context
- The Overview & Scrutiny Committee place developing the function and its identity in a Combined Authority context at the centre of its 2022/23 work programme, examining the 4 workstreams identified within this review.
- The Scrutiny Call-in process as detailed in the Constitution be updated to require justification for a call-in request in line with the principles of decision making

In response to the recommendations within the governance review which have also been fed into the work being done on the Improvement plan, the Combined Authority have approved the creation of new governance arrangements aligned to the Corporate Plan with clear roles and responsibilities for the Board and thematic committees – these new arrangements will enable the Committee to establish its function within the CA and provide a clear focus moving forward.

BUDGET AND MEDIUM TERM FINANCIAL PLAN SCRUTINY AND CONSULTATION FEEDBACK

According to the CPCA Constitution the O&S Committee is a named consultee and therefore their feedback must be sought. The Committee agreed to hold an extraordinary meeting on the 10th January to enable the members to feedback within the consultation period.

The Committee resolved to submit the following recommendations to the Board as their formal response to the Consultation:

1. The CPCA Board should commit to maintaining at least the current level of spending on bus services for the next two years.
2. The Board is best placed to decide how to source this funding which would be c£14m. (£7m p.a) This commitment would give some assurance to residents that they can continue to travel to work and school, and to access services, and that the CPCA had a credible, fit for purpose transport system on which residents could depend. This guarantee on funding should be given whilst longer term solutions for delivering services, such as franchising, are explored.
3. The Board should be mindful that in the current climate bus operators could be expected to be further supported by CPCA subsidy and therefore maintaining the current level of spending did not necessarily guarantee the same level of services.
4. The Board should keep a particularly close eye on the risk of slippage on capital projects and review the work of Internal Audit so that where issues are identified they can establish how best to address and overcome them.
5. The Overview and Scrutiny Committee review in advance the process and methodology of any future proposed MTFP consultation. Oversight by the Committee will ensure that the questions asked are focussed and prioritise the CPCA's vision and strategy and will also allow Members to make recommendations to encourage greater engagement by the public.
6. If the organisation aspires to delivering more ambitious projects that will be reliant on government funding, then the budget for securing this funding needs to be increased.
7. The impact on social inequalities and the Environment should be evident in all CPCA funding decisions.
8. If the Board decide that a Mayoral Precept is the best option to raise funds then it should identify and guarantee what the money raised will be spent on. E.g. It has been identified that a precept of £12 per household at Band D council tax (with corresponding amounts for higher and lower bands) would raise the £3.5 million that it is estimated will be needed to maintain the current level of bus services.

CONCLUSION

Call Ins

There was no occasion for the use of call in this year.

Task & Finish Groups

The Committee did not set up any Task and Finish Groups this year; the Committee continued to appoint two members as rapporteurs to monitor the work done by previous groups.

Cllr Sharp – One CAM

Cllr Hay – Bus Review

MEMBER DEVELOPMENT

Member development focused primarily around budget briefing sessions and governance and improvement briefing sessions.

LOOKING FORWARD

At the March O&S Committee meeting the Committee received a report from officers providing a briefing on the new governance arrangements and options for how the O&S Committee could choose to operate within the new arrangements.

The Committee requested that a workshop be arranged to further discuss a preferred scrutiny model, having considered the arrangements at other combined authorities and their pros and cons, and reviewed the proposed Access to Information Protocol and other required process improvements.

Cllr Lorna Dupre

Chair

Overview and Scrutiny Committee

Cllr Alan Sharp

Vice Chair

Overview and Scrutiny Committee



Combined Authority Board	Agenda Item
31 May 2023 – Annual Meeting	11

Title:	Audit and Governance Committee Annual Report 2022/23
Report of:	Edwina Adefehinti, Interim Chief Officer Legal and Governance & Monitoring Officer
Lead Member:	Mayor Dr Nik Johnson
Public Report:	Yes
Key Decision:	No
Voting Arrangements:	No vote required

Recommendations:

A	Note the Annual Report of the Chair of the Audit and Governance Committee for 2022-23 (Appendix 1).
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Strategic Objective(s):

It is recommended by relevant professional bodies that audit and governance committees should produce an annual report which details the work of the Committee for the Municipal Year.
A well-run Audit Committee will strongly support the Combined Authority in all its strategic objectives as outlined below.

	Achieving ambitious skills and employment opportunities
	Achieving good growth
	Increased connectivity
	Enabling resilient communities

1. Purpose

1.1	The Audit & Governance Committee has a wide-ranging remit that underpins the Combined Authority's governance processes by providing independent challenge and assurance of the adequacy of risk management, internal control including internal audit, anti-fraud and the financial reporting framework. These are detailed in its terms of reference.
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2. Proposal

2.1	It is important for the Audit and Governance Committee to review annually the work undertaken by the committee to ensure best practice and effectiveness for the Combined Authority is being achieved.
2.2	The Annual Report of the Chair of Audit & Governance Committee shows the work carried out by the Committee over the 2022/23 municipal year.

3. Background

3.1	At its meeting on 24 March 2022 the Audit and Governance Committee approved the Annual Report of the Chair of Audit & Governance Committee for submission to the Combined Authority. The Annual Report forms Appendix 1 to this report.
3.2	The Annual Report shows: <ul style="list-style-type: none">• Background to the Committee, its roles, responsibilities and membership;• An overview and coverage of its remit including Internal Audit, Accounts and Financial Management, External Audit, Risk Management, Control Assurance, Corporate Governance, and Fraud and Irregularities;• Training provided to ensure that suitable challenge and scrutiny is adopted.• Records of complaints, Freedom of Information requests and attendance levels for the committee to consider.

4. Appendices

4.1	Appendix 1 - Audit and Governance Committee Annual Report
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5. Implications

Financial Implications	
5.1	None
Legal Implications	
6.1	There are no legal implications arising from this report. It is good practice for Audit & Governance Committees to submit an annual report to their authority board.
Public Health Implications	
7.1	None
Environmental & Climate Change Implications	
8.1	None
Other Significant Implications	
9.1	None
Background Papers	
10.1	Audit and Governance Report and Minutes – 24 March 2023



ANNUAL REPORT FROM THE CHAIR OF AUDIT & GOVERNANCE COMMITTEE FOR THE COMBINED AUTHORITY OF CAMBRIDGESHIRE AND PETERBOROUGH 2022/2023

To review and scrutinize the authority's financial affairs

To make reports and recommendations to the CA on these reviews

To review and assess the economy, efficiency, and effectiveness of the authority's use of resources

To review and assess the authority's risk management, internal control, and corporate governance arrangements

To ensure high standards of conduct amongst Members

AUDIT AND GOVERNANCE COMMITTEE: ANNUAL REPORT 2022/2023

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FOREWORD FROM THE CHAIR OF THE AUDIT & GOVERNANCE COMMITTEE

This is my Sixth Annual Report of the work of the Audit and Governance (A&G) Committee. It covers the municipal year 2022/23, which has been a difficult, unusual and worrying period for the Cambridgeshire & Peterborough Combined Authority (CPCA),

In April/May 2022 the CPCA commissioned an independent review of governance and ways of working to identify key issues and barriers in delivering effective governance and make recommendations for improvement. The results of that work were overtaken by:

- a. The External Auditor intervening in June 2022 to raise with me a value for money risk, because of significant weaknesses in the CPCA's governance arrangements.
- b. In January 2023, the Department for Levelling Up, Housing and Communities (DLUHC), issued a Best Value Notice that formally summarised the Department's significant concerns regarding CPCA's governance and the need for engagement to provide assurance of improvement.
- c. A number of negative internal audits with the likelihood that the CPCA will receive a qualified opinion from the Internal Auditor for the second year running.

The Committee's work this year has thus been dominated by the CPCA's actions in response to these weaknesses. The External Auditor recommended:

- ensuring the safeguarding of the Authority's staff was of paramount importance
- the Authority urgently ensure that it has sufficient appropriate leadership capacity to be able to deliver its objectives and statutory responsibilities
- more formal intervention is required, and expeditious discussions with the Authority's sponsoring department to this end are time critical

The Committee received updates from the Chief Executive Officer and Lead Officers for the Improvement Plan at all of their meetings since June 2022, and have provided direct feedback to the CPCA Board.

The body of this report describes the Committee's engagement with the improvement activity. With the establishment of an Independent Improvement Board (IIB), the Committee asked to receive reports that measure progress by both the CPCA Board and officers in satisfying the concerns raised by DLUHC and in the External Auditor.

The Committee has considered its own lessons learned. Whilst most of the issues identified had been reported to the Committee, in one form or another, the depth and scale of problems was not fully apparent. The Committee will consider how the linkages between the audit functions and the information provided from management could be improved. The Committee's role in advising on Member behaviour and application of the code of conduct will also be strengthened.

As reported below, normal A&G business continued alongside the improvement actions. The Committee also had to press for improvements in the governance of the CPCA's subsidiary companies; the creation of a Shareholder Board is welcome, but the Committee notes that, at the time of this report, it is still to have its first meeting.

In this unusual year, the Committee has benefited from a stable and engaged membership, who were responsive to the pressures on quoracy.

I would like to thank Committee Members and Officers for their support of the A&G Committee work during the year.

Looking ahead, the Committee's primary focus will be on the scrutiny of progress by the CPCA Board and the officers to satisfy the concerns of DLUHC and the External Auditor. It will also look to improve its own effectiveness in response to the Governance Review recommendations and the changes arising from the CPCA's Improvement Programme.

John Pye
Independent Person &
Audit and Governance Chair

1. INTRODUCTION

This is the A&G Committee's 6th annual report and is prepared in line with best practice¹.

This report sets out the work undertaken by the A&G Committee for 2022/23.

The A&G Committee was established by the Combined Authority in May 2017. The membership comprises seven elected members representing each of the CPCA's constituent councils, together with an Independent Person. The CPCA Board agreed at its annual general meeting in May 2017 that the Independent Person should act as the A&G Committee's Chair. At the annual general meeting in June 2021, the CPCA Board agreed to reappoint Mr John Pye as the Independent Person for a further 4 years and invited him to continue to act as Chair for the Committee.

The Committee's purpose is to provide:

- independent assurance of the adequacy of the risk management framework and the associated control environment;
- independent scrutiny of the CPCA's financial and non-financial performance to the extent that it affects the Authority's exposure to risks and weaknesses;
- to oversee the financial reporting process.

The key benefits of an Audit and Governance Committee may be seen as:

- Raising awareness of the need for internal control, and the implementation of internal and external audit recommendations.
- Increasing public confidence in the objectivity and fairness of financial and other reporting.
- Reinforcing the importance and independence of internal and external audit and similar review processes; and
- Providing additional assurance through a process of independent and objective review.

Unfortunately, the Committee have had concerns this year that the benefits outlined above have not been achieved to as high a standard as perhaps they would have wished.

Following the External Auditor's intervention and the subsequent internal audits that have been given minimal assurances, the Committee has been forced to question whether there is an issue between the audit functions and information provided to the Committee. The Committee has felt that although the issues had largely been reported by officers; the depth, scale and impact of these had not been fully disclosed.

The Committee has felt that, despite its role to advise on member behaviour and standards, they had not been alerted to potential problems existing within the CPCA in a timely manner. They have requested that the internal controls be reviewed to enable the Committee to receive the right information at the right time.

Looking forward, the Committee will need to reflect on its role and seek improvements on how information is received and on how the behaviour of members is monitored. The Committee has requested that this issue forms part of the Committee's induction process in the new municipal year.

The A&G Committee's Terms of Reference are at **Appendix A** of this report.

¹ Best practice as contained in the Chartered Institute of Public Finance and Accountancy (CIPFA) document "A Toolkit for Local Authority Audit Committees"

2. THE OUTCOME OF COMMITTEE ACTIONS AND RECOMMENDATIONS

It is important to good governance that the CPCA Board and Officers accept the advice of the A&G Committee or provide feedback to the Committee when that is not the case.

The A&G Committee's specific actions and recommendations during the year included:

- 1) Improvement Work: the Committee made four key recommendations to the Combined Authority Board regarding the improvement work.
 - a) That the CA Board seek external advice in formulating an action plan to address the significant areas of concern identified by the External Auditor.

RESPONSE: The Interim Chief Executive Officer reported back to the Committee that he had liaised with both the DLUHC and the Department of Business, Energy and Industrial Strategy (BEIS) to get their perception of the issues. There had also been external independent input in the form of the CPCA's Review of Governance, the recruitment of a BEIS approved independent consultant to look at the zero-carbon work, and the partial release of the Senior Programme Manager from the Oxford Growth Board to look at several strands of CPCA work.

- b) That the CPCA Board, as a priority, considers its own ways of working. The Committee found it difficult to see how the required changes in culture, governance, leadership and capacity could be identified and delivered without the CPCA Board demonstrating collective leadership, acting as a board.

RESPONSE: The Interim Chief Executive Officer advised that he had met with every CA Board Member individually to discuss the issue of the organisation's culture.

- c) That the Interim Chief Executive:
 - i) obtains appropriate external advice, support and facilitation to drive the required culture change at the Combined Authority, recognising the need for a consensus of ownership by the Board
 - ii) reconsiders the terms of reference for the Improvement Panel, which were currently not fit for purpose
 - iii) commits to rapidly building the Senior Management Team capacity of the organisation.

RESPONSE: The Interim Chief Executive advised that the work done on outlining the format of the Panel had been premature and that the self-assessment exercise should have been conducted first, with a group brought together to question and oversee that. The Improvement Plan would then be designed around its findings. A revised Terms of Reference for the Improvement Board went to the Board in September.

The senior management capacity had been expanded with the appointment of an Interim Deputy Monitoring Officer and extension of contracts for the Interim Director for Place and Connectivity and Governance Improvement Lead.

- d) That the CPCA consult the Internal/External Auditors to help develop a baseline of where the CA needs to be in regard to the proposed action plan.

RESPONSE: Questions have been raised with external audit previously on this matter, but they have advised that it would compromise their position as independent auditors if they were to give this kind of advice. They have however provided the Combined Authority with a 'follow up' letter following a letter from the CEO to EY dated 23rd November providing details of progress being made against areas of concern. EY

responded on 8 February concluding as follows: "We are assured that the key issues and the associated actions included within our letter have both been acknowledged by the Authority and work to address them has commenced through the formal approval of the Improvement Plan and increases in short-term senior leadership capacity."

- 2) The Audit and Governance Chair sent a letter to all Board Members to provide direct feedback on the Committee's deliberations for them to take into account when considering the regarding the improvement work required.
- 3) The A&G Committee made four key recommendations to the CA Board regarding the adoption of the Procurement Policy which the Board accepted and approved the policy.
 - a) That the impact of the new procurement policy needed to be monitored over the first year to see if there were any adverse consequences; either to value for money or on fair competition.
 - b) That the Policy should include an annual review of the nature and size of contracts.
 - c) That the Policy should define what is meant by a 'local supplier'.
 - d) That every effort should be made to minimise the bureaucracy of the procurement process in order to aid small businesses.

RESPONSE:

The Combined Authority is in the process of instructing external auditors PWC to review its procurement processes.

- 4) The Committee reviewed the new governance arrangements due to be taken to the CPCA Board in March and provided feedback to the lead officer, who subsequently made changes to the report to clarify the issues raised by the Committee prior to its publication for the CPCA Board to approve.
- 5) The Committee has monitored the new Corporate Risk Register, provided feedback to officers and undertaken two development sessions in relation to risk management and risk appetite.
- 6) The Committee held a meeting to specifically review the extensive changes to the CA constitution and recommend it for approval to the CA Board.(Report going to CA Board on 22nd March)
- 7) The Committee reviewed and recommended for approval to the Board a new Member/Officer Protocol and a new Code of Conduct, Social Media and Monitoring Officer Protocol. These protocols will be considered by the Board at the meeting on the 22nd March.

3. MEMBERSHIP AND MEETINGS

During 2022/23, the Audit and Governance Committee met seven times on the following dates:

- 30 June 2022
- 29 July 2022
- 30 September 2022
- 2 December 2022
- 13 January 2023
- 27 January 2023
- 24 March 2023

There is a cross representation of parties in accordance with the make-up of the constituent councils across the Combined Authority area. The members for 2022/23 were:

Table 1: Councillor Audit Committee Membership 2022/23 as of 1st March 2023:

Independent Person	Conservative	Liberal Democrats	Labour
John Pye (Chair)	Cllr Ian Benney Cllr David Brown Cllr Steve Corney	Cllr Harvey Cllr Graham Wilson	Cllr Simon Smith PCC VACANT

Senior CPCA officers are also present at the A&G Committee meetings, including the Chief Finance Officer, Chief Legal and Monitoring Officer and Chief Executive Officer.

Dependent on the agenda, other officers attend as do the External Auditors, Ernst & Young and the Internal Auditors, RSM.

The Committee was well supported by the Combined Authority's senior officers.

4. ACTIVITIES DURING THE MUNICIPAL YEAR

3.1 Background

The A&G Committee's terms of reference cover six main areas:

- Annual Accounts
- Corporate Governance
- Internal Audit
- External Audit
- Financial Reporting
- Code of Conduct

The detailed record of the A&G Committee's work to meet its terms of reference is at **Appendix B**.

In addition, the Committee have received regular updates on the Improvement Plan and the Combined Authority's engagement with DLUHC.

Improvement Plan

In response to the External Auditor's intervention, and following engagement with DLUHC, officers have regularly reported progress to the Committee against the improvement actions identified needed improve governance, decision making and the effectiveness of the CPCA.

Reports received by the A&G Committee are detailed below:

30 June 2022: Engagement with DLUHC On the External Auditors' Intervention

The Committee received the report which provided the Committee with an update of the CPCA's engagement with DLUHC following the external auditor identification of significant weakness in the CPCA's governance.

29 July 2022: Improvement Framework including Review of Governance

The Committee received the report which provided an update on the development of an Improvement Plan and associated next steps for the CPCA, following consideration of an Improvement Framework report by the Board on 27 July 2022.

22 September 2022: Improvement Framework Including Review of Governance

The Committee received a presentation from officers which provided an update on the improvement work and informed the Committee of the priorities and focus of the improvement work which would be taken to Board in October.

2 December 2022: Improvement Plan

The Committee received the report taken to the CA Board in November for review and comments; this included the Improvement Plan Highlight report.

27 January 2023: Improvement Framework

The Committee received the report taken to the CA Board in January for review and comments; this included the Improvement Plan Highlight report. With the establishment of the IIB, the Committee asked that the receive reports that measured the CPCA Board and officers progress towards satisfying the concerns of the external auditor and DLUHC.

24 March 2023: Improvement Framework

The Committee received the report taken to the CA Board on 22nd March for review and comments.

5. MEMBER DEVELOPMENT AND ATTENDANCE

There was a programme of Members' development sessions through the year involving:

- Risk Management Training – November 2022
- Standards Hearing Training – January 2023
- Risk Appetite Training – March 2023

Attendance

Date of Meeting	Number of members attended	Substitutes sent	Meeting Quorate
30 June 2022	7	0	Yes
29 July 2022	6	1	Yes
30 September 2022	8	0	Yes
2 December 2022	6	0	Yes
13 January 2023	6	1	Yes
27 January 2023	6	2	Yes
24 March 2023			

6. GOVERNANCE MONITORING

FREEDOM OF INFORMATION REQUESTS

The CPCA is a public body for the purpose of the Freedom of Information Act 2000. (Schedule 1 Part 2 S19B); and as such must respond to requests for information held by the authority.

There have been 56 requests from 1st January 2022 and 31st December 2022; one of these requests were Environmental Information Regulation (EIR) requests. All responses are published on the CPCA website.

A member of the public has the right to ask for an internal review if they are dissatisfied with the handling of a Freedom of Information request. Over the last year the CPCA has received no requests for internal reviews.

The table below shows how many Freedom of Information request were received this year and whether or not they were responded to within the statutory deadline of 20 working days.

Freedom of Information Requests Received January 2022 – December 2022

Number of FOI & EIR received between 1 st January 2022 – 31 st December 2022	Responded within deadline	Late responses	Internal reviews undertaken	Outcome of internal review
56	56	0	0	

COMPLAINTS

The CPCA publishes on its website its two-stage process for complaints from members of the public, businesses or organisations.

- Stage One follows an informal complaints process, where the relevant officer will do their

best to settle the issue directly with the complainant.

- Stage Two follows a more formal process which allows for a complainant to make a formal complaint in writing to the Monitoring Officer, which will then be thoroughly investigated.

Only Stage two complaints are recorded by the CPCA in accordance with the complaints policy: no complaints have reached the stage two this year.

WHISTLEBLOWING

Whistleblowing is where an individual who has concerns about a danger, risk, and contravention of rules or illegality provides useful information to address this. In doing so they are acting in the wider public interest, usually because it threatens others or impacts on public funds.

The concerns can include something they believe goes against the core values of Standards in Public Life (the Nolan Principles) and the Code of Conduct for CPCA Members and staff. The Standards in Public Life principles are integrity, honesty, objectivity, accountability, openness, leadership and impartiality.

The procedure to be followed was approved by the A&G Committee and is published on the Combined Authority website.

Number of whistleblowing cases – 1

In regard to the ongoing whistleblowing case external investigators have been regularly contacted for updates and confirmation of when the investigation would be completed. The last correspondence sent to external investigator of 13 March 2023 .

So far, some witnesses have been interviewed, some witnesses will require subsequent interviews. The decision has not been finalised.

When the investigators submit their report there will be consideration by a panel of the Audit and Governance Committee. This is the equivalent of a Standards Committee in local authorities.

Training has already been given to the Committee in anticipation of the need to fulfil that role.

7. FUTURE DEVELOPMENTS AND PLANS FOR 2023/2024

The A&G Committee will scrutinise the progress made by the CPCA Board and officers to satisfy the external audit and DLUHC concerns.

For 2023/24 the Committee will also review

- Project management processes
- Trading Companies and the new shareholder Board
- New governance and staffing structure
- Outcomes of whistleblowing complaints
- The Committee's role in regard to Member behaviour and code of conduct.
- Data on the responses to Committee recommendations.
-

Future development sessions will include:

- Financial Management and the role of the Committee
- Project Management processes
- The Committees role rearing behaviour and conduct.

John Pye

Independent Person and Chair

Audit and Governance Committee

Chapter 14 - Audit and Governance Committee

Part 1 – Functions

1. Governance

- 1.1 The Combined Authority has appointed an Audit and Governance Committee. The committee is a statutory, non-executive committee.

2. Functions

- 2.1. The Audit and Governance Committee shall have the following statutory powers to:
- (a) review and scrutinise the authority’s financial affairs;
 - (b) review and assess the authority’s risk management, internal control and corporate governance arrangements;
 - (c) review and assess the economy, efficiency and effectiveness with which resources have been used in discharging the authority’s functions; and
 - (d) make reports and recommendations to the Combined Authority in relation to reviews conducted under paragraphs (a) (b) and (c);
 - (e) Implement the obligation to ensure high standards of conduct amongst Members.

3. Terms of Reference

- 3.1. The Audit and Governance Committee shall undertake the following for both the Combined Authority and the Business Board:

Accounts

- 3.2. Approve the annual statement of accounts;

Governance

- 3.3. Review corporate governance arrangements against the good governance framework;

Chapter 14 – Audit and Governance Committee

- 3.4. Review the Annual Governance Statement prior to approval to ensure it properly reflects the risk environment and supporting assurances;
- 3.5. Annually review the assurance framework to ensure it adequately addresses risks and priorities including governance arrangements of significant partnerships;
- 3.6. Monitor the Authority's risk and performance management arrangements including reviewing the risk register, progress with mitigating actions and assurances;
- 3.7. Monitor the anti-fraud and whistle blowing policies and the complaint process;

Internal Audit

- 3.8. Provide assurances over the effectiveness of internal audit functions and assuring the internal control environments of key partners;
- 3.9. Review internal audit requirements undertaken by the Combined Authority;
- 3.10. Approve the internal audit plan;
- 3.11. Consider reports and assurances from the Chief Finance Officer in relation to:
 - (a) Internal Audit performance;
 - (b) Annual Assurance Opinion on the adequacy and effectiveness of the framework of governance, risk management and control;
 - (c) Risk management and assurance mapping arrangement;
 - (d) Progress to implement recommendations including concerns or where managers have accepted risks that the Authority may find unacceptable.

External Audit

- 3.12. Review the annual accounts;
- 3.13. Consider the annual external audit of the Combined Authority's accounts, including the Annual Audit Letter and assessing the implications and monitoring managers' response to concerns;

Chapter 14 – Audit and Governance Committee

Financial Reporting

- 3.14. Consider whether accounting policies were appropriately followed and any need to report concerns to the Combined Authority Board;
- 3.15. Consider any issues arising from External Auditor's audit of the account;
- 3.16. Ensure there is effective scrutiny of the treasury management strategy and policies in accordance with CIPFA's Code of Practice;
- 3.17. Maintain an overview of the Council's Constitution in respect of contract procedure rules, financial regulations and standards of conduct and make recommendations to the Chief Finance Officer and Monitoring Officer where necessary;

Code of Conduct

- 3.18. Ensure the Combined Authority has effective policies and processes in place to ensure high standards of conduct by its Members and Co-opted Members;
- 3.19. Assisting the Members and Co-opted Members to observe the Code of Conduct;
- 3.20. Advising the Combined Authority on the adoption or revision of the Code of Conduct and monitor its operation;
- 3.21. Advising on training and overseeing the effectiveness of any training for Members and Co-opted Members on matters relating to the Code of Conduct;

General

- 3.22. Report and make recommendations to the Combined Authority in relation to the above.

4. Membership

- 4.1. The Combined Authority Board shall decide the size and membership of the Audit and Governance Committee and shall include one Independent Person.
- 4.2. In appointing Members to the Committee, the Combined Authority Board must ensure that the Members of the Committee taken as a whole reflect so far as reasonably practicable the balance of political parties for the time

Chapter 14 – Audit and Governance Committee

being prevailing among Members of the Constituent Councils when taken together.

- 4.3. The Committee may not include any Officer of the Combined Authority or of a constituent council.
- 4.4. The Combined Authority Board shall appoint at least one Substitute Member from each constituent council.
- 4.5. The Monitoring Officer has delegated authority to accept changes to membership of committees notified by constituent councils during the municipal year to ensure there is a full complement of members or substitute members at committee meetings.

5. Chair and Vice-Chair

- 5.1. The Combined Authority Board shall appoint the Chair and Vice-Chair.

6. Sub-Committees

- 6.1. The Committee may appoint one or more sub-committees and arrange for the discharge of any of its functions by any such sub-committee.
- 6.2. The Committee shall appoint a hearings panel to hear any complaints where the Member is alleged to have breached the Code of Conduct.

7. Hearing Panel (Sub-Committee to the Audit and Governance Committee)

- 7.1. The Hearings Panel is a Sub-Committee of the Audit and Governance Committee.
- 7.2. The Panel has the following functions:
 - 7.2.1. When matters are referred by the Monitoring Officer granting dispensations to Members and Co-opted Members allowing them to:
 - (a) participate in the debate; and/or
 - (b) vote on any matter in which they have a disclosable pecuniary interest;
 - 7.2.2. On matters being referred by the Monitoring Officer deciding whether complaints concerning Members should be investigated;

Chapter 14 – Audit and Governance Committee

- 7.2.3. Hearing complaints that have been referred to them by the Monitoring Officer pursuant to the Complaints procedure;
- 7.2.4. The agreement of relevant procedures for the undertaking of its functions, when appropriate to be included within the Constitution.

Part 2 – Procedure Rules

1. Access to Meetings

- 1.1 The public may attend meetings and have access to agenda, reports and minutes in accordance with the Transparency Rules, Forward Plan and Key Decisions in [Chapter 6 - Transparency Rules, Forward Plan and Key Decisions](#).

2. Meetings

- 2.1 The Committee will meet at least once a year.
- 2.2 An extraordinary meeting of an Audit and Governance Committee may be called by:
 - (a) the Chair of the Committee; or
 - (b) the Head of Paid Service.

3. Quorum

- 3.1 No business is to be transacted at a meeting of the Committee unless at least two-thirds of the total number of Members on the Committee are present.

4. Voting

- 4.1 Each Member of the Committee appointed from the Constituent Councils is to have one vote and no Member (including the Chair) is to have a casting vote.
- 4.2 Members of the Committee who are appointed other than from the Constituent Councils shall be non-voting Members of the Committee but may be given voting rights by resolution of the Combined Authority.
- 4.3 Any questions that are to be decided by the Committee are to be decided by a simple majority of the Members present and voting. If a vote is tied on any matter it is deemed not to have been carried.

Chapter 14 – Audit and Governance Committee

5. Conflicts of Interest

- 5.1 Members must comply with the Member Code of Conduct.
- 5.2 No Member of the Committee may scrutinise a decision (whether or not implemented) in which they were directly involved as a Member of the decision-making body which made that decision.
- 5.3 Such a Member may only attend the Committee to:
- (a) make representations;
 - (b) answer questions; or
 - (c) give evidence about the decision.

6. Appointment of Independent Person

- 6.1 The Committee must have at least one independent person. The appointment must be made by the Combined Authority Board.
- 6.2 A person is independent if the person:
- (a) is not a Member, Co-opted Member or Officer of the authority;
 - (b) is not a Member, Co-opted Member or Officer of a parish council for which the authority is the principal authority;
 - (c) is not a relative, or close friend, of a person within sub-paragraph (a) or; and
 - (d) was not at any time during the past five years been:
 - (i) a Member, Co-opted Member or Officer of the authority; or
 - (ii) a Member, Co-opted Member or Officer of a parish council for which the Authority is the principal Authority.

Term of Office

- 6.3 Each independent person will serve a term of four years, which may be renewed up to a maximum of one further term (ie total maximum eight years).

Appointments Process:

- 6.4 The vacancy for the Independent Person must be advertised in such manner as the Combined Authority considers is likely to bring it to the attention of the public. The person must submit to the Combined Authority an application to fill the vacancy, and the person's appointment has been approved by a majority of the Members of the Combined Authority Board.
- 6.5 The position of Independent Person shall be advertised on the Combined Authority's website, along with the website of each constituent authority.

7. Procedures at meetings

- 7.1 The Combined Authority Transparency Rules, Forward Plan and Key Decisions in [Chapter 6 - Transparency Rules, Forward Plan and Key Decisions](#) will apply.

Annex 1

The current membership of the Audit and Governance Committee is one member from each constituent council and one independent person. (eight members). The quorum is six members.

Appendix 1 B

Detailed Record of A&G Committee's Work to meet their Terms of Reference

3.2 Annual Accounts

Remit: Approve the annual statement of accounts.

A & G Committee Actions:

2 December 2022

- *Draft Accounts & Annual Governance Statement:* The Committee noted the draft Statement of Accounts 2021/22

3.3 Governance

Remits:

Review corporate governance arrangements against the Code of Corporate Governance and the good governance framework;

Review the Annual Governance Statement prior to approval to ensure it properly reflects the risk environment and supporting assurances;

Annually review the assurance framework to ensure it adequately addresses risks and priorities including governance arrangements of significant partnerships;

Monitor the Authority's risk and performance management arrangements including reviewing the risk register, progress with mitigating actions and assurances;

Monitor the anti-fraud and whistleblowing policies and the complaint process;

Audit & Governance Committee Actions:

29 July 2022

- *Corporate Risk Register:* The Committee reviewed and noted the Corporate Risk Register and Risk Management Strategy.
- *CPCA Local Authority Trading Companies:* The Committee received and noted the update on the Combined Authority Trading Companies.

30 September 2022

- *Review of Corporate Risk Register and Risk Register Improvements:* The Committee noted the improvements to the Corporate Risk Register.
- *Subsidiary Governance Report:* The Committee noted the report and expressed their disappointment that a minimal assurance had been given by the Internal Auditors despite the issue being debated on several occasions over the past year.

2 December 2022

- *Review of Corporate Risk Register and Risk Register Improvements:* The Committee noted the Risk Management training already undertaken and the planned Risk Appetite training and noted the full Risk Register and accompanying narrative.
- *Subsidiary Companies:* The Committee noted the progress made against the proposed management actions and timescales to address the identified weaknesses as set out in the RSM report. The Committee agreed that the three other companies in which the CPCA held a silent partner role but also owned shares in (Smart Manufacturing, Medtec Accelerator Ltd and Ascendal Accelerator Ltd) be included in the Terms of Reference for the Shareholder Board.

13 January 2023

- *Procurement Policy:* The Committee submitted the following feedback to the CA Board ahead of their review of the Policy at their meeting on 25 January 2023.
- *Revisions to the Constitution:* The Committee agreed that the Monitoring Officer be invited to redraft some sections of the Constitution, as outlined in the feedback given to the Board, to improve clarity and avoid ambiguity.
- *Governance Arrangements:* The Committee commented on the Governance Arrangements report to be fed back to the Board ahead of their meeting on 25 January 2023.

27 January 2023

- *Review of Corporate Risk Register and Risk Register Improvements:* The Committee noted the Risk Management process update following the recent Internal Audit report of Risk Management and noted the full Risk Register and accompanying narrative.
- *Climate Action Plan:* The Committee noted the revised Terms of Reference for the Climate Working Group
- *Revisions to the CPCA Constitution:* The Committee recommended the revisions to the Constitution detailed in the report to the next meeting of the Combined Authority Board.

24 March 2023

- *Information Governance Update:* The Committee received the report which updated the Audit and Governance Committee on the current position with regards to Information Governance and outlined the key Information Governance activities undertaken by the CA during this period.
- *Constitution – Financial Regulations Revisions:* The Committee received the report which provided the Committee with commentary on proposed revisions to the Financial Regulations section of the Constitution with a view that these be approved and recommended for adoption by the Combined Authority Board.

3.4 Internal Audit

Remits

Provide assurances over the effectiveness of internal audit functions and assuring the internal control environments of key partners;

Review internal audit requirements undertaken by the Combined Authority;

Approve the internal audit plan;

Consider reports and assurances from the Chief Finance Officer in relation to:

(a) Internal Audit performance;

(b) Annual Assurance Opinion on the adequacy and effectiveness of the framework of governance, risk management and control;

(c) Risk management and assurance mapping arrangement;

(d) Progress to implement recommendations including concerns or where managers have accepted risks that the Authority may find unacceptable

Audit & Governance Committee Actions:

29 July 2022

- *Internal Audit Progress Report:* The Committee noted the Internal Audit progress report for 2020/21.
- *Internal Audit Annual Report:* The Committee noted the draft Internal Audit Annual Report for 2021/22.
- *Internal Audit Plan 2022-23:* The Committee approved the topics of the reviews proposed in the CA Audit Plan for 2022/23 and recommended that officers adopt a flexible approach and give priority to work that helps the improvement journey and requested that the Internal Auditors forewarn the Committee of any potential issues it has, or foresees, with delivery against the Plan.

30 September 2022

- *Internal Audit Progress Report:* The Committee noted the Internal Audit progress report.

2 December 2022

- *Internal Audit Progress Report:* The Committee noted the Internal Audit progress report.

27 January 2023

- *Internal Audit Progress Report:* The Committee noted the progress report against the audit plans for 2021/22 and 2022/23 as provided by the CPCA's internal auditors

24 March 2023

- *Internal Audit Progress Report:* The Committee received and noted the report which

was for the Committee to note progress against the internal audit plans for 2021/22 and 2022/23.

- *Internal Audit Action Tracker:* The Committee received the report which updated the Committee on the progress of the Internal Audit Action Tracker and information reported to the Performance & Risk Committee.
- *Draft Internal Audit Plan:* The Committee recommended to the Executive Team that items that would contribute most to the Improvement Plan, and any areas of weaknesses that may lead to an unqualified opinion, should be the focus for the next year.

3.5 External Audit

Remits

Review the annual accounts;

Consider the annual external audit of the Combined Authority's accounts, including the Annual Audit Letter and assessing the implications and monitoring managers' response to concerns;

Audit & Governance Committee Actions:

27 January 2023

External Audit Plan: The Committee recommend that the terms of reference of the new Shareholder Board be reviewed to ensure that they sufficiently consider the risk highlighted in the External Auditor's Plan in regard to the recoverability of long-term investment with subsidiary entities.

The Committee noted the initial audit plan for the financial year 2021/22 as provided by the external auditors. An audit opinion would become available in Autumn 2023.

3.6 Financial Reporting

Remits

Consider whether accounting policies were appropriately followed and any need to report concerns to the Combined Authority Board;

Consider any issues arising from External Auditor's audit of the account;

Ensure there is effective scrutiny of the treasury management strategy and policies in accordance with CIPFA's Code of Practice;

Maintain an overview of the Council's Constitution in respect of contract procedure rules, financial regulations and standards of conduct and make recommendations to the Chief Finance Officer and Monitoring Officer where necessary;

Audit & Governance Committee Actions:-

2 December 2022

- *Draft Financial Strategies:* The Committee reviewed and commented upon the Capital, Investment and Treasury Management Strategies for 2023-24 and the 2023-24 Minimum Revenue Provision (MRP) statement.

3.7 Code of Conduct

Remits

Ensure the Combined Authority has effective policies and processes in place to ensure high standards of conduct by its Members and Co-opted Members;

Assisting the Members and Co-opted Members to observe the Code of Conduct;

Advising the Combined Authority on the adoption or revision of the Code of Conduct and monitor its operation;

Advising on training and overseeing the effectiveness of any training for Members and Co-opted Members on matters relating to the Code of Conduct;

30 June 2022

- *Member Officer Protocol: The Committee agreed the content for inclusion in a Member Officer Protocol for recommendation to the Combined Authority Board and requested that the Combined Authority Board consider the Member Officer Protocol at the earliest opportunity, for adoption into the Constitution in support of relevant Codes of Conduct and asked Officers to develop a social media protocol for Members and Officers at the earliest opportunity.*

27 January 2023

Code of Conduct, Social Media and Monitoring Officer Protocols: The Committee noted the Code of Conduct complaint information and supported and recommended to the Board the Social Media Protocol and the Monitoring Officer Protocol.



Combined Authority Board	Agenda Item
31 May 2023 – Annual Meeting	12

Title:	Calendar of Meetings 2023-24
Report of:	Edwina Adefehinti, Interim Chief Officer Legal and Governance & Monitoring Officer
Lead Member:	Mayor Dr Nik Johnson
Public Report:	Yes
Key Decision:	No
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.

Recommendations:	
A	Approve the Calendar of Meetings for 2023/24 (Appendix 1).

Strategic Objective(s):	
The timetable of meetings will enable the Combined Authority to make necessary decisions in a timely manner, supporting all of the strategic objectives:	
	Achieving ambitious skills and employment opportunities
	Achieving good growth
	Increased connectivity
	Enabling resilient communities

1. Purpose	
1.1	To approve the calendar of meetings for the Combined Authority Board, Business Board, Statutory Committees, Thematic Committees, and other meetings of note for the 2023/24 Municipal Year.

2. Proposal	
2.1	The Combined Authority agrees the dates and times of ordinary meetings of the Board, its Committees and the Business Board for the coming Municipal Year at each annual meeting.
2.2	The calendar was included in the agenda for the Combined Authority Board Meeting on 22 March 2023 to give members earlier sight of proposed dates, only minor amendments have been made to the calendar since then.

3. Background

3.1	The sequencing of meetings has been amended from previous years following engagement with Members so that the Board meetings are at the end of each meeting cycle.
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4. Appendices

4.1	Appendix 1 – Calendar of Meetings 2023/24
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5. Implications

Financial Implications

5.1	None
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Legal Implications

6.1	None
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Public Health Implications

7.1	None
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Environmental & Climate Change Implications

8.1	None
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Other Significant Implications

9.1	None
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CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY MEETING CARD - 2023/24

MEETING	TIME	2023								2024					
		May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Combined Authority Board	10:00 am			26	[30]	20	[18]	29		31	[28]	20	[24]		
Annual Combined Authority Board	10.00 am	31													5
Committees															
Transport and Infrastructure	10.00 am		14	12		13		15		17		13			19
Skills	10:00 am		5	3		4		6		15		4			10
Environment & Sustainable Communities	10:00 am		12	10		11		13		22		11			17
Overview and Scrutiny	11:00 am		19	24	[25]	18	[16]	27		29	[26]	18	[22]		3
Audit and Governance	10:00 am		9	7		8		17		12	9	8			7
Employment Committee	10:00 am			[5]			[4]				[5]				
Business Board	14:30 pm	15		10	[14]	4	[2]	13		15	[5]	4	[15]	20	
Leaders Strategy Meetings		10	7	12	[9] 30	27		8		10	[7]&28		3	15	
CACEG Meetings		3	21	26	23	13	25		6	30	14	[19]	10	1	
Other Bodies															
Fire Authority	14:00 pm		15					9			8				20
Cambridgeshire Public Service Board (up)	09:30 am														
GCP Joint Assembly	14:00 pm		8			7		23							
GCP Executive Board	16:00 pm		29			28			14						
Local Government Association Board			7	19		6	18		7	24		6	17		
Cambridgeshire CC Full Council	10:30 am	16		18			17		19		6 [9]	19		21	
Cambridge City Council Full Council	18:00 pm	25		20			19				22/29			23	
East Cambridgeshire DC Full Council	18:00 pm	25		13			19				20 [22]		18	23	
Fenland DC Full Council	16:00 pm	22		10			2		11		26			13	
Huntingdonshire DC Full Council	19:00 pm	17		19			11		13		21	27			
Peterborough CC Full Council	18:00 pm	22													
South Cambridgeshire DC Full Council	14:00 pm	25		21		22		24			21	30			
Conferences															
Conservative Party Annual Conference							1-4								
Labour Party Annual Conference							8-11								
Liberal Democrat Annual Conference						23-26									

Board meets Bi Monthly on a Wednesday. No meeting in December
 Overview and Scrutiny to meet the Monday before the Board
 Audit and Governance Committee to meet on a Friday
 Business Board - Monday 2 weeks ahead of CA Board
 Transport, Housing and Skills Committees Bi Monthly
 CPSB Meeting are on Fridays
 [] Reserve dates