



**CAMBRIDGESHIRE  
& PETERBOROUGH**  
COMBINED AUTHORITY

## OVERVIEW & SCRUTINY COMMITTEE

**Date: Monday, 25 October 2021**

**Democratic Services**

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

**11:00 AM**

72 Market Street  
Ely  
Cambridgeshire  
CB7 4LS

**Fenland District Council  
Council Chamber, Fenland Hall, County Road, March, PE15  
8NQ**

## AGENDA

**Open to Public and Press**

**1 Apologies for Absence**

**2 Declarations of Interest**

At this point Members must declare whether they have a disclosable pecuniary interest, or other interest, in any of the items on the agenda, unless it is already entered in the register of members' interests.

**3 Minutes of the Previous Meeting**

To approve the minutes of the meeting held on 27th September 2021.

**Draft OS Minutes 270921**

**5 - 12**

<b>4</b>	<b>Public Questions</b>	
	Arrangements for public questions can be viewed in Chapter 5, Paragraphs 18 to 18.16 of the Constitution which can be viewed here - <a href="#">Constitution</a>	
<b>5</b>	<b>Transport Update</b>	
	<b>Transport - Update Report</b>	<b>13 - 16</b>
<b>6</b>	<b>Confirmation of Lead Member Appointments</b>	
	<b>Appointment Lead Members Report</b>	<b>17 - 20</b>
<b>7</b>	<b>Overview and Scrutiny Arrangements Update</b>	
	<b>Review O&amp;S Arrangements - Update Report</b>	<b>21 - 30</b>
<b>8</b>	<b>O&amp;S Trading Companies – Terms of Reference</b>	
	<b>O&amp;S Trading Companies</b>	<b>31 - 36</b>
<b>9</b>	<b>Topics for Mayor’s Question Time</b>	
	<b>MQT Topics</b>	<b>37 - 38</b>
<b>10</b>	<b>Combined Authority Forward Plan</b>	
	<b>Forward Plan - 15 October 2021</b>	<b>39 - 90</b>
<b>11</b>	<b>Overview and Scrutiny Work Programme</b>	
	<b>Work Programme Report</b>	<b>91 - 102</b>
<b>12</b>	<b>Combined Authority Board Agenda</b>	
<b>13</b>	<b>Date of next meeting:</b>	
	Monday, 22nd November at 11.00 a.m, at Sand Martin House, Peterborough	

The Overview & Scrutiny Committee comprises the following members:

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

The Combined Authority is committed to open government and members of the public are welcome to attend Committee meetings. It supports the principle of transparency and encourages filming, recording and taking photographs at meetings that are open to the public. It also welcomes the use of social networking and micro-blogging websites (such as Twitter and Facebook) to communicate with people about what is happening, as it happens.

Councillor Michael Atkins

Councillor Dave Baigent

Councillor Andy Coles

Councillor Stephen Corney

Councillor Mike Davey

Councillor Doug Dew

Councillor Lorna Dupre

Councillor Mark Goldsack

Councillor Anne Hay

Councillor Alex Miscandlon

Councillor Shaz Nawaz

Councillor Judith Rippeth

Councillor Alan Sharp

Councillor Aidan Van de Weyer

Clerk Name:	Anne Gardiner
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Clerk Telephone:	
Clerk Email:	anne.gardiner@cambridgeshirepeterborough-ca.gov.uk



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## **CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY – OVERVIEW AND SCRUTINY COMMITTEE**

### **DRAFT MINUTES**

**Date:** Monday, 27 September 2021

**Time:** 11:00

**Location:** Fenland Hall, County Road, March, PE15 8NQ

**Present:**

Cllr D Dew	Huntingdonshire District Council
Cllr S Corney	Huntingdonshire District Council
Cllr L Dupre (Chair)	East Cambridgeshire District Council
Cllr A Sharp	East Cambridgeshire District Council
Cllr D Baigent	Cambridge City Council
Cllr M Davey	Cambridge City Council
Cllr M Atkins	Cambridgeshire County Council
Cllr M Goldsack	Cambridgeshire County Council
Cllr A Coles	Peterborough City Council
Cllr D Jones	Peterborough City Council
Cllr A Miscandlon	Fenland District Council
Cllr A Hay	Fenland District Council
Cllr P Fane	South Cambridgeshire District Council
Cllr A Van de Weyer	South Cambridgeshire District Council

**Officers:**

Rochelle Tapping	Deputy Monitoring Officer, Combined Authority
Anne Gardiner	Statutory Scrutiny Officer, Combined Authority
Robert Fox	Governance Officer, Combined Authority
Saffron Bamforth	Governance Assistant, Combined Authority

**1. Apologies for Absence**

- 1.1 Apologies were received from Cllr S. Nawaz substituted by Cllr D. Jones. The Chair welcomed Cllr Jones to his first meeting of the Committee.

**2. Declarations of Interest**

- 2.1 No declarations of interest were made.

**3. Minutes of the Previous Meeting**

- 3.1 The minutes of the meeting held on Monday, 23 August 2021 were agreed as an accurate record.
- 3.2 The Chair stated the responses received from the Combined Authority Board to the questions from the Committee should be an addendum to the minutes and requested officers include this for future meetings and add to the published online agenda for this meeting.
- 3.3 The Chair reminded the Committee that the Chief Executive Officer of the Combined Authority offered the Committee the opportunity to assist with the development of an Authority accommodation strategy at the last meeting of the Combined Authority Board.

#### **4. Public Questions**

- 4.1 There were no public questions.

#### **5. Transport Update**

- 5.1 The Committee agreed to defer this item until the next meeting of the Committee due to unavoidable absence.

#### **6. Overview and Scrutiny Committee Work Programme**

- 6.1 Robert Fox introduced the report which reflected on the conversation at the last meeting and built on the work that the Centre for Governance and Scrutiny (CfGS) undertook scrutiny arrangements at the Combined Authority. It was discussed that the idea moving forward is to add focus and rigour to the work programme.
- 6.2 Following discussion the proposed scoping document was **agreed** by the Committee for immediate utilisation in establishing terms of reference and key lines of enquiry in any scrutiny review suggested and agreed by the Committee. It was acknowledged the scoping document will be iterative in nature and flexible in that regard. Officers would contact the Lead Members to populate the scoping document for future reviews.
- 6.3 With regard to the deferred item on Transport it was agreed that Members should still send any questions to the Committees interim Lead Members for transport in advance of the October meeting of the Committee.
- 6.4 Members raised the following points regarding the work programme:
- Is the Combined Authority pushing for more apprenticeships? The interim Lead Members on skills agreed to go away and investigate this
  - A separate paper on housing would be useful after there is more clarity on the future work, as the funding for the £100m Affordable Homes programme from central government is ending in March 2022
  - There should be a separate budget-focussed item on financial issues across all constituent councils at a future meeting of the Committee
  - It was raised as to whether there was a specific reason the Combined Authority had not put in a bid in for a spending review. It was suggested this be a question posed at the Mayoral Question Time in November

The reviews suggested would be additional to those suggested at the 25 August 2021 meeting of the Committee

- 6.5 With regard to a future item on the Combined Authority accommodation strategy Cllr Goldsack was appointed as rapporteur, contingent on the role description being approved in Item 7.

## **7. Review of Overview and Scrutiny Arrangements: Update**

- 7.1 Anne Gardiner introduced the report outlining the Action Log, the Scrutiny Protocol, the Rapporteur role description and the updated proposals for Mayor's Question Time.
- 7.2 With regard to the second Mayor's Question Time of the municipal year it was confirmed this will be publicised by the Mayor's office and the Combined Authority Communications team. It was clarified that the proposal should state there will be one supplementary allowed per question not per meeting.
- 7.3 Members raised the following points in discussion in relation to the Mayor's Question Time format proposal:
- There will need to be technical solutions in place for the Mayor's Question Time the public will be invited to contribute to
  - A venue sufficiently large enough will need to be sourced for the public Mayor's Question Time. The venue should have good public transport access
  - A date for the second Mayor's Question Time of the municipal year should be set as soon as possible
  - A protocol for public questions will need to be established for the Mayor's Question Time
- 7.4 The Chair stated that in addition to the two Mayor's Question Time events the Mayor had committed to attending the Committee in his capacity as Chair of the Transport and Infrastructure Committee. Additionally, the Committee is able to call upon the Mayor to other Committee meetings and the Mayor had confirmed his willingness to be invited.
- 7.5 The Chair stated the Scrutiny Protocol should state it is non-partisan not it is non-political. The Committee will receive a proposal for an Information Sharing Protocol at its next meeting.
- 7.6 Members raised the following points in discussion in relation to the Rapporteur role description:
- Lead member roles do work well and the Rapporteur roles will be, in the main, for single, short-term issues that are potentially cross-cutting, such as finance related matters
  - Rapporteurs should still be able to call on officer support
  - The roles will evolve over time
- 7.7 The Committee noted the Action Log and **agreed** both the Scrutiny Protocol and Rapporteur role description with a single abstention. The updated proposals for Mayor's Question Time was **agreed** by way of a majority vote. It was **agreed** to

review the format of Mayor's Question Time at the conclusion of the current municipal year.

**8. Combined Authority Board Agenda**

- 8.1 The Combined Authority Board agenda for the meeting on Wednesday, 29 September 2021 was noted. The Committee had no questions for the Board.
- 8.2 The Chair agreed to approach the Chair of the Audit & Governance Committee on the issue of the Combined Authority appointment of an Independent Person and report back to the Committee.

**9. Combined Authority Forward Plan**

- 9.1 The Forward Plan was noted.
- 9.2 The Combined Authority Local Transport Plan refresh was raised in terms of any potential slippage as the Greater Cambridge Partnership (GCP) plans for Cambridge City Centre are due to go to consultation. There was approval for the interim Lead Member for Transport to ask questions on the delay and what mitigations are in place and whether the Combined Authority would consider working with the GCP was feasible to allay any concerns around slippage. The interim Lead Member for Transport would report back to the Committee.
- 9.3 The Chair of the Bus Strategy Task and Finish Group would report back to the Committee on the Bus Service Improvement Plan.
- 9.4 The Lead Member for Skills would liaise with the Director for Business and Skills on the underspend on the Skills budget.
- 9.5 The Chair raised the Future Fens project and seeking information from the Combined Authority on seeing how it proposes to engage in the scheme.

**10. Date and Time of Next Meeting**

- 10.1 The next meeting of the Committee would be on Monday, 25 October 2021 at 11:00. There would be a pre-meeting for members only at 10:00. The venue for the meeting is Fenland Hall, March.

The meeting closed at 12:13.



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## Overview and Scrutiny Committee Decision Summary

Meeting: Monday, 27 September 2021

[AGENDA](#)

Chair: Cllr Lorna Dupre

Summary of decisions taken at this meeting

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
1.	<b>Apologies</b>	Apologies received from Cllr S. Nawaz substituted by Cllr D. Jones
2.	<b>Declarations of Interest</b>	There were no declarations of interest.
3.	<b>Minutes of the Previous Meeting</b>	The minutes of the last meeting were agreed as an accurate record.
4.	<b>Public Questions</b>	There were no public questions received.
5.	<b>Transport Update</b>	This item was deferred to the October meeting of the Committee.
6.	<b>Overview and Scrutiny Work Programme</b>	<p>The scoping document presented to the Committee was agreed, in principle, noting it is an iterative document.</p> <p>The Committee <b>agreed</b> a review of the Combined Authority accommodation strategy be</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>undertaken in response to an invite from the Combined Authority Board.</p> <p>The Committee <b>agreed</b>, following the deferral of the Transport Update, that any further questions be forwarded to Cllr's Baigent, Davey and Hay for collation prior to the October meeting.</p> <p>Future potential items to add to the work programme were <b>agreed</b> as:</p> <ul style="list-style-type: none"> <li>• Climate change</li> <li>• Skills including the University of Peterborough, apprenticeships and iMET</li> <li>• Finance items including underspend on skills training resulting from Covid-19 and other activities not delivered</li> <li>• The annual budget</li> </ul>
7.	<b>Overview &amp; Scrutiny Committee Arrangements - Update</b>	<p>The Committee noted the Action Log; and agreed the Scrutiny Protocol and Rapporteur role description unanimously with a single abstention in all cases. The Mayor's Question Time format proposal was agreed by a majority.</p> <p>Members raised the following points on the Mayor's Question Time format:</p> <ul style="list-style-type: none"> <li>• There will need to be technical solutions in place for the public</li> <li>• The venue for the MQT involving the public will need to have a sufficient capacity</li> <li>• The proposal needs to clarify that it is one supplementary question per question <u>not</u> per meeting</li> <li>• The format should be reviewed at the end of the municipal year</li> </ul> <p>Members raised the following points on the Scrutiny Protocol:</p> <ul style="list-style-type: none"> <li>• The protocol should be amended to state scrutiny should be non-partisan <u>not</u> non-political</li> </ul> <p>Members raised the following points on the Rapporteur role description:</p> <ul style="list-style-type: none"> <li>• Finance topics are generally cross-cutting and are ideal for the Rapporteur role</li> <li>• There will need to be an element of officer support for the role</li> </ul>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
8.	<b>Combined Authority Board Agenda</b>	There were no questions from the Committee to the Combined Authority Board.
9.	<b>Combined Authority Forward Plan</b>	The Forward Plan was noted and Members will report back to the Committee on a variety of issues.
10.	<b>Date and Time of Next Meeting</b>	The next meeting would be held on the 25 October 2021 at Fenland Hall, March.





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Agenda Item No: 5

## Report title: Transport Update

To: Overview and Scrutiny Committee

Meeting Date: 25 October 2021

Public report: Yes

From: Rowland Potter  
Head of Transport

The Overview and Scrutiny Committee is recommended to:

Recommendations: a) Note and comment on the report

Voting arrangements: N/A

### 1. Purpose

- 1.1 To provide the Overview and Scrutiny Committee with an update on the work being carried out by officers across the transport schemes requested by the committee

### 2. Background

- 2.1 The following transport schemes have all been approved at Transport and Infrastructure committee and Combined authority board at some point in line with the assurance framework and governance procedures.
- 2.2 The committee has requested this update on particular schemes within the transport portfolio and as such there is a brief summary for each below:
- **Active travel** – The Combined Authority are positively progressing active travel as a dedicated activity within the transport portfolio with Public Health a major driver for change. As a practicing Children's Doctor the Mayor is passionate about creating an Active Travel Forum and Active Travel Tsar, the principles for both currently being developed prior to invitations to the forum being sent and a recruitment process

undertaken for the Tsar, to focus on improvements that will enable and encourage more people to walk and cycle both in their daily educational and working commutes but also as an increasing part of their leisure time.

- Capability funding:
  - There was recent concern relating to this funding and Government's request for additional assurance, which was provided by the Mayor in writing to the Minister Chris Heaton-Harris MP and a subsequent meeting of the Mayor and the Minister is planned for 22 September.
  - A recent Tranche 3 funding application was made, and we await the results of this application
  - Expressions of interest were also made for:
    - Mini Hollands we await to hear outcome
    - GP Prescribing pilots we await to hear outcome
- **The Local Transport Plan** – The Local Transport plan (LTP) is undergoing a refresh. A paper was submitted to Transport and Infrastructure Committee on 8 September 2021 and is being presented to Board on 29 September 2021. The proposal is that the LTP be renamed the Local Transport and Connectivity Plan (LTCP) and that a consultation be commenced at the end of October for 6 weeks, followed by a further consultation in January and the final document presented to Board in March 2022.
- **The key route network** – There is currently a government white paper with regards to Key Route Networks and the powers that are held with Key Routes, the combined authorities position at this moment is still to be decided in relation to the Key route Network.
- **Buses – Bus Reform Activity is on going:**
  - **Bus Service Improvement Plan (BSIP)** continues to be produced and is to be submitted to DfT at the end of October 2021.
  - **Enhanced Partnership / Franchising** continues to be developed and an independent auditor is being sought as part of this process.
  - **Demand Responsive Transport (DRT)** is set to launch in early October with a 4 week testing phase with full launch at the End of October.
  - **ZEBRA Phase 2 business case** was submitted in August 2021 with a proposal for the replacement of 30 diesel buses in Cambridge with 30 electric buses and the associated charging network installed at the depot and Babraham park and ride. A paper was presented at Transport and Infrastructure Committee on the 8th September and will be presented at the Combined Authority Board on the 29 September seeking approval of funds should the submission be successful to enable accelerated delivery.
- **Railways** - Officers continue to engage with Network rail on the network across the region and more specifically :
  - **Fenland Regeneration stations:**
    - March station, work is underway on the car park and station building improvements.
    - Manea station carpark development and construction is underway by Fenland District Council.
    - Whittlesea station car park design is currently being revisited.
  - **Soham Station** construction is progressing well and the station is still expected to be open from December.
  - **Cambridge South station** is still progressing by Network Rail on behalf of the DfT, with input from the Combined Authority, Greater Cambridge Partnership

and Astra Zeneca as former funding partners, recent consultation has concluded and we await the outcomes from Network Rail and DfT.

- **E-scooters / E Bikes:** A paper was submitted to the Transport and Infrastructure committee in relation to extending the E Scooter trial to March 2022 and expanding the successful E Bike trial across the region.
- **Key Road Scheme Updates:**
  - **A47 Dualling:** Officers continue to engage with National Highways who are currently funding and leading the review of the study work completed by the combined authority and the potential inclusion of this route in future National Highways Roads programme.
  - **A10 Outline Business Case** funding was received from government with further funding available subject to a gateway review and the options consideration. The scope for the stage has been developed and officers are engaged with Cambridgeshire county council as to how best this stage maybe delivered considering the impacts of the pandemic and the climate change commitments.
  - **A505** the pre strategic Outline Business case work is complete and a paper was submitted to the Transport and Infrastructure Committee on the 8 September proposing the next steps and a collaborative approach to delivery between Combined Authority, Cambridgeshire County Council and Greater Cambridge Partnership.
  - **A141 Strategic Outline Business Case** work is continuing and a report will be forthcoming towards the end of the year.
  - **St Ives Strategic Outline Business Case** work is continuing and a report will be forthcoming towards the end of the year.
- **CAM** – A paper in relation to the CAM is scheduled for the October combined authority board.

### 3. Financial Implications

3.1 None

### 4. Legal Implications

4.1 None.

### 5. Appendices

5.1 None

### 6. Background Papers

- 6.1 [A505 T& I Paper 8 Sept](#)
- 6.2 [E Bike E Scooter trial T& I paper 8 Sept](#)
- 6.3 [LTCP](#) T&I Paper 8 sept
- 6.4 [ZEBRA](#) Phase 2 T&I Paper 8 September



## Appointment of Lead Members

To:	Overview and Scrutiny Committee
Meeting Date:	25 October 2021
Public report:	Yes
From:	Anne Gardiner Scrutiny Officer
Recommendations:	<p>The Overview &amp; Scrutiny Committee is recommended to</p> <ul style="list-style-type: none"><li>a) Confirm the appointments of members to the roles of Lead Members for the Housing, Skills and the Transport &amp; Infrastructure Committees, the Business Board and Climate Change &amp; Environment</li><li>b) Discuss whether to continue with the arrangements for the Lead Members for the CAM and Bus Reform Review.</li></ul> <p>Voting arrangements: A simple majority of all Members</p>

### 1. Purpose

- 1.1 The purpose of the report is to ask the Overview and Scrutiny Committee to confirm the appointments for the Lead Member Roles to shadow the work of the Housing, Skills and Transport Committee and the Business Board.
- 1.2 Confirm the appointment for the new Lead Member role for Climate Change and Environment.
- 1.3 Discuss whether the appointments for the two Task and Finish Group Lead members should continue in their interim role or to end these in light of the new rapporteur role agreed.



## 2. Background

- 2.1 At their meeting in July the Committee decided to undertake interim arrangements in terms of lead members. The following members of the Committee were appointed to the following lead member roles unanimously, on an interim basis, pending the full implementation of the new O&S arrangements:

Transport: Cllr Dave Baigent  
Skills: Cllr Andy Coles and Cllr Alex Miscandlon  
Housing: Cllr Aidan Van de Weyer  
Climate Change and Environment: Cllr Michael Atkins  
Business Board: Cllr Doug Dew

- 2.2 The Committee also agreed that there should be members to shadow the work of the previous two Task and Finish groups to ensure any follow up work in these areas was picked up. The following members were appointed on an interim basis:

CAM Task and Finish Group: Cllr Mike Davey  
Bus Review Task and Finish Group: Cllr Anne Hay

- 2.3 The Committee are requested to confirm lead members for:
- Housing and Communities Committee
  - Transport and Infrastructure Committee
  - Skills Committee
  - Business Board
  - Climate Change and Environment
- 2.4 The Committee are requested to discuss if they would like for the Task and Finish Group Lead Members to continue in their current roles or to reappoint these as rapporteurs with specific tasks to report back to the Committee at a future date.
- 2.5 Role Descriptions for Lead Members and Rapporteur Roles are at Appendix 1.
- 2.6 Members should also consider the conflict of interest advice, in paragraphs 2.9 and 2.10, below.
- 2.7 A conflicts protocol is being developed and will be presented to the Committee for review and approval at the December meeting of the Committee. It should also be noted that the Combined Authority constitution is currently undergoing review, and the approach on conflicts will be factored into that work. The protocol will take account of the MHCLG Statutory Guidance on Overview and Scrutiny in Local and Combined Authorities, May 2019 which gives direction on who should, or should not, sit on a scrutiny committee and is clear that



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“Authorities should articulate in their constitutions how conflicts of interest between executive and scrutiny responsibilities should be managed” and the protocol will reflect that.

2.8 Annex 1 of Chapter 19 of the Combined Authority’s current Constitution states:

“You need to register your interests so that the public, Authority employees and fellow members know which of your interests might give rise to a conflict of interest. The register is a document that can be consulted when (or before) an issue arises, and so allows others to know what interests you have, and whether they might give rise to a possible conflict of interest”, it continues “It is also important that the public know about any interest that might have to be declared by you or other members, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.”

2.9 The above paragraph is important in terms of the appointment of Lead Members. For example, if they are on the executive of their constituent authority it might be seen they would be in a conflicted position if they are a lead member for the Committee for a field in which they have decision-making powers, or influence at City/County/District level.

2.10 Therefore, the recommendation in terms of conflict position is that any member of the Committee to be appointed into a role of Lead Member should avoid conflicts of interest and should not be a member of the Executive of a constituent authority or be a Chair of a Committee which has delegated powers from Full Council for the portfolio/field they are appointed as Lead Member. For example, if a Member is the Cabinet Member for the Highways portfolio at their constituent authority they should not be Lead Member for Transport; or if they are the Housing Committee Chairman they should not be Lead Member for Housing. It is suggested that any Member of the Committee in a Executive role at a constituent authority declares this at this meeting, and any subsequent meeting if they have been recently appointed to such a position.

2.11 The nature of the Rapporteur role is different from that of a Lead Member and care should be exercised when Members are carrying out these duties to avoid possible conflicts of interest.

2.12 Lead members appointments should reflect the political balance and geographical make-up of the Committee to ensure a balanced view, in so far as this is possible.

### 3. Financial Implications



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- 3.1 In accordance with the Cambridgeshire and Peterborough Combined Authority Order 2017, no remuneration is to be payable by the Combined Authority to its members including Lead Members of the Overview and Committee.

## 4. Legal Implications

- 4.1 None

## 5. Appendices

Appendix 1 – Role Description for Lead Members & Rapporteurs

## 6. Background Papers

- 6.1 [O&S Agenda & Minutes – July 2020](#)
- 6.2 [O&S Report – Lead Members January 2020](#)
- 6.3 [O&S Agenda & Minutes November 2020](#)
- 6.4 [O&S Agenda & Minutes February 2021](#)
- 6.5 [Business Board – 4<sup>th</sup> March 2021](#)
- 6.6 [CA Board Report – March 2021](#)
- 6.7 [O&S Report – 27<sup>th</sup> September 2021](#)



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Agenda Item No: 7

## Report title: Review of Overview and Scrutiny Arrangements Update

To: Overview and Scrutiny Committee

Meeting Date: 25<sup>th</sup> October 2021

Public report: Yes

From: Anne Gardiner  
Governance Manager

The Overview and Scrutiny Committee is recommended to:

Recommendations: a) Note and comment on the Action Log from officers. (Appendix 1)  
b) Approve the Information Sharing Protocol (Appendix 2)  
c) Note the feedback from the Combined Authority Board meeting.

Voting arrangements: Simple majority of all members

### 1. Purpose

- 1.1 To provide the Overview and Scrutiny Committee with an update on the work being carried out by officers in relation to the actions recommended by the Centre for Governance and Scrutiny.

### 2. Background

- 2.1 The Centre for Governance and Scrutiny published their second edition on guidance to overview and scrutiny in Combined Authorities. This second edition reflects upon the past three years of practice since the introduction of CA's. It provides guidance around how scrutiny can best operate in practice.

The guidance may be found here: [Revised guidance: Overview and Scrutiny in Combined Authorities - Centre For Governance and Scrutiny \(cfgs.org.uk\)](https://www.cfgs.org.uk/revised-guidance-overview-and-scrutiny-in-combined-authorities)

- 2.2 Following this guidance being published the CPCA Overview and Scrutiny Committee held an informal workshop with CfGS to discuss some of the points raised within the guidance and requested that a proposal be brought forward from CfGS to carry out a review of the current scrutiny arrangements at the CPCA.
- 2.3 The Committee received the recommendations at their meeting on the 28<sup>th</sup> June 2021 and a further report detailing the timetable for the actions at their meeting on the 26<sup>th</sup> July 2021.
- 2.4 The attached Action Log (Appendix 1) details what progress has been made and planned actions over the coming months.

### Information Sharing Protocol

- 2.5 One of the actions from the Centre for Governance and Scrutiny report was that an Information Sharing Protocol be produced which would provide a useful part of an induction process for new members and would also form part of a wider guide to scrutiny at the CA which would be of use to members more generally. The findings suggested that a new approach to the sharing of information with scrutiny members which involved an end to the regular sharing, and scrutiny of, Mayoral decisions at committee, with information being shared on an ongoing basis outside of committee to inform the appropriate escalation of issues to committee based on need. The proposed Information Sharing Protocol is attached at Appendix 2.

### Combined Authority Board

- 2.6 The Centre for Governance and Scrutiny report and recommendations were taken to the CA Board on 29<sup>th</sup> September 2021. Report can be found [here](#).

The CA Board approved an amendment to the report which stated:

‘The CA Board note the importance of Overview and Scrutiny Committee scrutinising Mayoral Decision Notices, as those Notices bypass the normal checks and balances of the Combined Authority.’

- 2.7 The CA Board also provided the following feedback:
- Some members of the CA Board questioned whether the practice of O&S submitting questions in advance of Board meetings and receiving pre-prepared answers at those meetings was the best use of its time.
  - That O&S review the fundamental commitments on which the Combined Authority was founded including doubling GVA and delivering affordable housing and jobs.
  - Mayor’s Question Time to be held more frequently in order to hold the Mayor to account
  - A strong role for O&S would support good governance within the organisation.
  - The Mayor stated that he had made clear that he was happy to appear at O&S both in his capacity as mayor and as the chair of the Transport and Infrastructure Committee and to have discussions with the chair and vice chair of O&S around how that was achieved.
  - O&S should be supported to examine key policy issues.

- The Committee should provide their views of the recommendations from Centre for Governance and Scrutiny to the CA Board.

### 3. Financial Implications

3.1 None

### 4. Legal Implications

4.1 None.

### 5. Appendices

5.1 Appendix 1 – O&S Review Action Log

5.2 Appendix 2 – Information Sharing Protocol

### 6. Background Papers

6.1 [O&S March Report](#)

6.2 [O&S March Appendix](#)

6.3 [CA Board Report - March](#)

6.4 [O&S Report – 28<sup>th</sup> June 2021](#)

6.5 [O&S Report – 26<sup>th</sup> July 2021](#)

6.6 [O&S Report – 23<sup>rd</sup> August 2021](#)

6.7 [O&S Report – 27<sup>th</sup> September 2021](#)



## CfGS Actions – Checklist

Action	Progress	Deadline
<b>The Chair to convene an informal session for the committee to explore and decide on a renewed and more explicit focus for their work.</b>	Meeting held on 12 <sup>th</sup> July – further informal sessions can be scheduled at the committee's request if required.	Ongoing
<b>The Chair, the Mayor and the CA Monitoring Officer to begin meeting regularly to ensure that the strategic purpose of scrutiny is understood and acted on</b>	First meeting held on 4 <sup>th</sup> August with agreement that next meeting to be held once new CEO has started in the Autumn.	Next meeting to be booked for October/November.
<b>When a clear role and purpose for scrutiny can be clearly articulated, work on internal communications to be carried out to ensure that this is understood by the wider CA (including CA Board members and officers).</b>	To be scheduled	
<b>CA officers, in support of the Chair, to engage with constituent councils to better understand</b> <ul style="list-style-type: none"> <li>- how their nominated members can be better supported, and</li> <li>- how the business of CA scrutiny can be administered to support members to attend and engage with the work of the function</li> </ul>	<p>Meeting held with Constituent Council Democratic Service Teams – with the action for them to speak with their members and feedback to CA</p> <p>Meeting between Chair's to be arranged.</p>	Information from these discussions to be compiled and discussed with Committee at December meeting.
<b>A role profile setting out mutual expectations for scrutiny members – including around information access, support arrangements and</b>		Report approved at September meeting

<b>requirements around commitment – to be agreed and circulated.</b>		
<b>a new approach to the sharing of information with scrutiny members which involves:</b>  a) an end to the regular sharing, and scrutiny of, Mayoral decisions at committee, with information being shared on an ongoing basis outside of committee to inform the appropriate escalation of issues to committee based on need; b) more clarity to members in the management of items and reports deemed to be exempt from publication c) the assignment of individual councillors to act as “rapporteurs”, to develop a subject expertise in specified areas of policy, to highlight issues of importance to the chair for escalation to committee and potentially to lead on questioning on such matters.	Information sharing protocol to be developed and brought to October meeting	25 October 2021
<b>use of shared information, the forward plan and frequent Chair/Mayor/MO conversations to identify forthcoming decisions, and to discuss the developing work programme.</b>	Regular meetings agreed with the Mayor in principle – also to include conversations with relevant directors and CEO as the committee deem necessary.	Ongoing
<b>in the short term, the scheduling of regular, short, informal sessions for the committee to discuss and agree work programming priorities. move forward with a proportionate approach to targeted task and finish working in the medium term</b>	Scoping Document developed and agreed by committee for use from September onwards.	Committee review effectiveness

<b>the programming of a regular and general Mayor's Question Time to allow high profile, direct holding to account of the Mayor to continue</b>	First Mayor's Question Time – November 2021  Second Mayor's Question Time to be scheduled – March	22 <sup>nd</sup> November 2021  25 <sup>th</sup> March 2022
<b>work by the MO and others to consider how scrutiny can productively be engaged in the ongoing governance of SPVs</b>	Ongoing work by officers – item going to A&G in September – informal workshop for O&S scheduled for October.	October – informal session held 11 <sup>th</sup> October 2021



Cambridgeshire & Peterborough Combined Authority Overview & Scrutiny Committee:  
Information Sharing Protocol

1. Sharing information can enhance scrutiny and benefit the decision-makers as well as bringing benefits to the ways of working of the Committee. Early sight of draft reports by the Committee adds value to decision-making which is a key tenet in effective scrutiny. The Committee needs access to relevant information, and to receive it in good time, if it is to be effective in its role; and this need is recognised in law.
2. The then Ministry of Housing, Communities and Local Government (MHCLG) Overview and Scrutiny: statutory guidance for councils and combined authorities states “when considering what information scrutiny needs in order to carry out its work, scrutiny members and the executive should consider scrutiny’s role and the legal rights that committees and their individual members have, as well as their need to receive timely and accurate information to carry out their duties effectively”. This protocol seeks to clarify the relationship between scrutiny members and the Authority to ensure the smooth conduct of business and maintain effective communication. It will promote an effective role for Scrutiny and foster a good working relationship, ensuring the Committee makes a valuable contribution to the effectiveness of the Combined Authority.
3. Overview and Scrutiny members should have access to a regularly available source of key information about the Combined Authority.
4. In addition to the individual rights of Members, Overview and Scrutiny Members have rights to see documents relating to any business that has been transacted at a public or private meeting of any of the Boards and Committees of the Combined Authority, and any decision taken by an individual decision-maker.
5. It is expected that when the Overview and Scrutiny Committee makes formal requests for information, that information will be delivered to Members within seven working days of the request (where possible). The request should be made to the statutory Scrutiny Officer or Legal and Governance team and be shared with the Committee. Unless the identification of an individual is necessary or appropriate in order to enable the Committee to properly exercise its powers or disclosure is permitted by or under the Data Protection Laws, Information will be depersonalised. Scrutiny members should speak to officers to ensure they understand the reasons why information is needed, thereby making officers better able to provide information that is relevant and timely, as well as ensuring that they comply with legal requirements.
6. Although any Committee member may request information in writing detailing the item(s) requested and the reasons for the request, it is proposed that formal requests come through the identified Lead Members of the Committee. The type of information requested (e.g. a full report, background information, research, data, statistics, etc.) should be specified, and if applicable, an indication of the questions and the likely topics to be raised on the item(s), should also be included. Where the request for

information relates to an item on the Forward Plan the relevant Director and the Combined Authority Lead Member will be notified accordingly.

7. The scrutiny of an item may need to be deferred pending the receipt of information, particularly where a request for additional information is made or where the information requested is voluminous and/or where there are costs implications associated with providing the information. In these circumstances the Combined Authority Legal & Governance team will advise the Overview and Scrutiny Chair and Vice-Chair accordingly.
8. Exempt or confidential information may only be requested where the Committee is undertaking a review or scrutinising an action or decision. Please note the Combined Authority or the Mayor may decline that request.

The Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017 states:

*“No member of an overview and scrutiny committee is entitled to a copy—*

*(a) of any such document or part of a document as contains exempt or confidential information unless that information is relevant to—*

*(i) an action or decision that that member is reviewing or scrutinising;  
or,*

*(ii) any review contained in any programme of work of such a committee or sub-committee of such a committee; or*

*(b) of a document or part of a document containing advice provided by a political adviser.*

*Where the combined authority or the mayor determines that a member of an overview and scrutiny committee is not entitled to a copy of a document or part of any such document for a reason set out in paragraph, it must provide the overview and scrutiny committee with a written statement setting out its reasons for that decision.”*



## Report title: Combined Authority Trading Companies

To: Overview and Scrutiny Committee

Meeting Date: 24 September 2021

From: Robert Fox  
Governance Officer

Key decision: No

Recommendations: The Overview and Scrutiny Committee is recommended to:

a) Comment upon, recommend any changes to, and approve the terms of reference of the Committee in relation to the Combined Authority trading companies

Voting arrangements: a simple majority of all Members.

### 1. Purpose

- 1.1 This report provides the Committee with a draft terms of reference in relation to the Committee's role in scrutinising the Combined Authority's trading companies.

### 2. Background

- 2.1 The Overview and Scrutiny Committee has the power to:

- Review and scrutinise decisions made, or other action taken in connection with the discharge of any function which are the responsibility of the Combined Authority
- Review and scrutinise a key decision made but not implemented and to:
  - (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
- Make reports or recommendations to the Combined Authority Board:

- (a) with respect to the discharge of any functions that are the responsibility of the authority;
- (b) on matters that affect the authority's area or the inhabitants of the area

2.2 The Combined Authority currently has six trading companies registered with Companies House. These are:

### **Angle Holdings Limited**

Incorporated in September 2019, Angle Holdings was originally set up to be a holding company for all CPCA companies. It is, however, presently the holding company for Angle Developments (East) Limited and the Cambridgeshire and Peterborough Business Growth Service.

### **Angle Developments (East) Limited**

Angle Developments (East) Limited is a housing development company incorporated in September 2019 and is owned in the main (the Combined Authority retains a single share) by Angle Holdings. It was incorporated with the intention of delivering affordable housing schemes and forming joint ventures with local developers in order to contribute to the housing element of the 2017 devolution deal for Cambridgeshire and Peterborough.

### **Cambridgeshire & Peterborough Business Growth Service Limited**

Incorporated in August 2020 the Cambridgeshire & Peterborough Business Growth Company consists of three major services. These are:

The Business Growth Service: targeting places and companies that will have the most impact on our goal to shift to a more inclusive growth dynamic across sub-economies;

The Inward Investment Service: for a new all-economy foreign direct investment and capital investment promotion service for the promotion of employment space and employment property development opportunities to investors and companies from the UK and overseas; and,

The Skills Service: a digital and physical service connecting business with skills providers and talent, including targeted support to double the number of apprenticeships over five years.

Ownership of the Business Growth Service will shortly transfer to the Combined Authority.

### **One CAM Limited**

One CAM Limited was incorporated in September 2020 and was established as a special purpose vehicle (SPV), as a necessary and best-practice step for delivering the infrastructure intended as part of the CAM.

### **Peterborough HE Property Company Limited**

Incorporated in June 2020 the Peterborough HE Property Company Limited (Propco1) is a special purpose vehicle to deliver the new University on the embankment site in Peterborough. The Propco1 is the SPV for phase 1 of the programme and comprise of the Combined Authority, Peterborough City Council and the academic delivery partner, Anglia Ruskin University.

### **Peterborough R&D Company Limited**

Incorporated In November 2020 for the construction of a Research & Development building which will deliver an Advanced Manufacturing Innovation Eco-System for Peterborough. The company is a joint venture between the CPCA and Photocentric Limited.

## **3. Terms of Reference**

- 3.1 Decisions relating to the Combined Authority trading companies go to the Combined Authority Board. The Board also acts as shareholder for some of the companies. In this role, it carries out a range of roles around oversight, and review. Arrangements are in place in all shareholder agreements for reserved matters to be considered by the Combined Authority Board.
- 3.2 Given this process of decision-making the Overview & Scrutiny Committee is invited to consider the proposed terms of reference, below, which are aimed at ensuring effective governance by way of bringing a robust and independent approach to the trading companies. There needs to be a robust and ongoing control and due diligence applied to the Combined Authority's investment in these subsidiary companies and that includes a clear and defined role for the two statutory Committees of the Combined Authority. The Audit & Governance Committee considered its own terms of reference at its last meeting in September 2021 and will be receiving a revised version at its next meeting following recommended amendments by Committee members.
- 3.4 It is proposed that the Overview & Scrutiny Committee might wish to consider the following terms of reference for the scrutiny of the Combined Authority trading companies, to ensure effective scrutiny. These proposed terms of reference have also been considered by the Authority's internal auditors who have made comment and suggested amendment, where appropriate.
- 3.5 The proposed terms of reference should enable the Committee to exercise its powers in relation to the Authority's decision-making in a manner that ensures the trading companies can provide full and frank financial and business reporting against their business plans and be open to an appropriate level of scrutiny without fear of commercial confidentiality being breached. Additionally, the terms of reference are presented so that the Committee can be assured that democratic accountability and transparency is maintained. It should be noted the individual trading companies are not directly accountable to the Committee:

### Terms of Reference for the Cambridgeshire & Peterborough Combined Authority Overview and Scrutiny Committee in Relation to the Review and Assessment of the Authority's Trading Companies

- a) Review and scrutinise the appointments, directorships and management structures of the companies established by the Combined Authority, for the purposes of upholding the best interests of the Combined Authority and its residents.
- b) Advise the Combined Authority Board and hold it to account, where necessary, in relation to the trading companies.

- c) Review any matter within the Committee's power, pertaining to the Combined Authority's trading companies.

Additionally, the Committee might consider:

- undertaking a comparison of structures in place in other Local Authorities to understand how different approaches work in practice
- reviewing the legal frameworks including the roles and responsibilities of members and officers associated with the companies
- understanding the legal requirements in order to formally establish companies including the formal company registration processes
- appreciating the risks and opportunities associated with the respective structures for trading companies
- looking at the potential reporting lines for the trading companies

## 4. Significant Implications

4.1 There have been two high profile failings in relation to Local Authority Trading Companies in recent times (Nottingham City Council and London Borough of Croydon) and the findings from these two cases naturally has prompted other local authority bodies such as the Combined Authority to reflect on whether it has confidence in the oversight and audit arrangements in place to ensure that its interest in the good governance of its subsidiaries, and its relationship to them, is promoted.

4.2 The two high profile failings in relation to Local Authority Trading Companies, referred to in 4.1 above, have potential relevance to the Combined Authority and these are highlighted below:

- The London Borough of Croydon's investments in its subsidiaries involved complex commercial transactions based on business cases taken to cabinet where they received very little challenge, including questioning:
  - The impact of each scheme on the long-term financial position of the council
  - Increased borrowing to schemes within a *Revolving Fund* with little regard to whether previous borrowing to the scheme had delivered intended benefits
  - Whether third parties' financial positions remained sound before providing further borrowing
  - Updated risk assessment to reflect changing market conditions
- Little evidence of members challenging breaches of its own prudential indicators (as part of its Treasury Management Strategy). With the lack of challenge indicating that specialist training for members is needed
- A subsidiary company had not registered as a Shared Ownership Provider indicating a lack of understanding of regulatory requirements
- Breaching of the original business case that the company should not be more than 50% financed by the Council
- Continued delay by a subsidiary being self-financing and repaying loans - to determine whether the council could afford to continue its investments

- Loan covenants not being met by subsidiaries e.g. requiring audited accounts within 90 days of the year end, interest payments due but not paid, loan repayments not received by the due date
- Increasing complexity of the group structures, the interaction between subsidiaries and the longer-term financial impact on the Council not being clearly understood
- A subsidiary being dissolved by compulsory strike off for failure to comply with filing accounts
- The Authority failing to establish adequate arrangements to govern its interests in subsidiaries

4.3 Links to the reports of the failings at Nottingham City Council and the London Borough of Croydon can be found here:

[Non-Statutory Review: Nottingham City Council](#)

[Non-Statutory Review: London Borough of Croydon](#)

## 5. Financial Implications

5.1 There are no significant financial implications to this activity.

## 6. Legal Implications

6.1 There are no significant legal implications, beyond those referred to in the body of the report.





**CAMBRIDGESHIRE  
& PETERBOROUGH**  
COMBINED AUTHORITY

Agenda Item No: 9

## Report title: Mayor's Question Time - Topics

To: Overview and Scrutiny Committee

Meeting Date: 25 October 2021

Public report: Yes

From: Anne Gardiner  
Governance Manager

The Overview and Scrutiny Committee is recommended to:

Recommendations: a) Discuss and agree the topics for the Mayor's Question Time scheduled for November 22<sup>nd</sup> 2021.

Voting arrangements: Simple majority of all members

### 1. Purpose

- 1.1 To request the Overview and Scrutiny Committee discuss the topic of questions for the Mayor's Question Time scheduled for the 22<sup>nd</sup> November 2021.

### 2. Background

- 2.1 One of the recommendations from the Centre for Governance and Scrutiny review into the Overview and Scrutiny Committee's arrangements was the programming of a regular and general Mayor's Question Time to allow high profile, direct holding to account of the Mayor.
- 2.2 The Committee received and agreed the format for the Mayor's Question Time at their meeting in September and it stated that the committee would agree the topics to be covered at the meeting held before the session takes place.
- 2.3 Members of the Committee were invited to submit their preferences for topics to the Scrutiny Officer prior to publication; four questions were received which fell into the following topic areas:

- Affordable Housing
- Local Transport Strategy
- Mayor Priorities

2.4 The Committee are requested to consider the following during their discussions:

- a) The Mayor is currently scheduled to attend the O&S Committee meeting on the 24<sup>th</sup> January 2022 in his capacity as the Chair for the Transport and Infrastructure Committee and therefore it may be prudent to avoid Transport related questions at this Mayor's Question Time.
- b) That members are realistic in the number of questions submitted – although there is currently no limit set for the number of questions submitted, the Committee are asked to be mindful that the session is due to last an hour with additional time if required.

2.5 Any duplicated questions or similar questions will be grouped together – with the Chair and Vice Chair having final decision on these; members who have submitted the questions will be consulted and advised on how the Chair and Vice Chair have chosen to handle the questions.

2.6 The final list of questions in the order in which they will be asked will be circulated to the O&S Committee one week before the session.

2.7 **The deadline for submitting questions for the Mayor's Question Time is the 5<sup>th</sup> November 2021 at 12pm.**

### 3. Financial Implications

3.1 None

### 4. Legal Implications

4.1 None.

### 5. Appendices

5.1 None

### 6. Background Papers

6.1 [CfGS Report](#)

6.2 [Mayor's Question Time Format proposal – September O&S Committee](#)

# Cambridgeshire and Peterborough Combined Authority Forward Plan of Executive Decisions

Published 15 October 2021

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

## Purpose

The Forward Plan sets out all of the decisions which the Combined Authority Board and Executive Committees will be taking in the coming months. This makes sure that local residents and organisations know what decisions are due to be taken and when.

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

## What is a key decision?

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

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

## Non-key decisions and update reports

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

## Access to reports

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

The Forward Plan will state if any reports or appendices are likely to be exempt from publication or confidential and may be discussed in private. If you want to make representations that a decision which it is proposed will be taken in private should instead be taken in public please contact Robert Parkin, Chief Legal Officer and Monitoring Officer at [Robert.Parkin@cambridgeshirepeterborough-ca.gov.uk](mailto:Robert.Parkin@cambridgeshirepeterborough-ca.gov.uk) at least five working days before the decision is due to be made.

## Notice of decisions

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

## Standing items at Executive Committee meetings

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

### Housing and Communities Committee

1. Affordable Housing Programme Update

### Skills Committee

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

### Transport and Infrastructure Committee

1. Budget Monitor Update
2. Performance Report

## Combined Authority Board – 27 October 2021

### Governance items

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
1.	Minutes of the meeting on 29 September 2021 and Action Log	Cambridgeshire and Peterborough Combined Authority Board	27 October 2021	Decision	To approve the minutes of the previous meeting and review the action log.	Relevant internal and external stakeholders	Richenda Greenhill, Democratic Services Officer	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.
2.	Annotated Forward Plan	Cambridgeshire and Peterborough Combined Authority Board	27 October 2021	Decision	To approve the latest version of the forward plan.	Relevant internal and external stakeholders	Robert Parkin Chief Legal Officer and Monitoring Officer	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
3.	Appointment of Independent Persons	Cambridgeshire and Peterborough Combined Authority Board	27 October 2021	Decision	To approve the appointment of two Independent Persons.	Relevant internal and external stakeholders	Robert Parkin Chief Legal Officer and Monitoring Officer	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.
4.	Information Governance: Updated GDPR Policies	Cambridgeshire and Peterborough Combined Authority Board	27 October 2021	Decision	To approve the updated data protection policies.	Relevant internal and external stakeholders, including the Audit and Governance Committee	Robert Parkin Chief Legal Officer and Monitoring Officer	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.

## Combined Authority Decisions

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
5.	OneCAM and Local Transport Plan Refresh	Cambridgeshire and Peterborough Combined Authority Board	27 October 2021	Key Decision 2021/057	To seek a decision from the Combined Authority Board on the future of the OneCAM company and to seek approval to begin consultation on the refreshed Local Transport Plan	Relevant internal and external stakeholders	Kim Sawyer <del>Director of</del> Corporate Services.	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
6.	Bus Service Reform	Cambridgeshire and Peterborough Combined Authority Board	27 October 2021	Key Decision 2021/050	To seek approval for the publication of the Bus Service Improvement Plan, and approval of the Outline Business Case to go to public consultation.	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
									to be published
7.	OxCam Arc Spatial Framework: Position Statement	Cambridgeshire and Peterborough Combined Authority Board	27 October 2021	Decision	To provide a position statement on the OxCam Arc spatial framework, reflecting learning from engagement with the community and constituent authorities. This will inform the Combined Authority's more direct engagement with government during policy in the autumn.	Relevant internal and external stakeholders	Paul Raynes Director Strategy	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices to be published

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
8.	Strategic Water Issues	Cambridgeshire and Peterborough Combined Authority Board	27 October 2021	Decision	To agree a response to a request to participate in the Future Fens Integrated Adaption Group; and to agree an approach to membership of Water Resources East.	Relevant internal and external stakeholders	Paul Raynes Director of Delivery and Strategy	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices to be published
9.	Net Zero Compliant Policies Making an Immediate Difference	Cambridgeshire and Peterborough Combined Authority Board	27 October 2021	Key Decision 2021/058	To agree changes to procurement, contracting and funding agreement processes to reduce greenhouse gas emissions.	Relevant internal and external stakeholders	Paul Raynes Director of Delivery and Strategy	Councillor Bridget Smith Lead Member for the Environment and Climate Change	It is not anticipated that there will be any documents other than the report and relevant appendices to be published

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
10.	OxCam Arc Environment Principles	Cambridgeshire and Peterborough Combined Authority Board	27 October 2021	Key Decision 2021/059	To endorse the OxCam Arc Environment Principles and to support their inclusion in the government's OxCam Arc Spatial Framework.	Relevant internal and external stakeholders	Paul Raynes Director of Delivery and Strategy	Councillor Bridget Smith Lead Member for the Environment and Climate Change	It is not anticipated that there will be any documents other than the report and relevant appendices to be published

## Housing and Communities Committee – 3 November 2021

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
11.	Affordable Housing Programme Scheme Approvals: November 2021	Housing and Communities Committee	3 November 2021	Key Decision 2021/013	To consider and approve allocations to new schemes within the Affordable House Programme.	Relevant internal and external stakeholders	Roger Thompson Director of Housing and Development	Councillor Lewis Herbert Lead Member for Housing	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
12.	Connecting Cambridgeshire Strategy Review	Housing and Communities Committee	3 November 2021	Decision	To provide an update on to targets and future direction of the Cambridgeshire and Peterborough Digital Connectivity Infrastructure	Relevant internal and external stakeholders	Paul Raynes Director of Delivery and Strategy	Councillor Lewis Herbert Lead Member for Housing	It is not anticipated that there will be any documents other than the report and relevant appendices to be published

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
					strategy for 2021-2025.				

### Transport and Infrastructure Committee – 8 November 2021

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
13.	March Area Transport Study Outline Business Case	Transport and Infrastructure Committee	8 November 2021	Decision	To consider the Outline Business Case and make recommendations to the Combined Authority Board on the next stage of the project.	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
									to be published.
14.	Local Transport Plan Update	Transport and Infrastructure Committee	8 November 2021	Decision	To provide an update on the Local Transport Plan refresh.	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
15.	Wisbech Rail Update	Transport and Infrastructure Committee	8 November 2021	Decision	To provide an update on the project and outline next steps.	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
									to be published.
16.	St Ives Strategic Outline Business Case	Transport and Infrastructure Committee	8 November 2021	Decision	To review outcomes from the Strategic Outline Business Case and next steps and make recommendations to the Combined Authority Board.	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
17.	A141 Strategic Outline Business Case	Transport and Infrastructure Committee	8 November 2021	Decision	To review outcomes from the Strategic Outline Business Case and make recommendations of next steps to the Combined Authority Board.	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
									to be published.
18.	A10 Outline Business Case	Transport and Infrastructure Committee	8 November 2021	Decision	To update the committee on the programme and arrangements for development of the Outline Business Case for the A10.	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
19.	A1260 Nene Parkway Junction 15	Transport and Infrastructure Committee	8 November 2021	Decision	To consider the Full Business Case and make recommendations to the Combined Authority Board around approval to drawdown construction funds.	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
									to be published.
20.	England's Economic Heartlands Peterborough-Northampton-Oxford Connectivity Study	Transport and Infrastructure Committee	8 November 2021	Decision	To review and feedback on the outputs of the England's Economic Heartland's Peterborough-Northampton-Oxford connectivity study.	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

## Skills Committee – 10 November 2021

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
21.	Outline Planning Application (OPA) for University of Peterborough Multi-Phase Delivery Plan	Skills Committee	10 November 2021	Decision	To consider and recommend to the Combined Authority Board approval of additional funding for the Outline Planning Application process for the University of Peterborough.	Relevant internal and external stakeholders	John T Hill, Director of Business & Skills	Councillor Lucy Nethsingha Lead Member for Skills	It is not anticipated that there will be any documents other than the report and relevant appendices to be published
22.	Adult Education Budget Commissioning Approach and Statement for 2022/23 onwards	Skills Committee	10 November 2021	Decision	To consider the proposed commissioning approach and the refreshed Adult Education Budget Commissioning Statement and to make recommendations to	Relevant internal and external stakeholders	John T Hill Director of Business and Skills	Councillor Lucy Nethsingha Lead Member for Skills	It is not anticipated that there will be any documents other than the report and relevant appendices

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
					the Combined Authority Board.				to be published.
23.	Employment and Skills Strategy	Skills Committee	10 November 2021	Decision	To consider the Employment and Skills Strategy for Cambridgeshire and Peterborough.	Relevant internal and external stakeholders	John T Hill Director of Business and Skills	Councillor Lucy Nethsingha Lead Member for Skills	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
24.	English for speakers of other languages (ESOL) Local Planning	Skills Committee	10 November 2021	Decision	To approve the implementation of English for speakers of other languages (ESOL) Local Planning.	Relevant internal and external stakeholders	John T Hill Director of Business and Skills	Councillor Lucy Nethsingha Lead Member for Skills	It is not anticipated that there will be any documents other than the report

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

## Combined Authority Board – 24 November 2021

### Governance Items

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
25.	Minutes of the meeting on 27 October	Cambridgeshire and Peterborough	24 November 2021	Decision	To approve the minutes of the previous meeting and	Relevant internal and external stakeholders	Richenda Greenhill, Democratic	Mayor Dr Nik Johnson	It is not anticipated that there will be any

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
	2021 and Action Log	Combined Authority Board			review the action log.		Services Officer		documents other than the report and relevant appendices.
26.	Annotated Forward Plan	Cambridgeshire and Peterborough Combined Authority Board	24 November 2021	Decision	To approve the latest version of the forward plan.	Relevant internal and external stakeholders	Robert Parkin Chief Legal Officer and Monitoring Officer	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.
27.	Budget Monitor Update	Cambridgeshire and Peterborough Combined Authority Board	24 November 2021	Decision	To provide an update on the revenue and capital budgets for the year to date.	Relevant internal and external stakeholders	Jon Alsop Section 73 Chief Finance Officer	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
28.	Performance Report	Cambridgeshire and Peterborough Combined Authority Board	24 November 2021	Decision	To note the Combined Authority performance reporting Dashboard	Relevant internal and external stakeholders	Paul Raynes Director of Delivery and Strategy	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
29.	Draft 2022-23 Budget and Medium-Term Financial Plan to 2025-26 for public consultation	Cambridgeshire and Peterborough Combined Authority Board	24 November 2021	Decision	For the Combined Authority Board to approve the draft 2022-23 Budget and Medium-Term Financial Plan to 2025-26 for public consultation.	Relevant internal and external stakeholders	Jon Alsop Section 73 Chief Finance Officer	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

## Combined Authority Decisions

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
30.	Response to the Independent Commission on Climate Change	Cambridgeshire and Peterborough Combined Authority Board	24 November 2021	Key Decision 2021/025	To approve a response to the Independent Commission on Climate Change's full recommendations.	Relevant internal and external stakeholders	Paul Raynes Director of Delivery and Strategy	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
31.	St Neots Future High Streets Fund Scheme Business Case  [May contain exempt appendices]	Cambridgeshire and Peterborough Combined Authority Board	24 November 2021	Decision	To note the Business Case from Huntingdonshire District Council in regard to the St Neots Future High Street Fund Scheme and Combined Authority match funding.	Relevant internal and external stakeholders	John T Hill Director of Business and Skills	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
32.	Market Towns Programme Investment Prospectus – Approval of recommended projects - November 2021	Cambridgeshire and Peterborough Combined Authority Board	24 November 2021	Key Decision 2021/062	To recommend approval of projects under the Market Towns Programme Investment Prospectus from East Cambridgeshire District Council.	Relevant internal and external stakeholders	John T Hill Director of Business and Skills	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.

By recommendation to the Combined Authority

### Recommendations from the Transport and Infrastructure Committee

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
33.	March Area Transport	Cambridgeshire and Peterborough	24 November 2021	Key Decision 2021/026	To receive the Outline Business Case and decide	Relevant internal and external stakeholders	Rowland Potter	Mayor Dr Nik Johnson	It is not anticipated that there

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
	Study Outline Business Case	Combined Authority Board			on the next stage of the project.		Head of Transport		will be any documents other than the report and relevant appendices.
34.	Wisbech Rail Update	Cambridgeshire and Peterborough Combined Authority Board	24 November 2021	Decision	To provide an update on the project and outline next steps.	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
35.	St Ives Strategic Outline Business Case	Cambridgeshire and Peterborough Combined Authority Board	24 November 2021	Decision	To review outcomes from the Strategic Outline Business Case and recommended next steps.	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
									and relevant appendices to be published.
36.	A141 Strategic Outline Business Case	Cambridgeshire and Peterborough Combined Authority Board	24 November 2021	Decision	To review outcomes from the Strategic Outline Business Case and recommendations on next steps.	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
37.	A1260 Nene Parkway Junction 15	Cambridgeshire and Peterborough Combined Authority Board	24 November 2021	Key Decision 2021/032	To consider the Full Business Case and approve drawdown of construction funds.	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
									relevant appendices to be published.

## Recommendations from the Skills Committee

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
38.	Adult Education Budget Commissioning Approach and Statement for 2022/23 onwards	Cambridgeshire and Peterborough Combined Authority Board	24 November 2021	Key Decision 2021/053	To approve the proposed commissioning approach and the refreshed Adult Education Budget Commissioning Statement.	Relevant internal and external stakeholders	John T Hill Director of Business and Skills	Councillor Lucy Nethsingha Lead Member for Skills	It is not anticipated that there will be any documents other than the report and relevant appendices

									to be published.
39.	Outline Planning Application (OPA) for University of Peterborough Multi-Phase Delivery Plan	Cambridgeshire and Peterborough Combined Authority Board	24 November 2021	Key Decision 2021/063	To approve additional funding for the Outline Planning Application process for the University of Peterborough.	Relevant internal and external stakeholders	John T Hill, Director of Business & Skills	Councillor Lucy Nethsingha Lead Member for Skills	It is not anticipated that there will be any documents other than the report and relevant appendices to be published

## Recommendations from the Business Board

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
40.	Strategic Funding Management Review November	Cambridgeshire and Peterborough Combined Authority Board	24 November 2021	Key Decision 2021/065	To monitor and review programme performance, evaluation, outcomes and	Relevant internal and external stakeholders	John T Hill, Director of	Austen Adams Chair of the	It is not anticipated that there will be any documents

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
	2021 and Project Change Request				risk and to approve a Project Change Request for the Manufacturing and Materials Research and Development Centre (University of Peterborough Phase 2).		Business & Skills	Business Board	other than the report and relevant appendices to be published
41.	Agri-Tech Sector Strategy	Cambridgeshire and Peterborough Combined Authority Board	24 November 2021	Decision	To approve and adopt the Agri-Tech Sector Strategy for Cambridgeshire and Peterborough.	Relevant internal and external stakeholders	John T Hill, Director of Business & Skills	Austen Adams Chair of the Business Board	It is not anticipated that there will be any documents other than the report and relevant appendices to be published

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
42.	Business Board Annual Report 2020/21	Cambridgeshire and Peterborough Combined Authority Board	24 November 2021	Decision	To note the Business Board Annual Report 2020-2021.	Relevant internal and external stakeholders	John T Hill, Director of Business & Skills	Austen Adams Chair of the Business Board	It is not anticipated that there will be any documents other than the report and relevant appendices to be published

## Housing and Communities Committee – 10 January 2022

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

43.	Affordable Housing Programme Scheme Approvals January 2022	Housing and Communities Committee	10 January 2022	Key Decision 2021/038	To consider and approve allocations to new schemes within the Affordable House Programme.	Relevant internal and external stakeholders	Roger Thompson Director of Housing and Development	Councillor Lewis Herbert Lead Member for Housing	It is not anticipated that there will be any documents other than the report and relevant appendices.
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### Transport and Infrastructure Committee – 12 January 2022

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
44.	Local Transport Plan Update	Transport and Infrastructure Committee	12 January 2022	Decision	To provide an update on the Local Transport Plan refresh following consultation.	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
45.	University Access Study	Transport and Infrastructure Committee	12 January 2022	Decision	To consider recommendations on the Outline Business Case Phase 1 and outline next steps and make recommendations to the Combined Authority Board.	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.
46.	A47 Dualling	Transport and Infrastructure Committee	12 January 2022	Decision	To summarise outcome of the Highways England Review and outline next steps.	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.
47.	Fenland Stations Regeneration	Transport and Infrastructure Committee	12 January 2022	Decision	To give an update on construction completion of March and	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
					Manea stations as part of the Fenland Stations Regeneration programme.				other than the report and relevant appendices.
48.	Bus Reform January 2022	Transport and Infrastructure Committee	12 January 2022	Decision	To provide an update on the results on the Bus Reform Outline Business Case public consultation and next steps.	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.
49.	England's Economic Heartlands Peterborough-Northampton-Oxford Connectivity Study	Transport and Infrastructure Committee	12 January 2022	Decision	To agree the outputs of the England's Economic Heartland's Peterborough-Northampton-Oxford connectivity study.	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
									to be published.

### Skills Committee – 17 January 2022

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
50.	Opportunities to develop the Greater South East Energy Hub	Skills Committee	17 January 2022	Decision	To note the opportunities for a green supply chain and skills requirements in the Cambridgeshire and Peterborough area.	Relevant internal and external stakeholders	John T Hill Director of Business and Skills	Councillor Lucy Nethsingha Lead Member for Skills	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

51.	Growth Works Management Review – January 2022	Skills Committee	17 January 2022	Decision	To monitor and review programme delivery and performance and make recommendations to the Combined Authority Board.	Relevant internal and external stakeholders including the Business Board	John T Hill, Director of Business & Skills	Councillor Lucy Nethsingha Lead Member for Skills	It is not anticipated that there will be any documents other than the report and relevant appendices to be published
52.	Adult Education Budget – Delivery Outcomes and Impact	Skills Committee	17 January 2022	Decision	To present a review of the Combined Authority's performance in improving delivery of Adult Education	Relevant internal and external stakeholders	John T Hill, Director of Business & Skills	Councillor Lucy Nethsingha Lead Member for Skills	It is not anticipated that there will be any documents other than the report and relevant appendices to be published
53.	Local Skills Report Update	Skills Committee	17 January 2022	Decision	To update Committee Members on the Local Skills Report.	Relevant internal and external stakeholders	John T Hill, Director of Business & Skills	Councillor Lucy Nethsingha Lead Member for Skills	It is not anticipated that there will be any documents other than the report and

									relevant appendices to be published
54.	Business and Skills Strategy	Skills Committee	17 January 2022	Decision	To approve the draft Business and Skills Strategy.	Relevant internal and external stakeholders	John T Hill, Director of Business & Skills	Councillor Lucy Nethsingha Lead Member for Skills	It is not anticipated that there will be any documents other than the report and relevant appendices to be published
55.	Strategic Outline Business Case (SOBC) for University of Peterborough Multi-Phase Delivery Plan	Skills Committee	17 January 2022	Decision	To consider the Strategic Outline Business Case (SOBC) for the University of Peterborough Multi-Phase Delivery Plan and make recommendations to the Combined Authority Board.	Relevant internal and external stakeholders	John T Hill, Director of Business & Skills	Councillor Lucy Nethsingha Lead Member for Skills	It is not anticipated that there will be any documents other than the report and relevant appendices to be published

56.	University of Peterborough Phase 3 Full Business Case (FBC)	Skills Committee	17 January 2022	Decision	To consider the Full Business Case (FBC) for Phase 3 of the University of Peterborough and make recommendations to the Combined Authority Board.	Relevant internal and external stakeholders	John T Hill, Director of Business & Skills	Councillor Lucy Nethsingha Lead Member for Skills	It is not anticipated that there will be any documents other than the report and relevant appendices to be published
57.	Community Renewal Fund Bids Update	Skills Committee	17 January 2022	Decision	To provide an update on the outcome of the submission of bids to the Community Renewal Fund.	Relevant internal and external stakeholders	John T Hill Director of Business and Skills	Councillor Lucy Nethsingha Lead Member for Skills	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

## Combined Authority Board – 26 January 2022

### Governance Items

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
58.	Minutes of the meeting on 24 November 2021 and Action Log	Cambridgeshire and Peterborough Combined Authority Board	26 January 2022	Decision	To approve the minutes of the previous meeting and review the action log.	Relevant internal and external stakeholders	Richenda Greenhill, Democratic Services Officer	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.
59.	Annotated Forward Plan	Cambridgeshire and Peterborough Combined Authority Board	26 January 2022	Decision	To approve the latest version of the forward plan.	Relevant internal and external stakeholders	Robert Parkin Chief Legal Officer and Monitoring Officer	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.
60.	Budget Monitor Update	Cambridgeshire and Peterborough	26 January 2022	Decision	To provide an update on the revenue and capital budgets	Relevant internal and external stakeholders	Jon Alsop Section 73 Chief	Mayor Dr Nik Johnson	It is not anticipated that there will be any

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
		Combined Authority Board			for the year to date.		Finance Officer		documents other than the report and relevant appendices to be published.
61.	2022-23 Budget and Medium-Term Financial Plan to 2025-26	Cambridgeshire and Peterborough Combined Authority Board	26 January 2022	Key Decision 2021/060	To set a balanced budget for the forthcoming financial year as required by law, and a medium term financial plan for the next four years.	Relevant internal and external stakeholders	Jon Alsop Section 73 Chief Finance Officer	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
62.	Mayor's Budget 2022-23	Cambridgeshire and Peterborough Combined Authority Board	26 January 2022	Key Decision 2021/061	To agree the Mayor's draft budget for 2022-23.	Relevant internal and external stakeholders	Jon Alsop Section 73 Chief Finance Officer	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
									and relevant appendices to be published.
63.	Performance Report	Cambridgeshire and Peterborough Combined Authority Board	26 January 2022	Decision	To note the Combined Authority performance reporting Dashboard	Relevant internal and external stakeholders	Paul Raynes Director of Delivery and Strategy	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
64.	Devolution Deal Update	Cambridgeshire and Peterborough Combined Authority Board	26 January 2022	Decision	To note the update against Devolution Deal Commitments.	Relevant internal and external stakeholders	Paul Raynes Director of Delivery and Strategy	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
									to be published.
65.	Annual Report and Business Plan 2022/23	Cambridgeshire and Peterborough Combined Authority Board	26 January 2022	Decision	To approve the 2022/23 Business Plan.	Relevant internal and external stakeholders	Paul Raynes Director of Delivery and Strategy	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

## Combined Authority Decisions

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

66.	County of Culture	Cambridgeshire and Peterborough Combined Authority Board	26 January 2022	Decision	Proposal for funding for a Full Business Case for a 2024 County of Culture.	Relevant internal and external stakeholders	John T Hill Director of Business and Skills	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.
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## By recommendation to the Combined Authority Board

### Recommendations from the Transport and Infrastructure Committee

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
67.	Bus Reform January 2022	Cambridgeshire and Peterborough Combined Authority Board	26 January 2022	Key Decision 2021/045	To provide an update on the results on the Bus Reform Outline Business Case public consultation and next steps.	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
68.	University Access Study	Cambridgeshire and Peterborough Combined Authority Board	26 January 2022	Key Decision 2021/031	To consider recommendations on the Outline Business Case Phase 1 and outline next steps.	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.
69.	A47 Dualling	Cambridgeshire and Peterborough Combined Authority Board	26 January 2022	Decision	To summarise outcome of the Highways England Review and outline next steps.	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.

## Recommendations from the Skills Committee

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
70.	Strategic Outline Business Case (SOBC) for University of Peterborough Multi-Phase Delivery Plan	Cambridgeshire and Peterborough Combined Authority Board	26 January 2022	Decision	To approve the Strategic Outline Business Case (SOBC) for the University of Peterborough Multi-Phase Delivery Plan.	Relevant internal and external stakeholders	John T Hill, Director of Business & Skills	Councillor Lucy Nethsingha Lead Member for Skills	It is not anticipated that there will be any documents other than the report and relevant appendices to be published
71.	University of Peterborough Phase 3 Full Business Case (FBC)	Cambridgeshire and Peterborough Combined Authority Board	26 January 2022	Key Decision 2021/064	To approve the Full Business Case (FBC) for Phase 3 of the University of Peterborough.	Relevant internal and external stakeholders	John T Hill, Director of Business & Skills	Councillor Lucy Nethsingha Lead Member for Skills	It is not anticipated that there will be any documents other than the report and relevant appendices to be published

72.	Growth Works Management Review – January 2022	Cambridgeshire and Peterborough Combined Authority Board	26 January 2022	Decision	To monitor and review programme delivery and performance.	Relevant internal and external stakeholders including the Business Board	John T Hill, Director of Business & Skills	Councillor Lucy Nethsingha Lead Member for Skills	It is not anticipated that there will be any documents other than the report and relevant appendices to be published
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### Recommendations from the Business Board

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
73.	Business Board Appointments	Cambridgeshire and Peterborough Combined Authority Board	26 January 2022	Decision	To confirm the appointment of new Business Board members.	Relevant internal and external stakeholders including the Skills Committee	John T Hill, Director of Business & Skills	Austen Adams Chair of the Business Board	It is not anticipated that there will be any documents other than the report and relevant appendices to be published

74.	Combined Authority Implications of the Local Enterprise Partnership Review	Cambridgeshire and Peterborough Combined Authority Board	26 January 2022	Decision	To note the outcomes of Government's national Local Enterprise Partnership (LEP) Review.	Relevant internal and external stakeholders	John T Hill, Director of Business & Skills	Austen Adams Chair of the Business Board	It is not anticipated that there will be any documents other than the report and relevant appendices to be published
75.	Strategic Funding Management Review – January 2022	Cambridgeshire and Peterborough Combined Authority Board	26 January 2022	Decision	To monitor and review programme performance, evaluation, outcomes and risks.	Relevant internal and external stakeholders	John T Hill, Director of Business & Skills	Austen Adams Chair of the Business Board	It is not anticipated that there will be any documents other than the report and relevant appendices to be published
76.	Business and Skills Strategy	Cambridgeshire and Peterborough Combined Authority Board	26 January 2022	Decision	To approve the draft Business and Skills Strategy.	Relevant internal and external stakeholders including the Skills Committee	John T Hill, Director of Business & Skills	Councillor Lucy Nethsingha Lead Member for Skills	It is not anticipated that there will be any documents other than the report and

									relevant appendices to be published
77.	Community Renewal Fund Bids Update	Cambridgeshire and Peterborough Combined Authority Board	26 January 2022	Decision	To provide and update on the outcome of the submission of bids to the-Community Renewal Fund.	Relevant internal and external stakeholders	John T Hill Director of Business and Skills	Austen Adams Chair of the Business Board	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
78.	Growth Works Inward Investment Service – request for recycled Local Growth Funds	Cambridgeshire and Peterborough Combined Authority Board	26 January 2021	Key Decision 2021/055	To approve the use of £1,750,000 from recycled Local Growth Funds to be reinvested into the Inward Investment Service line within the Growth Works contract.	Relevant internal and external stakeholders	John T Hill Director of Business and Skills	Austen Adams Chair of the Business Board	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

## Housing and Communities Committee – 9 March 2022

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to
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									the decision submitted to the decision maker
79.	Affordable Housing Programme Scheme Approvals March 2022	Housing and Communities Committee	9 March 2022	Key Decision 2021/039	To consider and approve allocations to new schemes within the Affordable House Programme.	Relevant internal and external stakeholders	Roger Thompson Director of Housing and Development	Councillor Lewis Herbert Lead Member for Housing	It is not anticipated that there will be any documents other than the report and relevant appendices.
80.	Northern Fringe Progress Report	Housing and Communities Committee	9 March 2022	Decision	To receive a progress report on the Northern Fringe.	Relevant internal and external stakeholders	Roger Thompson Director of Housing and Development	Councillor Lewis Herbert Lead Member for Housing	It is not anticipated that there will be any documents other than the report and relevant appendices.

## Transport and Infrastructure Committee – 14 March 2022

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
81.	Local Transport Plan 2022	Transport and Infrastructure Committee	14 March 2022	Decision	To consider the Local Transport Plan refreshed document and make recommendations to the Combined Authority Board.	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.

## Combined Authority Board – 30 March 2022

### Governance Items

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
82.	Minutes of the meeting on 26 January	Cambridgeshire and Peterborough	30 March 2022	Decision	To approve the minutes of the previous meeting	Relevant internal and external stakeholders	Richenda Greenhill, Democratic	Mayor Dr Nik Johnson	It is not anticipated that there will be any

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

## Combined Authority Decisions

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
85.	Opportunities to develop the Greater South East Energy Hub	Cambridgeshire and Peterborough Combined Authority Board	30 March 2022	Decision	To note the opportunities for a green supply chain and skills requirements in the Cambridgeshire and Peterborough area.	Relevant internal and external stakeholders	John T Hill, Director of Business & Skills	Austen Adams Chair of the Business Board	It is not anticipated that there will be any documents other than the report and relevant appendices to be published

## By recommendation to the Combined Authority Board

### Recommendations from the Transport and Infrastructure Committee

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to
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									the decision maker
86.	Local Transport Plan 2022	Cambridgeshire and Peterborough Combined Authority Board	30 March 2022	Key Decision 2021/033	To approve the Local Transport Plan refreshed document.	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.

## Recommendations from the Business Board

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
87.	Enterprise Zones Programme Update	Cambridgeshire and Peterborough Combined Authority Board	30 March 2022	Decision	To update the Board on the Enterprise Zones Programme.	Relevant internal and external stakeholders	John T Hill, Director of Business & Skills	Austen Adams Chair of the Business Board	It is not anticipated that there will be any documents other than the report and relevant appendices

									to be published
88.	Digital Sector Strategy	Cambridgeshire and Peterborough Combined Authority Board	30 March 2022	Decision	To approve and adopt the Digital Sector Strategy for Cambridgeshire and Peterborough.	Relevant internal and external stakeholders	John T Hill, Director of Business & Skills	Austen Adams Chair of the Business Board	It is not anticipated that there will be any documents other than the report and relevant appendices to be published

FP/10/2021

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

Please send your comments or queries to Robert Parkin, Chief Legal Officer and Monitoring Officer, at [Robert.Parkin@cambridgeshirepeterborough-ca.gov.uk](mailto:Robert.Parkin@cambridgeshirepeterborough-ca.gov.uk) . We need to know:

1. Your comment or query:
2. How can we contact you with a response (please include your name, a telephone number and your email address).
3. Who you would like to respond to your query.



**CAMBRIDGESHIRE  
& PETERBOROUGH**  
COMBINED AUTHORITY

Agenda Item No: 11

## Report title: Overview and Scrutiny Work Programme

To: Overview and Scrutiny Committee

Meeting Date: 25 October 2021

Public report: Yes

From: Anne Gardiner  
Scrutiny Officer

Recommendations: The Overview and Scrutiny Committee is recommended to:

- a) discuss and agree items for the work programme and their prioritisation, and to comment as appropriate on what resources may be required.
- b) Note the additional date in March to accommodate the second Mayor's Question Time
- c) Consider the scoping reports received from members for addition to the work programme

### 1. Purpose

- 1.1 To request the committee to discuss and make suggestions on the suggested work programme at Appendix 1 and review any scoping reviews that have been received by the Scrutiny Officer. (Attached Appendix 2)

### 2. Background

- 2.1 In accordance with the Constitution, the Overview & Scrutiny Committee is responsible for setting its own work programme.
- 2.2 In considering items for their work programme the Committee are requested to take into

account the guidance published by the Centre for Governance and Scrutiny (CfGS) 'Overview and scrutiny in combined authorities: a plain English guide' (Second Edition) which states:

"That where the Committee takes a rigorous approach to prioritising its work, and only placing items on the work programme where they will clearly add value, and where they relate to scrutiny's role, the work programme will reflect that exercise."

- 2.3 That guidance continues with a section on approaches to shortlisting topics which states when shortlisting topics these "should reflect scrutiny's overall role in the authority. This will require the development of bespoke, local solutions, however when considering whether an item should be included in the work programme". The kind of questions a scrutiny committee should consider, therefore, might include:
- Do we understand the benefits scrutiny would bring to this issue?
  - How could we best carry out work on this subject?
  - What would be the best outcome of this work?
  - How would this work engage with the activity of the executive and other decision-makers, including partners?
- 2.4 Given the guidance in paragraphs 2.5 and 2.6 it is clear that the Committee should plan and manage their activities more effectively in order to ensure that there is ongoing development of the overview and scrutiny function. A key tenet of making improvements is to focus upon topic selection and produce more robust work programmes to underpin improved ways of working taking a realistic account of the resources available. Ultimately, Overview and Scrutiny Members will want to be in the position of exerting a proactive and positive influence upon what the Combined Authority does in practice.
- 2.5 While an agreed work programme will assist in managing committee activity, it should be recognised that unforeseen matters will arise from time to time that will affect Members' ability to achieve the goals within an overall work programme.
- 2.6 We have received a draft scoping document for the Accommodation Strategy review from a Member of the Committee (attached at Appendix 2) for review and consideration on whether to add these items to the work programme.

### 3. Financial Implications

- 3.1 No financial implications

### 4. Legal Implications

- 4.1 No legal implications.

### 5. Appendices

Appendix 1 – Overview and Scrutiny Committee Draft Work Programme  
Appendix 2 – Accommodation Strategy Scoping Document





## Overview and Scrutiny Work Programme 2021/2022

Meeting Date & Venue	Item	Comments
<b>22<sup>nd</sup> November 2021</b> <b>Venue: Sand Martin House – Peterborough City Council</b>	<b>Mayor's Question Time</b>	Mayor Dr Nik Johnson in attendance
Meeting Date & Venue	Item	Comments
<b>8<sup>th</sup> December 2021</b>	<b>Finance Briefing</b>	Virtual Session
<b>13<sup>th</sup> December 2021 (Reserve Meeting)</b> <b>Venue?</b>	<b>Minutes</b> Committee to approve the minutes for accuracy from the last meeting.	
	<b>Public Questions</b>	
	<b>O&amp;S Arrangements Update</b>	
	<b>Conflicts Policy</b>	
	<b>Budget Consultation</b>	
	<b>Climate Change</b>	Details to be confirmed on receipt of scoping document.
Meeting Date & Venue	Item	Comments
<b>24<sup>th</sup> January 2022</b> <b>Venue: Fenland DC</b>	<b>Minutes</b> Committee to approve the minutes for accuracy from the last meeting.	

## Overview and Scrutiny Work Programme 2021/2022

	<b>Public Questions</b>	
	<b>Budget Consultation</b>	
	<b>Mayor Johnson in attendance in his role as Chair of Transport Committee</b> <ul style="list-style-type: none"> <li>- Bus Reform</li> <li>- LTP</li> </ul>	<b>Mayor Johnson to be in attendance</b>
<b>Meeting Date &amp; Venue</b>	<b>Item</b>	<b>Comments</b>
<b>21<sup>st</sup> February 2022</b> <b>Venue: TBC</b> <b>(Reserve Meeting)</b>	<b>Minutes</b> Committee to approve the minutes for accuracy from the last meeting.	
	<b>Public Questions</b>	
	<b>Finance items</b>	Suggested meeting for financial issues raised by the committee – scoping document yet to be received.
	<b>Review of CfGS recommendations</b>	Committee to discuss and agree their views on the CfGS report and feedback to CA Board.
<b>Meeting Date &amp; Venue</b>	<b>Item</b>	<b>Comments</b>
<b>25<sup>th</sup> March 2022</b> <b>Venue TBC</b>	<b>Mayor's Question Time with members of the public in attendance</b>	
<b>28<sup>th</sup> March 2022</b> <b>Venue: East Cambs DC</b>	<b>Minutes</b> Committee to approve the minutes for accuracy from the last meeting.	
	<b>Public Questions</b>	

## Overview and Scrutiny Work Programme 2021/2022

<b>Meeting Date</b>	<b>Item</b>	<b>Comments</b>
<b>22<sup>nd</sup> April 2022</b> <b>Venue: TBC</b> <b>(Reserve Meeting)</b>	<b>Minutes</b> Committee to approve the minutes for accuracy from the last meeting.	
	<b>Public Questions</b>	

List of items – currently proposed but not confirmed:

- Affordable housing
- The active travel agenda
- The devolution deal
- The CAM (particularly in relation to the financial implications of the cessation of the programme)
- E-scooters
- Climate change
- Skills including the University of Peterborough, apprenticeships and iMET
- Finance items including underspend on skills training resulting from Covid-19 and other activities not delivered



## OVERVIEW & SCRUTINY COMMITTEE REVIEW SCOPING DOCUMENT

**REVIEW TOPIC: Combined Authority Accommodation Strategy**

Relevant Links/Decisions/Forward Plan Reference	<ul style="list-style-type: none"> <li>August 2021 paper to Board re iMET building: option (not agreed) to retain premises for Combined Authority's own use</li> <li>Invitation by Interim Chief Executive to Overview &amp; Scrutiny Committee to assist in development of an accommodation strategy for the Combined Authority</li> </ul>
Terms of Reference for the Review	To investigate the current and future accommodation needs of the Combined Authority for its own use and activities, and to make recommendations to the Board to assist the development of an Accommodation Strategy.
Lead O&S Member	Cllr Mark Goldsack
Task and Finish Group Membership (if applicable)	O&S Chair and Vice-Chair support
Review Type (T&F Group/Full Committee etc.)	Rapporteur investigation
Key Officer(s)	Eileen Milner, Chief Executive Roger Thompson, Director of Housing  Others TBA (as advised by officers)
Combined Authority Portfolio Holder(s)/Executive Committee Chair (where appropriate)	
Rationale for the Review	To assist in the development of an accommodation strategy for the Combined Authority, and make recommendations to the Combined Authority to plan to meet its current future premises requirements.
Timescales and Milestones	TBA following discussion with officers and initial scoping of current information—two to four months depending on availability of information.
Scope of the Review (reference what is inside and outside the scope of the review)	In scope: <ul style="list-style-type: none"> <li>Current and future needs and uses for premises, including effect of COVID and expectations regarding home and mobile working</li> <li>Current and future staffing complement and travel patterns</li> </ul>

	<ul style="list-style-type: none"> <li>• Audit of public estate in Cambridgeshire and Peterborough and potential options for leasing, shared use of spare premises capacity</li> <li>• Financial impact of premises options, both capital and revenue</li> <li>• Carbon impact of premises options and contribution to meeting net zero aspirations</li> <li>• Equality, diversity and inclusion impact of premises options</li> <li>• Legal and contractual impact of premises options</li> </ul> <p>Outside scope:</p> <ul style="list-style-type: none"> <li>• Premises owned or leased by the Combined Authority solely for use by others</li> </ul>
<p>Key Lines of Enquiry:</p> <p>What primary/new evidence is needed for the scrutiny review? (Identify what information is required to take the review forward, and what information is not already available)</p> <p>What secondary/existing information will be needed? (Identify background information, performance indicators, complaints, existing reports, legislation, central government information and reports etc.)</p>	<ul style="list-style-type: none"> <li>• Chief Executive's plans for Combined Authority staffing and organisational structure</li> <li>• Likely future premises needs to support Combined Authority's future activities</li> <li>• Current spare premises capacity among member local authorities and public sector partners</li> <li>• Financial impact of different options across MTFP, both capital and revenue</li> </ul> <ul style="list-style-type: none"> <li>• Current numbers on Combined Authority payroll</li> <li>• Current home and work locations, broadly expressed</li> <li>• Current budgetary provision for accommodation costs</li> <li>• Current Combined Authority premises assets</li> <li>• Accommodation strategies produced by other public bodies for ideas and comparison</li> </ul>
What briefings and site visits will be relevant for the review?	Chair's meeting with CPCA Chief Executive (Wednesday 13 October)
Which witnesses should be invited to provide evidence for the review?	<p>Chief Executive</p> <p>Director for Housing</p> <p>Human resources officer</p> <p>Finance officer</p>

<p>Implications of reviewing this topic. Have the following been taken into consideration in the planning for this review?</p> <p>Legal implications Financial implications Equality and Diversity</p>	<p>Yes Yes Yes</p>
<p>What resources are required for the review?</p>	<p>Access to information from officers</p> <p>Access to examples of accommodation strategies from other authorities</p>
<p>Indicators of success:</p> <p>What overview and scrutiny role are the committee performing in this case?</p> <p>What factors would tell you what a good review should look like in this case?</p> <p>What are the potential outcomes of the review e.g., service improvements, policy review/change, etc?</p> <p>What value is being added by undertaking the review?</p>	<p>Making recommendations to the Board as invited by the Interim Chief Executive</p> <ul style="list-style-type: none"> <li>• Usable factual information</li> <li>• A better shared understanding of the Combined Authority's accommodation requirements</li> <li>• Practical recommendations</li> </ul> <p>A strategy to meet the Combined Authority's accommodation requirements</p> <ul style="list-style-type: none"> <li>• Fresh data, and existing data in context</li> <li>• Information drawn together from partner authorities and public bodies</li> <li>• Focus on an area of the Combined Authority's finances not previously addressed in a systematic and planned way</li> </ul>





**CAMBRIDGESHIRE  
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COMBINED AUTHORITY

## **CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY – OVERVIEW AND SCRUTINY COMMITTEE**

### **DRAFT MINUTES**

**Date: Monday, 25 October 2021**

**Time: 11:00**

**Location: Fenland Hall, County Road, March, PE15 8NQ**

#### **Present:**

Cllr S Corney	Huntingdonshire District Council
Cllr L Dupre (Chair)	East Cambridgeshire District Council
Cllr A Sharp	East Cambridgeshire District Council
Cllr D Baigent	Cambridge City Council
Cllr M Davey	Cambridge City Council
Cllr M Atkins	Cambridgeshire County Council
Cllr A Coles	Peterborough City Council
Cllr D Jones	Peterborough City Council
Cllr A Miscandlon	Fenland District Council
Cllr A Hay	Fenland District Council
Cllr P Fane	South Cambridgeshire District Council
Cllr A Van de Weyer	South Cambridgeshire District Council

#### **Officers:**

Rochelle Tapping	Deputy Monitoring Officer, Combined Authority
Anne Gardiner	Statutory Scrutiny Officer, Combined Authority
Robert Fox	Governance Officer, Combined Authority
Saffron Bamforth	Governance Assistant, Combined Authority

#### **1. Apologies for Absence**

- 1.1 Apologies were received from Cllr Rippeth, substituted by Cllr Fane.
- 1.2 Apologies were received from Cllr Coles, Cllr Dew and Cllr Goldsack.

#### **2. Declarations of Interest**

- 2.1 No declarations of interest were made.

#### **3. Minutes of the Previous Meeting**

- 3.1 The minutes of the meeting held on Monday, 27 September 2021 were agreed as an accurate record.

#### **4. Public Questions**

- 4.1 There were no public questions.

#### **5. Transport Update**

- 5.1 Transport Manager, Mehmet Ahmet, introduced the report which gave the Overview and Scrutiny Committee an update on the work being carried out by officers across the transport schemes requested by the committee.
- 5.2 The Chair requested that officers publish the pre-written questions and responses after the meeting as an additional item to the agenda, as there was limited time to read these out in full. Members were able to ask one follow-up question for questions they have submitted.
- 5.3 The Mayor thanked Members for the invitation and gave apologies on behalf of the Head of Transport, Rowland Potter, who couldn't attend the meeting.
- 5.4 The Chair asked in reference paragraph 2.2 within the Transport Report on active travel, whether there was a timeline on this.
- The Transport Manager informed that the initial work had been done on the Active Travel Cycling Tsar utilising research on other regions with similar work. A job description for an individual to work as a specialist in this area had been put together, working with other councils and local cycling groups. The next step would be to go through the internal processes to hire to these positions.
  - The Mayor was happy to see support for a meaningful position in the CA on active travel. The Mayor advised that there may be a lengthy hiring process as there was a need to ensure the right person would be hired.
- 5.5 The Chair asked about the funding meeting on 22<sup>nd</sup> September with Minister Chris Heaton-Harris MP.
- The Mayor answered that the meeting went well and that the Minister was clear they wanted more clarity on the direction the CA was going for on active travel. Since this meeting there had been further positive announcements from the department.
  - Officers agreed to provide clarity on the progress of the Tranche 3 funding applications.
- 5.6 Member asked for an update on Key Route Networks and the position of the Combined Authority.
- The Transport Manager answered that the consultation was open on the Key Route Networks, and that there had been responses from Local Councils on the paper. They were still awaiting responses from Mayoral Authorities.

- 5.7 Member asked about Railways, and why there was no reference to the Ely Area Capacity Enhancements announcement?
- The Mayor answered that this was a priority and that there should have been a reference to this included in the report. The CPCA were working with East Cambridgeshire District Council to level up the region, and the Mayor had also had the opportunity to sit down with Network Rail, to discuss the environmental benefits of moving freight from the A14 to railways.
- 5.8 Member asked about the scope of the Local Transport and Connectivity Plan (LTCP), given the tight timescales, and how much engagement had there been with constituent councils?
- The Transport Manager responded that the team have had separate meetings with constituent councils and leaders on the different aspects, to help drive the soft launch which was on track to start next week. During the period of the soft launch there would be a workshop with councils and leaders on the LTCP.
  - The Mayor added that it had been a very complex process, there had been a frustration from the Board that there was a programme in place and now there wasn't. The Mayor shared the frustration that it had taken longer to get another programme started, however was happy that the board had voted to take on 31 recommendations from the Independent Climate Commission. The Mayor highlighted that taking these into account may mean it may take longer to develop innovative transport solutions but that it was important to do so.
- 5.9 Member asked for an update on the GP Prescribing service.
- The Mayor stated that he desired to strengthen preventative measures to intervene and make huge cost savings, using public health as a golden thread through all policy making in Cambridgeshire and Peterborough. The CPCA would need to put money behind prescribing a healthy lifestyle.
  - The Transport Manager added that one outcome from the meeting with the Minister (Minute 5.5) was to make a fuller submission to encourage community groups for cycling and walking communities. This should start March/April 2022 if successful. This would also include changing the designs of streets to be more suitable for cyclists and pedestrians (Mini Hollands), and to discourage the use of cars.
- 5.10 Member asked on the Bus Service Improvement plan and expressed their disappointment not to have received a full report included in the agenda. They pointed out that there was only a 4-page report for Wednesdays board meeting.
- The Mayor agreed that that the CPCA needed to be open and transparent, and would look to produce a full report for members.
  - Officers agreed to work towards providing the full report.
- 5.11 The Chair queried that the Bus Service Improvement plan report was not in the public domain yet was due to be approved by the Board on Wednesday.
- The Mayor advised that the CA Board Members had seen the full report, but that it wasn't currently public information.

- 5.12 The Chair moved on to the pre-written questions, and asked for a further response on Question 1 on why Bus Services are not yet up to pre pandemic standards?
- The Mayor responded Stagecoach was running at 100% capacity and that overall Bus Services were nearly back at pre pandemic standards.
  - In response to questions on specific bus services and routes, the Mayor advised that Members could contact the Transport team directly with any data they had.
- 5.13 Member asked for further explanation on Question 4, what was the strategy for connecting Alconbury Weald to a public transport network?
- The Mayor answered he would look into the additional service, and that it was unhelpful to keep focusing on public transport to Alconbury Weald as they were looking at all possible options including a new railway station.
- 5.14 Member asked for further explanation on Question 6, how would bus timetable information be made accessible to residents who do not regularly or comfortably use the internet?
- The Mayor responded that the CPCA were looking into changing the way the region provided public transport by using DRT options in rural areas. This can be accessed by phone call as well as on an app.
- 5.15 Member asked for further explanation on Question 9, on what the Mayor saw as his alternative to One CAM?
- The Mayor answered that there needed to be a particular focus on developing solutions for the northern region, in particular around Wisbech, and to drive Network Rail to improve connectivity. Alternatives would be presented to the Board in October for their consideration within the One CAM and Local Transport and Connectivity Plan papers.
- 5.16 Member asked for further explanation on Question 10, on the relationship between the Climate Change Commission and the alternative solution to the One CAM project?
- The Mayor responded that the Climate Change Commission recommendations were the focus of the Local Transport and Connectivity Plan.
- 5.17 Member asked for further explanation on Question 11, asking to know how they were engaging with communities?
- The Transport Manager answered that there was a website to interact with communities, they would be sending out questionnaires, and the next four weeks will be spent engaging with local communities.
- 5.18 Member asked what had already been put in place for the bus review, and what was the uptake on these plans?
- The Mayor responded that he had oversight of the 905 bus service from St Neots to Cambridge through being a local resident, he had seen that this service had been used more frequently. He would still be supporting returning to the full X5 bus service that came before the 905.

- The Mayor agreed to provide the Committee with more information on the bus review.
- 5.19 The Committee thanked the Mayor and the Transport Manager for attending the meeting to answer their questions.

## **6. Confirmation of Lead Member Appointments**

- 6.1 The Committee received the report which requested they confirm the appointment of the Lead Members for Housing, Skills and the Transport & Infrastructure Committees, the Business Board and Climate Change & Environment.
- 6.2 The Chair asked, would the Committee like to appoint task and finish groups for One CAM and Buses, or suggest any alternatives?
- The Committee agreed that Cllr Hay and Cllr Davey could continue look at this, although they would need to wait for more information from the Mayor on One CAM.
  - The Committee agreed that these roles would become Rapporteur roles on these subjects and would report back to the Committee at a later date.
  - The Deputy Monitoring Officer advised the Committee to be aware of possible areas of conflict of interest where a nominated Lead Member or Rapporteur sat on an Executive Committee, this Member would not be able to scrutinize if they had been involved in the decision.
  - The Chair confirmed that the Committee would receive a report in December to consider the conflict policy.
- 6.3 The Committee agreed to;
- a) Confirm the appointments of:  
 Cllr Dave Baigent – Lead Member for Transport  
 Cllr Andy Coles and Cllr Alex Miscandlon - Lead Members for Skills  
 Cllr Aidan Van de Weyer – Lead Member for Housing  
 Cllr Michael Atkins – Lead Member for Climate Change and Environment  
 Cllr Doug Dew – Lead Member for Business Board
- b) Appoint Cllr Hay as the Rapporteur for the Bus Reform Review and Cllr Davey as the Rapporteur for the CAM.

## **7. Overview and Scrutiny Arrangements Update**

- 7.1 The Committee received the report, which provided the Overview and Scrutiny Committee with an update on the work being carried out by officers in relation to the actions recommended by the Centre for Governance and Scrutiny.
- 7.2 Members noted that within the information sharing protocol that they would only be able to request confidential information if it was an item on the O&S work programme that was being scrutinised.
- 7.3 The Chair commented on the feedback from the CA Board and highlighted that they had made a point of suggesting that the Committee looked into scrutinising Officer Decision Notices and Mayoral Decision Notices.

- 7.4 The Committee requested that Officers investigate the process and publishing notification for Mayoral Decision Notices.
- 7.5 The Board have requested that the Committee review the fundamental commitments on which the CPCA was founded. The Chair agreed to provide a review on this.
- 7.6 The Committee agreed to;
- a) Note the Action Log from officers.
  - b) Approve the Information Sharing Protocol
  - c) Note the feedback from the Combined Authority Board meeting.

## **8 O&S Trading Companies – Terms of Reference**

- 8.1 Robert Fox, Governance Officer, provided a draft terms of reference report in relation to the Committee's role in scrutinising the Combined Authority's trading companies, and highlighted the main points raised and issues identified in the report.
- 8.2 Member requested that under the proposed Terms of Reference that (c) be amended to state 'Review any matter within the Committee's power, pertaining to the Combined Authority's trading companies and any future activities of those trading companies.'
- 8.3 The Committee requested that delete (a) as they found that it sat in Audit and Governance territory and should be part of their Terms of Reference.
- 8.4 The Committee agreed to;
- a) Approve the terms of reference of the Committee in relation to the Combined Authority trading companies subject to the amendments discussed and agreed.

## **9 Topics for Mayor's Question Time**

- 9.1 The Committee received the report, which requested the Overview and Scrutiny Committee discuss and agree the topic of questions for the Mayor's Question Time scheduled for the 22nd November 2021.
- 9.2 The Committee agreed that Transport issues would not be discussed as they had been covered in this meeting.
- 9.3 The Committee agreed the topics would be affordable housing and the Mayor's priorities.
- 9.4 The Chair proposed if there were similar questions from Members, then an extra follow up question may be allowed.
- 9.5 The Scrutiny Officer advised that the deadline to submit questions was Friday 12pm 5th November.

## **10 Combined Authority Forward Plan**

- 10.1 No discussion on the Forward Plan.

## **11 Overview and Scrutiny Work Programme**

- 11.1 The Committee received the report which requested the Committee discuss and make suggestions on the suggested work programme at Appendix 1 and review any scoping reviews that have been received by the Scrutiny Officer.
- 11.2 The Chair raised the topic of a template on the Devolution Deal for November.
- 11.3 It was agreed that Cllr Atkins would provide a scoping document on Climate Change, as this topic was appearing at upcoming CA Board meetings.
- 11.4 Member requested the topic of skills emerging out of the pandemic and future apprenticeships, and to invite the Director of Business and Skills for the February meeting to cover these items.
- 11.5 The Committee agreed to move forward with the work on the Scoping Document on the accommodation strategy.
- 11.6 The Committee agreed to;
- a) approve the work programme.
  - b) note the additional date in March to accommodate the second Mayor's Question Time.
  - c) approved the scoping report for the Accommodation Strategy to be taken forward.

## **12 Combined Authority Board Agenda**

- 12.1 The Committee requested that officers look into the necessity for members to attend in person to ask questions at the CA Board and Executive Committees.
- 12.2 Member noted that much of the agenda was on the topic of climate change and suggested the Committee consider the action plan on the Net Zero campaign and in particular the staffing levels that would be required to facilitate the actions; this could be an appropriate framework to scrutinise the actions that the Combined Authority were taking in response to the Climate Commission's recommendations.
- 12.3 The Committee agreed that no questions should be asked at the CA Board meeting.

## **13 Date and Time of Next Meeting**

- 13.1 The next meeting of the Committee would be on Monday, 22 November 2021 at 11:00. There would be a pre-meeting for members only at 10:00. The venue for the meeting would be Sand Martin House, Peterborough.
- 13.2 The Committee noted that the next meeting would be in the Question Time format.

Members requested that communications material including press releases and social media posts be provided to members to promote the Mayor's Question Time to local communities.

13.3 The meeting closed at 12:48pm.

Questions from O&S Committee for Transport Item – 25<sup>th</sup> October 2021:

Question	Response
1. Many bus services are still running on lockdown timetables. What discussions has the Combined Authority had with operators about plans for returning bus frequencies to pre-pandemic levels?	Our bus services have almost entirely returned to pre-pandemic levels – Stagecoach East is operating 100% of pre-Covid mileage, as are Delaine, First excel, Whippet, and supported services.
2. What plans does the Combined Authority have to work with operators to resolve immediate pressures on bus capacity on specific routes such as at Northstowe?	Talking to the operators, we are not aware of pressures on capacity. The guided bus way is operating with 45% fewer passengers than pre-Covid and twelve 100-seat double deck guided buses have been procured (delivered Spring 2020). As ridership increases, this will significantly improve capacity on the guided busway at Longstanton/Northstowe.
3. Does the Combined Authority have an electric vehicle strategy, and if not what are the plans for producing one?	A recent procurement exercise has just appointed a technical supplier to develop the Alternative Vehicles Fuel Strategy which will now progress and report at similar time to the Local Transport and Connectivity Plan.
4. The expensive collapse of iMET at Alconbury Weald has been attributed to the lack of public transport. The Combined Authority moved out of its leased premises at Alconbury Weald with the same issue being cited, and Cambridgeshire County Council's new premises at Alconbury Weald are effectively unreachable except by car. What is the strategy for connecting Alconbury Weald to a public transport network?	An additional am/pm service has been commissioned for Cambridgeshire County Council staff to access Alconbury Weald from Cambridge North Station. Public transport improvements at Alconbury Weald will be considerations as with the rest of the region within the Bus service Improvement Plan. Improved bus links to Alconbury Weald from Huntingdon and Cambridge are proposed as part of the BSIP. The DRT 6-month trial for West Huntingdonshire will serve Alconbury Weald.
5. How will the Combined Authority ensure the principles of Local Transport Note 1/20 are put into practical effect in every relevant transport scheme across the Combined Authority area so that a disaster like the A10/A142 BP roundabout project at Ely never happens again?	The combined authority has already made it a prerequisite of all transport and infrastructure projects current and future to be LTN 120 and GearChange compliant and this will be a condition in all future transport funding agreements.

6. What steps will the Combined Authority take to ensure that bus timetable information is made accessible to residents who do not regularly or comfortably use the internet?	We are committed to improving public transport awareness. As part of the BSIP we will bid for funding for a three year programme of reinstating the 3000 bus stops. We will also use such funds to reinstate bus maps so that people can see and understand the bus network.
7. What are the costs of ceasing the existing Onecam project including salary settlements, payouts, project stop costs and lost orders?	The cessation of the ONECAM company and therefore the CAM will be presented in a paper at the October Board for discussion and vote, the costs will be detailed within this paper.
8. Can the mayor provide an explanation as to why CAM was stopped, and on what authority was the decision made?	The cessation of the ONECAM company and therefore the CAM will be presented in a paper at the October Board for discussion and vote.
9. What the Mayor sees as his alternative to CAM, what are the timescales involved and what the budget comparison would be?	The alternatives will be presented at Board in October within the ONECAM and Local Transport and Connectivity papers.
10. Will the Mayor place tackling climate change at the heart of his plans for the replacement OneCam system, and that whatever system is ultimately chosen there will be a requirement to ensure the provision of an integrated system aimed at reducing dependence on cars.	Absolutely the combined authorities' commitments to the Cambridgeshire and Peterborough Independent Climate Change Commission recommendations will be at the heart of the development of an integrated transport solution across all potential mode improvements. The CPICC recommendations will be fully integrated into the Local Transport and Connectivity Plan.
11. How will the Mayor consult with the communities of Cambridge and beyond with regard to the replacement Onecam Project?	Engagement will commence in November with the refresh of the Local Transport and Connectivity Plan. Communities across the region will be engaged to consult on the most appropriate transport requirement for their needs which will inform the development of the solutions.
12. How will ten Mayor seek to ensure that the people of outlying villages to Cambridge could aspire to see an enhanced public transport system recognising the needs of people living in rural and remote villages, thereby offering an alternative to car use.	This strategy is not exclusive to the outlying villages of Cambridge but equal to all across the Cambridgeshire and Peterborough Combined Authority and we must consider all that are currently disadvantaged in terms of public transport provision. The basis for this will be our Local Transport and Connectivity Plan and our Bus services Improvement Plan.



## Overview and Scrutiny Committee Action Log

Purpose: The action log records actions recorded in the minutes of Overview and Scrutiny Committee meetings and provides an update on officer responses.

### Minutes of the meeting 25<sup>th</sup> October 2021

Minute	Report title	Lead officer	Action	Response	Status
5	Transport Update	Mehmet Ahmet	Transport Manager to ask for clarify on the progress of the Tranche 3 funding applications and to email the Committee this.	We are still awaiting a decision by DfT in relation to the Tranche 3 funding. A Capability Fund submission in April prior to the Tranche 3 funding submission has been awarded and a paper will be presented at November Combined Authority board in relation to this funding.	Closed
5	Transport Update	Mehmet Ahmet/ Rochelle Tapping	Bus service improvement plan, more extensive report needed. Officers agreed to work towards providing the full report.	The Bus service Improvement Plan is now available on line. <a href="#">CPCA-BSIP-Final-291021.pdf</a> <a href="#">(cambridgeshirepeterborough-ca.gov.uk)</a>	Closed
5	Transport Update	Mayor Johnson/ Mehmet Ahmet	Mayor to provide more information on the Bus Review, including the 905 service and the DRT service.	A report will be drafted and issued in due course.	Open
7	Overview and Scrutiny Arrangements Update	Saffron Bamforth/ Jodie Townsend	ODNs/MDNs on website, review of publishing process	Officers met on 8 <sup>th</sup> November to discuss process – update to be provided at December meeting.	Open

7	Overview and Scrutiny Arrangements Update	Lorna Dupre/ Anne Gardiner/ Robert Fox	The Chair to provide a scoping document to carry out a review on the CPCA's commitments to the Devolution Deal.	Scoping document to come to November meeting for approval.	Closed
8	O&S Trading Companies – Terms of Reference	Robert Fox	Committee requested that under the proposed Terms of Reference, C be amended to state 'Review any matter within the Committee's power, pertaining to the Combined Authority's trading companies and any future activities of those trading companies.'	Terms of reference updated and included as part of Constitution review.	Closed
8	O&S Trading Companies – Terms of Reference	Robert Fox	Committee requested that under the proposed Terms of Reference, to delete A.	Done	Closed
11	Overview & Scrutiny Work Programme	Anne Gardiner	Cllr Atkins to be contacted to provide a scoping document on Climate Change	Scoping document to come to November meeting for approval.	Closed
11	Overview & Scrutiny Work Programme	Anne Gardiner	Officers to contact Cambridge City Council to discuss Cllr Davey membership.	Done	Closed
11	Overview & Scrutiny Work Programme	Anne Gardiner	Director of Business & Skills to attend February's meeting	Director for Business & Skills confirmed for February meeting – added to work programme.	Closed
12	Overview & Scrutiny Agenda	Anne Gardiner/ Rochelle Tapping/ Jodie Townsend	Officers to look into the need for Members of the Committee to attend physically/remotely to Board meetings to ask questions	Briefing Note to be circulated to members.	Open