



Combined Authority Board

Wednesday 20 September 2023

Venue:	Council Chamber, Town Hall, Peterborough, PE1 1HF	
Time:	10.00 to 14.20 (break from 12.50 to 13.45)	
Present:	Mayor Dr Nik Johnson Councillor A Smith Councillor L Nethsingha Councillor A Bailey Councillor C Boden Councillor W Fitzgerald Councillor S Conboy Councillor J Williams A Kingsley	Cambridge City Council (Statutory Deputy Mayor) Cambridgeshire County Council East Cambridgeshire District Council Fenland District Council Peterborough City Council Huntingdonshire District Council South Cambridgeshire District Council (substitute) Chair of the Business Board
Co-Opted Members (non-voting):	Councillor E Murphy D Preston J O'Brien	Cambridgeshire and Peterborough Fire Authority Police and Crime Commissioner Cambridgeshire and Peterborough Integrated Care Board
Apologies	Councillor B Smith	South Cambridgeshire District Council

Minutes:

1	Announcements, Apologies for Absence and Declarations of Interest
	Apologies for absence were reported as set out above. There were no declarations of interest.
2	Combined Authority Membership Update September 2023
	<p>The Mayor announced that the Combined Authority's Overview and Scrutiny Committee has appointed Rapporteurs to the three Thematic Committees; they will be shadowing the work of those committees to feedback to Overview and Scrutiny on any areas they may wish to scrutinise in more depth. The Members appointed are listed below:</p> <ul style="list-style-type: none">• Skills and Employment – Councillors Judith Rippeth and Andy Coles• Environment and Sustainable Communities – Councillors Martin Hassall and Mark Goldsack• Transport & Infrastructure – Councillors Aiden Van de Weyer and Jon Neish <p>The Board were also advised that a temporary change to the Labour substitute for the Human Resources Committee had been made; with Councillor Simon Smith to substitute at the meeting on 27 September 2023.</p> <p>It was resolved to:</p> <p>A Note the appointments to the Combined Authority Board from the Business Board: with the representative to be Al Kingsley, and the substitute to be Andy Neely, as Chair and Vice Chair of the Business Board respectively.</p> <p>B Note the temporary change to Cambridgeshire County Council's substitute member on the Transport and Infrastructure Committee from 12 September 2023 to 14 September 2023.</p>
3	Minutes
	The minutes of the meetings on 26 July 2023 were approved as an accurate record and signed by the Mayor. The minutes action log was noted.

4	Petitions
	No petitions were received.
5	Public Questions
	One public question was received in advance of the meeting in accordance with the procedure rules in the Constitution. A copy of the question and response can be viewed here when available.
6	Forward Plan
	Proposed by Mayor, seconded by Councillor Anna Smith. It was resolved to: A Approve the Forward Plan for September 2023
7	Combined Authority Chief Executive Highlights Report
	The Chief Executive introduced the report and highlighted key points to Board members. He then handed over to Al Kinglsey as the new Chair of the Business Board, who explained how the adapting role of the Business Board will support all strands within the Combined Authority and is key to further develop relationships with stakeholders and community groups across the region. During discussion, John O'Brien advocated deeper conversations with the health sector regarding the work on bus reform. This is key for patients as well as the workforce. It was resolved to: A Note the content of the report.
8	Improvement Plan Update
	The Interim Director, Transformation Programme, introduced the report explaining that the content had already been considered by both the Audit and Governance and Overview and Scrutiny Committees, as well as the Independent Improvement Board. During discussion members noted how pleasing it was to see the progress being made and congratulated those involved. The Mayor drew attention to the significant amount of time the Board Members are being asked to give for development. Whilst they are keen to engage, the amount of hours requested over a relatively short period of time is significant. Officers confirmed they would look at how that could be better organised, taking into account the other commitments all the Board Members have. It was resolved unanimously: A To note the progress on the key areas of concern identified by the External Auditor in June 2022 and in the Best Value Notice received in January 2023 B To note the observations on progress following the meeting of the Independent Improvement Board meeting on 11 September
9	Budget Update Report
	The Executive Director, Resources and Performance, introduced the report and highlighted key points. During discussion members raised the following: <ul style="list-style-type: none"> As the costs of Civil Parking Enforcement are understood to have gone up considerably, a query was raised regarding the Combined Authority's £150k contribution and whether that will be increased. Officers confirmed that there are two separate budgets, one for the roll-out and legal work and one for implementation. It is the implementation costs that may go up, further detail will be acquired and sent to the Members. The FE Cold Spots project is vitally important and close to many hearts, we need to ensure this is only a short delay. The A141 and St Ives work is important to unlock housing targets and for economic development. The public transport concessionary fares are an important part of encouraging people onto buses, we need to be supporting the DFT campaign and engaging with the public as much as possible. The Health and Wellbeing Strategy Skills is a good example of how we can be a trailblazer, working in collaborative way.

	<p>On being proposed by the Mayor, seconded by Councillor Anna Smith, it was resolved to: [8 in favour, 1 abstention]</p> <ul style="list-style-type: none"> A Note the financial position of the Combined Authority B Approve the reprofiling of the Market Towns programme budgets as set out in section 6. C Approve the proposed use of unbudgeted Treasury Management loan interest to fund the proposals set out in section 7.
10	Corporate Strategy & Medium-Term Financial Plan Refresh Process
	<p>The Executive Director, Resources and Performance, introduced the report and highlighted key points. During discussion, members noted:</p> <ul style="list-style-type: none"> • The process shows a significant shift forward in terms of transparency and opportunities for engagement. It looks very constructive in terms of bringing together governance and oversight. • A huge amount of work has been put into this to ensure we have a process everyone is involved in, including good consultation and good discussion. It was noted that it should be the Board Members, not the Leaders who submit alternative budget proposals (to be amended in the high-level overview). <p>On being proposed by the Mayor, seconded by Councillor Lucy Nethsingha, it was resolved to: [8 in favour, 1 abstention]</p> <ul style="list-style-type: none"> A To approve the proposed timetable and process to refresh the Corporate Strategy and the Medium-Term Financial Plan (MTFP).
11	Single Assurance Framework (SAF)
	<p>The Mayor introduced the item, emphasising the amount of work that had gone into developing the framework and how it is a positive example of the Combined Authority and its Constituent Councils working in close partnership with each other.</p> <p>The Governance Improvement Lead explained that the framework, if approved, would go for consideration by Government and would undergo assessment against the requirements of the English Devolution Accountability Framework by DLUHC, with DfT and DfE assessment of transport and adult education and skills specifics.</p> <p>The SAF seeks to provide appropriate and consistent consideration of new concepts to drive the Combined Authority's strategic objectives, improve standards of project development and appraisal with clear roles and responsibilities, provide cleared lines of accountability and better inform decision-makers from a technical assurance perspective.</p> <p>Councillor Edna Murphy, as Lead Member for Governance, commented that this framework has been intensely worked on in a collegiate and inclusive manner. It has engagement and new ways of working at its core. The SAF is fundamental but in order to make it real it has to live and breathe in the minds of the officers who have the responsibility of delivery.</p> <p>It was queried and confirmed that where a concept is proposed that is specific to a single Constituent Council area, that Constituent Council will be formally consulted and their view provided to the Board when considering that concept. More detail on that will be in the guidance which is still being developed.</p> <p>Officers confirmed that the implementation plan is to be brought to the next Combined Authority Board meeting: this will include a change management process outlining tolerances for business case variance for consideration.</p> <p>Board Members thanked officers for the work that has gone into this framework and the productive discussion that has taken place during its production.</p> <p>On being proposed by Councillor Murphy, seconded by the Mayor, it was resolved to: [8 in favour, 1 abstention]</p> <ul style="list-style-type: none"> A To approve the Single Assurance Framework, attached at Appendix A, for submission to Government. B To note the developing terms of reference for the Investment Committee and Investment Panel, attached at Appendix B and C, and provides feedback on their content.

12	Risk Management Framework
	<p>The Head of Programme Management introduced the report and highlighted key points to Board members.</p> <p>During discussion, members noted:</p> <ul style="list-style-type: none"> • Risk management can be a challenge for everyone, not just officers, and should be at the forefront of all of our minds. • It is essential that a no blame culture is embedded. • The framework is a strong piece of work, with clear visibility in terms of risk appetite. From a business perspective risk appetite is only effective if you have the right feed in of information to generate the assessment of risk. Business Board members can provide a valuable insight into this. <p>On being proposed by Councillor Murphy, seconded by the Mayor, it was resolved to: [8 in favour, 1 abstention]</p> <p>A Approve the Risk Management Framework and Procedure</p>
13	Performance Management Framework and Corporate Performance Report Q1 2023-24
	<p>The Interim Policy Manager introduced the report and highlighted key points to Board members. It was noted that there was a late amendment to the indicators that had not been pulled through to the final report: metric 16 (number of contract waivers submitted) should be 2 not 1; with a RAG rating of amber, not green.</p> <p>During discussion, members requested detail to be included in the future specifying which period is addressed as “current”.</p> <p>Members thanked officers for the hard work done, particularly with working out what needs to be assessed and how those things can be measured rather than picking things that are easy to assess.</p> <p>On being proposed by the Mayor, seconded by Councillor Nethsingha, it was resolved to: [8 in favour, 1 abstention]</p> <ul style="list-style-type: none"> • Approve the Performance Management Framework • Scrutinise performance information relating to the Combined Authority’s Corporate Key Performance Indicators. • Scrutinise performance information relating to the Combined Authority’s Most Complex Programmes and Projects. • Scrutinise performance information relating to the Combined Authority’s Headline Priority Activities. • Note progress to evaluate the impact of the Devolution Deal Investment Fund in a Gateway Review • Review and comment on the relevance and accessibility of the performance information presented in this report.
14	Review of the Constitution
14a.	Procurement Update
	<p>The Executive Director, Resources and Performance, introduced the report and highlighted key points to Board members. He explained that the procurement guidelines were for internal use and will be an integral part of how we take contract management forward.</p> <p>Following the approval of the new contract procedure rules and procurement process at the meeting in July, the guidelines were requested to come back to Board when available.</p> <p>It was resolved to:</p> <p>A To note the contents of the Procurement Guidance attached as an appendix to the report, as requested at the Board meeting in July 2023</p>

14b.	Members Access to Information
	<p>The Interim Chief Officer Legal and Governance and Monitoring Officer, introduced the report and highlighted key points to Board members.</p> <p>The draft protocol had been approved by the Combined Authority’s Overview and Scrutiny Committee on 18 September 2023 with an amendment to the wording of paragraph 2 to read:</p> <p><i>The CPCA will adopt a default position of sharing information held on request, with overview and scrutiny committee members. However, there may exceptionally be instances where confidential and exempt documents cannot be provided to members for example because this may result in legal proceedings against the CPCA, if confidentiality is breached. In those instances, where it is determined that a copy of a document or part of any such document cannot be shared with overview and scrutiny committee members, officers should provide the overview and scrutiny committee with a written statement setting out its reasons for that decision.</i></p> <p>Members discussed in depth the circumstances where information would not be able to be provided to them and the possible implications of that. Whilst some of the Board Members felt uncomfortable with this, the Monitoring Officer explained that this is in line with legislation and is only in exceptional circumstances.</p> <p>The proposal was put forward that a register could be established of which documents were not available to Members and reasons why; to give reassurance that the process was being undertaken properly. The possibility was raised that this register in itself would also be open to abuse and would be difficult to put into practise without identifying the confidential issues. Officers agreed to explore options around the idea and to prepare a briefing note for the Board Members.</p> <p>On being proposed by Councillor Murphy, seconded by the Mayor, it was resolved to: [5 in favour, 3 against, 1 abstention]</p> <ul style="list-style-type: none"> A Endorse the Access to Information Protocol B Approve and adopt the Protocol and delegate to the Monitoring Officer to circulate the Protocol to all members and substitutes of the Combined Authority Board, Business Board and Committees as a reference point for members.
14c.	Co-option of Independent Members
	<p>The Interim Chief Officer Legal and Governance and Monitoring Officer, introduced the report. It was clarified that only one independent Member is to be co-opted.</p> <p>On being proposed by Councillor Murphy, seconded by the Mayor, it was resolved to: [8 in favour, 1 abstention]</p> <ul style="list-style-type: none"> A Review the suggested update to the Combined Authority constitution and adopt the proposed changes as revisions to the Constitution, so that a co-opted independent member and substitute from constituent authorities can be appointed. B To delegate the recruitment, selection and appointment of independent co-opted member(s) to the Audit and Governance Committee and that the arrangements for the selection of such members be delegated by the Audit & Governance Committee to the Chairman of the Audit and Governance Committee in consultation with the Monitoring officer. C Agree that the role of any independent co-opted member(s) from a constituent authority is not remunerated but note that they will receive expenses in line with the authority’s current expenses policy.
14d.	Appointment of Independent Person
	<p>The Interim Chief Officer Legal and Governance and Monitoring Officer, introduced the report and highlighted key points to Board members.</p> <p>It was clarified that the legislation states that Combined Authorities must appoint <i>at least one</i> independent person (not a member of a constituent council). The term of service of the current independent person who sits on the Audit and Governance Committee as chair is due to expire soon. The request for an additional independent person is to ensure that there is opportunity for planned succession, and that historic knowledge can be transferred to the additional independent person to ensure a smooth transition allowing sufficient time to familiarise themselves with the functions of the Audit & Governance committee.</p>

	<p>On being proposed by Councillor Murphy, seconded by the Mayor, it was resolved to: [8 in favour, 1 abstention]</p> <p>A Comment on and agree that an additional independent person is appointed to sit on Audit Committee for a period of four years</p> <p>B Approve the amendments to the constitution as set out in the report</p> <p>C Delegate to the Executive Director of Resources and Performance and the Monitoring Officer, in consultation with the Chair of the Audit and Governance Committee, authority to finalise the role description, skills, competencies and person specification attached as Appendix A and to approve the advert.</p> <p>D Agree that the recruitment of the Independent Person be led by a panel consisting of the Chairman of the Audit and Governance Committee and three members of the three main political parties of the Audit and Governance committee supported by the Executive Director of Resources and Performance and the Monitoring Officer</p> <p>E Following the recruitment process, a report to formally appoint the Independent Person will be presented to a future CPCA Board meeting</p>
15	<p>Local Transport and Connectivity Plan</p>
	<p>The Interim Head of Transport introduced the report and highlighted key points to Board members. Two years of work including significant engagement with stakeholders, the public and business board has gone into this plan. There has been over a year of delays for the guidance but it is now expected in the autumn or winter of 2023.</p> <p>During discussion members made the following points:</p> <ul style="list-style-type: none"> • Councillor Anna Bailey recognised the huge amount of work that has gone into this but felt that the measures proposed in the plan were too regressive; seeking to reduce and restrict access. A more ambitious plan for a public transport system is required to get people to want to use it. She felt concerned about how rural areas would be affected by value for money assessments and stressed that the Combined Authority should be using its resources outside the Greater Cambridge area as they have other resources. She saw the plan as having road charging at its heart and the people of the region do not want that. • Supporting those comments, Councillor Chris Boden reiterated that a one-size-fits-all approach does not work. He stated that it is not appropriate for the whole area to proceed along this path, especially at the same speed. He was disappointed to see only passing comments about autonomous vehicles and smart roads. While he would support a lot of things in the document, he felt he could not support it in its current form. • Councillor Lucy Nethsingha clarified that the plan is not entirely based on road pricing and that it has been very carefully worded to make that clear. Each district has been looked at individually with important things to the areas recognised. Not approving this plan will leave a large number of people trapped in their communities with difficulties accessing healthcare, employment and skills opportunities. • Stressing her disappointment in some of the other comments, Councillor Anna Smith reminded the Board of the amount of engagement that had taken place ahead of this report coming to the meeting. Every single council has had significant input into the plan through formal and informal engagement. The LTCP sets out a range of measures that <i>could</i> be used but the decisions on those choices would lie with the relevant constituent council. • Councillor Sarah Conboy stressed that the plan is not a prescriptive document but a framework which would be open for continuous review, allowing the Combined Authority to be dynamic and responsive. Decisions would continue to come to the Board allowing its members to work together to overcome them. • Councillor John Williams emphasised the diversity of Cambridgeshire and Peterborough and how, as such, the Combined Authority needs all the tools in the toolbox in order to deliver a sustainable transport system. He agreed that the plan is not prescriptive, instead allowing for decisions on what is best for a particular area. • Reminding the Board that the LTCP is a physical and digital plan, Al Kingsley confirmed that the Business Board have discussed it at length as transport and connectivity underpins almost every strategy for economic growth. The Business Board believe the plan provides a baseline to develop

opportunities on a regional basis, although there will be need to develop clarity on key priorities. The Business Board are in support of the LTCP.

- Darryl Preston stated he was pleased to see safety is featuring strongly in the plan, particularly in Cambridgeshire where we have a number of serious road traffic collisions. Crime prevention is also key as people won't use cycle routes if they think their bike will be stolen at the other end.
- The Integrated Care Board has a strong interest in the plan regarding access for patients and their workforce, and John O'Brien confirmed that this framework would allow opportunities for engagement in those elements.
- Councillor Edna Murphy was very supportive of the plan, commenting that it was insightful, thorough and enabling.
- As all other Combined Authority Board Members had taken the opportunity to comment on the report and plan, the Mayor invited Councillor Wayne Fitzgerald to add a few words but he confirmed he had nothing to add.
- The Mayor confirmed he was fully behind the plan and wanted to thank all the officers for their dedication and hard work putting it together.

On being proposed by the Mayor, seconded by Councillor Lucy Nethsingha, the recommendations were put to the vote.

[6 in favour, 3 against]

The approval of the Local Transport and Connectivity Plan required a vote in favour, by at least two-thirds of all Members (or their Substitute Members) appointed by the Constituent Councils to include the Members appointed by Cambridgeshire County Council and Peterborough City Council.

The vote did not meet those criteria as Peterborough City Council voted against the recommendation and therefore the Local Transport and Connectivity Plan was not approved.

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Meeting adjourned from 12:50 to 13:45

Councillor Boden, Councillor Conboy and Darryl Preston left the meeting during the break.

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16 Recommendations from the Skills and Employment Committee

The Board was advised that all recommendations had been supported by the Skills and Employment Committee at its meeting on 4 September 2023.

On being proposed by Councillor Nethsingha, seconded by the Mayor, it was resolved to approve all the recommendations as set out below:

[6 for, 1 abstention]

Skills Bootcamps 2024-25 FY

- A Approve the submission of the grant proposal to Department for Education (DfE) for Skills Bootcamp funding for the 2024-25 Financial Year (FY)
- B To delegate authority to the Executive Director for Economy and Growth to procure, enter into, award and extend contracts (subject to confirmation of grant funding approval from the Department for Education).

UK SPF Skills Projects Mobilisation and Succession Planning for Skills Brokerage Services

- A Delegate authority to the Executive Director Economy and Growth to proceed to implement plans to mobilise UK Shared Prosperity Fund (SPF) People and Skills funded projects as outlined
- B Approve the proposal outlined to bring together the Careers and Enterprise Company (CEC) funded Careers Hub delivery and the UKSPF funded People and Skills projects to provide a successive service to the Growth Works with Skills Programme, and delegate authority to the Executive Director Economy and Growth to proceed to engage in financial, legal and procurement activities as necessary to enact mobilisation plans.
- C To approve the virements across the revenue budgets within the Medium-Term Finance Plan to create the appropriate delivery budgets set out in Appendix 1.

17 Recommendations from the Transport and Infrastructure Committee

The Board was advised that all recommendations had been supported unanimously by the Transport and Infrastructure Committee at its meeting on 13 September 2023.

Electric Vehicles (EV)

On being proposed by Councillor A Smith, seconded by the Mayor, it was resolved to:
[6 in favour, 1 abstention]

- A (subject to confirmation of receipt of funding) approve the drawdown of £403,440 of the LEVI Capability Fund to be spent in financial years 2023/2024 and 2024/2025
- B delegate authority to the Interim Head of Transport in consultation with the Chief Finance Officer and Monitoring Officer to enter into Grant Funding Agreements with Cambridgeshire County Council and Peterborough City Council
- C delegate authority to the Interim Head of Transport in consultation with the Chief Finance Officer and Monitoring Officer to enter into one or more contracts with a consultant as needed to continue the development of the overarching programme

Bus Network Review – initial recommendations

Members requested that alternative proposals need to be included within the consultation. Officers were thanked for the hard work and effort put in to keep constituent councils informed.

On being proposed by Councillor A Smith, seconded by the Mayor, it was resolved to:
[6 in favour, 1 abstention]

- A approve the extension of 51 bus service contracts to March 2025
- B approve the extension of the Ting contract to March 2024

Bus Reform – draft outline business case

On being proposed by Councillor A Smith, seconded by the Mayor, it was resolved to:
[6 in favour, 1 abstention]

- A delegate authority to the Executive Director of Place and Connectivity to commission a review from an independent auditor of the Bus Franchising Assessment in accordance with the provisions of the Bus Services Act.

Depot for Electric Buses, Peterborough

On being proposed by the Mayor, seconded by Councillor Anna Smith, it was resolved to defer this item until further work on due diligence was carried out to assess the impact on this project of the LTCP not being approved, to ensure compliance with good governance.

[4 in favour, 2 against, 1 abstention]

ITSO Approved Support Contracts for ENCTS

On being proposed by Councillor A Smith, seconded by the Mayor, it was resolved to:
[6 in favour, 1 abstention]

- A approve for the Host Operator Processing System (HOPS) and Smartcard Services to continue to be outsourced
- B delegate authority to the Interim Head of Transport, or any subsequent permanent postholder, in consultation with the Chief Finance Officer and Monitoring Officer to:
 - approve the procurement of replacement HOPS and Smartcard Services through an Integrated Transport Smartcard Organisation (ITSO) approved framework for a period of 5 years to commence on 1 April 2024
 - award a contract or contracts for HOPS and Smartcard Services following the procurement via a framework
 - enter into and execute the contract or contracts for HOPS and Smartcard Services

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Councillor Fitzgerald left the meeting

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18	Recommendations from the Business Board
	<p>The Board was advised that the following recommendation had been supported unanimously by the Business Board at its meeting on 4 September 2023.</p> <p>On being proposed by A Kingsley seconded by the Mayor it was resolved unanimously to approve the recommendation as set out below:</p> <p>Net Zero Training Centre – Project Change Request</p> <p>A Approve the proposed project change</p>

Mayor