



Any key decision/s set below will come into force and may be implemented after 5.00pm on the fifth clear working day after publication of the decision, unless they are called-in [see note on call in below], with the exception of any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.

1 Announcements, Apologies for Absence and Declarations of Interest

Apologies for absence were received from Councillor Bridget Smith (Councillor John Williams substituting).

There were no declarations of interest.

2 Combined Authority Membership Update September 2023

It was resolved unanimously to:

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.

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.

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

It was resolved to:

A Approve the Forward Plan for September 2023

7 Combined Authority Chief Executive Highlights Report

It was resolved to:

A Note the contents of this report.

8 Improvement Plan Update

It was resolved to:

A 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 Note the observations on progress following the meeting of the Independent Improvement Board meeting on 11 September

9 Budget Update Report KD2023/042

It was resolved to:

- 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

It was resolved to:

- A Approve the proposed timetable and process to refresh the Corporate Strategy and the Medium-Term Financial Plan (MTFP).

11 Single Assurance Framework

It was resolved to:

- A Approve the Single Assurance Framework, attached at Appendix A, for submission to Government.
- B 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

It was resolved to:

- A Approve the Risk Management Framework and Procedure

13 Performance Management Framework and Corporate Performance Report Q1 2023-24

It was resolved to:

- A Approve the Performance Management Framework
- B Scrutinise performance information relating to the Combined Authority's Corporate Key Performance Indicators.
- C Scrutinise performance information relating to the Combined Authority's Most Complex Programmes and Projects.
- D Scrutinise performance information relating to the Combined Authority's Headline Priority Activities.
- E Note progress to evaluate the impact of the Devolution Deal Investment Fund in a Gateway Review
- F Review and comment on the relevance and accessibility of the performance information presented in this report.

14 Review of the Constitution

14a. Procurement Update

It was resolved to:

- A Note the contents of the Procurement Guidance attached as an appendix to the report, as requested at the Board meeting in July 2023

14b. Members Access to Information

It was resolved to:

- 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

It was resolved to

- 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

It was resolved to

- A Comment on and agree that an additional independent person is appointed to sit on Audit Committee for a period of four years
- B Approve the amendments to the constitution as set out in the report
- 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.
- 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
- E Following the recruitment process, a report to formally appoint the Independent Person will be presented to a future CPCA Board meeting

15 Local Transport and Connectivity Plan KD2022/056

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.

16 Recommendations from the Skills and Employment Committee

It was resolved to approve all the recommendations as set out below:

Skills Bootcamps 2024-25 FY [KD2023/035]

- 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 [KD2023/033]

- 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 Transport and Infrastructure Committee

It was resolved to approve all the recommendations as set out below:

Electric Vehicles

- 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 [KD2023/039]

- 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 [KD2023/026]

- 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.

ITSO Approved Support Contracts for ENCTS [KD2023/027]

- 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

Depot for Electric Buses, Peterborough

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.

18 Recommendations from Business Board

It was resolved unanimously to approve the recommendations as set out below:

Net Zero Training Centre – Project Change Request [KD2023/043]

- A Approve the proposed project change

Notes:

- a) Statements in **bold type** indicate additional resolutions made at the meeting.
- b) Five Members of the Overview and Scrutiny Committee may call-in a key decision of the Mayor, the Combined Authority Board or an Officer for scrutiny by notifying the Monitoring Officer, except for any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.

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