



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

JAMES PALMER
CAMBRIDGESHIRE &
PETERBOROUGH MAYOR

CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY'S FORWARD PLAN OF EXECUTIVE DECISIONS

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FORWARD PLAN

PURPOSE

The Forward Plan sets out all of the key 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 key 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

For transparency, the Forward Plan also includes all non-key decisions to be taken 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 .

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 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.

STANDARD ITEMS TO COMMITTEES

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. £100m Affordable Housing Programme Update
2. £70m Cambridge City Council Affordable Housing Programme: Update
3. £100k Homes and Community Land Trusts 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

DECISION REQUIRED	DECISION MAKER	DATE DECISION EXPECTED	KEY DECISION OR DECISION	PURPOSE OF REPORT	CONSULTATION	CONTACT DETAILS/ REPORT AUTHOR	LEAD MEMBER	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER (INCLUDING EXEMPT APPENDICES)	
Combined Authority Board – Annual Meeting Governance and Finance Items									
1.	Minutes of the meeting on 29 April 2020	Cambridgeshire and Peterborough Combined Authority Board	3 June 2020	Decision	To approve the minutes of the previous meeting.	Relevant internal and external stakeholders	Richenda Greenhill, Democratic Services Officer	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices.
2.	Forward Plan	Cambridgeshire and Peterborough Combined Authority Board	3 June 2020	Decision	To approve the latest version of the forward plan.	Relevant internal and external stakeholders	Robert Parkin Chief Legal Officer and Monitoring Officer	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices.
3.	Membership of the Combined Authority	Cambridgeshire and Peterborough Combined Authority	3 June 2020	Decision	To note the appointment of Members of Constituent Councils and appointments to the Business Board for 2020/21 (and their Substitute Members) and to appoint any Non-Constituent Members of Co-opted Members.	Relevant internal and external stakeholders	Robert Parkin Chief Legal Officer and Monitoring Officer	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices.
4.	Appointments to Executive Committees, appointment of Committee Chairs and Lead Members	Cambridgeshire and Peterborough Combined Authority	3 June 2020	Decision	To approve Lead Member responsibilities and appoint such executive Committees as the Combined Authority considers appropriate, their membership and the Chair for 2020/21.	Relevant internal and external stakeholders	Robert Parkin Chief Legal Officer and Monitoring Officer	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices.
5.	Appointment of the Overview and Scrutiny Committee	Cambridgeshire and Peterborough Combined Authority	3 June 2020	Decision	To appoint the Overview and Scrutiny Committee, including its terms of reference, size and allocation of seats to political parties in accordance with political balance requirements, according to the nominations received from constituent councils.	Relevant internal and external stakeholders	Robert Parkin Chief Legal Officer and Monitoring Officer	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices.

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6.	Appointment of the Audit and Governance Committee	Cambridgeshire and Peterborough Combined Authority	3 June 2020	Decision	To appoint the Audit and Governance Committee, including its terms of reference, size and allocation of seats to political parties in accordance with political balance requirements, according to the nominations received from constituent councils.	Relevant internal and external stakeholders	Robert Parkin Chief Legal Officer and Monitoring Officer	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices.
7.	Calendar of meetings 2020/21	Cambridgeshire and Peterborough Combined Authority	3 June 2020	Decision	To agree the calendar of meetings for 2020/21.	Relevant internal and external stakeholders	Robert Parkin Chief Legal Officer and Monitoring Officer	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices.
8.	Complaints Policy	Cambridgeshire and Peterborough Combined Authority	3 June 2020	Decision	To consider the adoption of a revised complaints policy.	Relevant internal and external stakeholders, including the Audit and Governance Committee	Robert Parkin Chief Legal Officer and Monitoring Officer	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices.
9.	Performance Report: June 2020	Cambridgeshire and Peterborough Combined Authority Board	3 June 2020	Decision	To note performance reporting updates.	Relevant internal and external stakeholders	Paul Raynes Director of Delivery and Strategy	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices.
10.	Budget Monitor Report June 2020	Cambridgeshire and Peterborough Combined Authority Board	3 June 2020	Key Decision 2020/030	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	Councillor Steve Count Lead Member for Investment and Finance	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
Combined Authority Decisions									
11.	Cambridge City Council £70m Affordable Housing Programme Forecast 2020/21	Cambridgeshire and Peterborough Combined Authority Board	3 June 2020	Key Decision 2020/035	To consider and agree the Cambridge City Council £70m Affordable Housing Programme Forecast 2020/21	Relevant internal and external stakeholders	Roger Thompson Director of Housing and Development	Councillor Chris Boden Lead Member for Housing	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

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12.	Peterborough: Transport Schemes, Studies and Monitoring	Cambridgeshire and Peterborough Combined Authority	3 June 2020	Decision	To request the release of funding to enable Peterborough City Council to undertake transport studies within Peterborough.	Relevant internal and external stakeholders	Paul Raynes Director of Delivery and Strategy	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices.
13.	Wisbech Rail	Cambridgeshire and Peterborough Combined Authority	3 June 2020	Decision	To summarise the outcome of the GRIP 3b and Full Business Case work on the Wisbech Rail project, outline next steps and request a release of funding to scope the next stages of the project.	Relevant internal and external stakeholders	Paul Raynes Director of Delivery and Strategy	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices.
14.	Market Towns Programme – Investment Prospectus 2020	Cambridgeshire and Peterborough Combined Authority	3 June 2020	Decision	To approve the outline scope for the Market Towns Programme Investment Prospectus to mobilise implementation Masterplan delivery.	Relevant internal and external stakeholders	John T Hill Director of Business and Skills	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices.
15.	Combined Authority Retraining Scheme Pilot	Cambridgeshire and Peterborough Combined Authority	3 June 2020	Decision	To propose the CPCA Retraining Scheme Pilot development, launch and approval to fund using the allocated budget from Department for Education (DfE).	Relevant internal and external stakeholders	John T Hill Director of Business and Skills	Councillor John Holdich Lead Member for Skills	It is not anticipated that there will be any documents other than the report and relevant appendices.
16.	Alconbury Headquarters Building: Surrender of Lease	Cambridgeshire and Peterborough Combined Authority	3 June 2020	Key Decision 2020/048	To receive an update on the surrender of the Alconbury Headquarters building, and approve the delegated authority to surrender the lease.	Relevant internal and external stakeholders	Robert Parkin Monitoring Officer	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices.
Mayoral Decision									
17.	Local Highways Maintenance Capital Grant Allocation 2020/21	Mayor	3 June 2020	Key Decision 2020/031	To consult the Combined Authority Board on the allocation of the 2020/21 Highways Maintenance Capital grants and recommend to the Mayor the allocation in line with the shares set out by the Department for Transport.	Relevant internal and external stakeholders	Jon Alsop Section 73 Chief Finance Officer	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

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BY RECOMMENDATION TO THE COMBINED AUTHORITY BOARD									
Recommendations from the Business Board									
18.	Local Growth Fund Programme Management: May 2020	Cambridgeshire and Peterborough Combined Authority Board	3 June 2020	Decision	To review the Local Growth Fund Budget and amend as required.	Relevant internal and external stakeholders	John T Hill, Director of Business & Skills	Austen Adams, Chair of the Business Board Councillor John Holdich Lead Member for Economic Growth	It is not anticipated that there will be any documents other than the report and relevant appendices to be published
19.	Business Board Constitution Review	Cambridgeshire and Peterborough Combined Authority Board	3 June 2020	Decision	To provide an update on the annual requirement to review the Business Board Constitution.	Relevant internal and external stakeholders	John T Hill, Director of Business & Skills	Austen Adams, Chair of the Business Board Councillor John Holdich Lead Member for Economic Growth	It is not anticipated that there will be any documents other than the report and relevant appendices to be published
Housing and Communities Committee									
20.	£100m Affordable Housing Programme Scheme Approvals: June 2020 [May include exempt appendices]	Housing and Communities Committee	22 June 2020	Key Decision 2020/038	To consider and approve allocations to new schemes within the £100m Affordable House Programme	Relevant internal and external stakeholders	Roger Thompson, Director of Housing and Development	Councillor Chris Boden Lead Member for Housing	It is not anticipated that there will be any documents other than the report and relevant appendices to be published
21.	Housing Market Assessment Update	Housing and Communities Committee	22 June 2020	Decision	To receive an update on the study into the Housing Needs of Specific Groups commissioned by the local authorities.	Relevant internal and external stakeholders	Roger Thompson, Director of Housing and Development	Councillor Chris Boden Lead Member for Housing	It is not anticipated that there will be any documents other than the report and relevant appendices to be published

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22.	Allocation Policy - £100k Homes	Housing and Communities Committee	22 June 2020	Decision	To approve the allocation policy for £100k Homes.	Relevant internal and external stakeholders	Roger Thompson, Director of Housing and Development	Councillor Chris Boden Lead Member for Housing	It is not anticipated that there will be any documents other than the report and relevant appendices to be published
Combined Authority Board									
23.	Minutes of the meeting on 3 June 2020	Cambridgeshire and Peterborough Combined Authority Board	24 June 2020	Decision	To approve the minutes of the previous meeting.	Relevant internal and external stakeholders	Richenda Greenhill, Democratic Services Officer	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices.
24.	Forward Plan	Cambridgeshire and Peterborough Combined Authority Board	24 June 2020	Decision	To approve the latest version of the forward plan.	Relevant internal and external stakeholders	Robert Parkin Chief Legal Officer and Monitoring Officer	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices.
Combined Authority Decisions									
25.	Cambridgeshire Autonomous Metro (CAM) Project Delivery Body and Project Update	Cambridgeshire and Peterborough Combined Authority Board	24 June 2020	Key Decision 2020/022	To approve the Innovation Body outline business case.	Relevant internal and external stakeholders	Kim Sawyer Chief Executive	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices.

SUBMIT YOUR COMMENTS OR QUERIES 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

Your comment or query:

How can we contact you with a response?
(please include a telephone number, postal and/or e-mail address)

Name
Address
.....
Tel:
Email:

Who would you like to respond?