



**CAMBRIDGESHIRE  
& PETERBOROUGH**  
COMBINED AUTHORITY

## OVERVIEW & SCRUTINY COMMITTEE

**Date: Monday, 27 September 2021**

**Democratic Services**

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

**11:00 AM**

72 Market Street  
Ely  
Cambridgeshire  
CB7 4LS

**Fenland Hall County Road, March PE15 8NQ**  
**[Venue Address]**

## 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 23<sup>rd</sup> August 2021.

**Draft OS Minutes 230821**

**5 - 12**

**4 Public Questions**

Arrangements for public questions can be viewed in Chapter 5, Paragraphs 18 to 18.16 of the Constitution which can be viewed here

- [Constitution](#)

**5 Transport Update**

**Transport - Update Report**

**13 - 16**

**6 Overview and Scrutiny Work Programme**

- Scoping Document

**Item 6 Work Programme Report**

**17 - 22**

**7 Overview and Scrutiny Committee Arrangements – Update**

**Item 7 Review O&S Arrangements - Update Report**

**23 - 40**

**8 Combined Authority Board Agenda**

**9 Combined Authority Forward Plan**

Members allocated to monitor the activities of the Combined Authority to provide a verbal update to the committee on any areas of interest.

**Forward Plan - 19 September 2021**

**41 - 100**

**10 Date of next meeting:**

Monday, 23rd November 2020 at 11.00 a.m. via the Zoom platform

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





**CAMBRIDGESHIRE  
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COMBINED AUTHORITY

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

### **DRAFT MINUTES**

**Date:** Monday, 23 August 2021

**Time:** 11:00

**Location:** The Engine Room, Sand Martin House, Bittern Way, Peterborough, PE2 8TY

**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 Goldsack	Cambridgeshire County Council
Cllr A Coles	Peterborough City Council
Cllr S Nawaz	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:**

Robert Parkin	Chief Legal and Monitoring 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 J. Rippeth substituted by Cllr P. Fane; and from Cllr M. Atkins for whom no substitute was present.

**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, 26 July 2021 were agreed as an accurate record

#### 4. Public Questions

- 4.1 There were no public questions.

#### 5. Overview and Scrutiny Committee Arrangements

- 5.1 Robert Fox introduced the report. Members noted the update and the following points were discussed:
- Other Combined Authorities also seem to have issues related to scrutiny
  - By focusing away from the agenda of the Combined Authority decisions made following publication of general exception notices could potentially lack scrutiny; and the Committee should have the right to ask questions of officers if there are a surfeit of general exception notices
  - The suggestion to cease scrutinising Mayoral decisions is not in accordance with the Committee's legislative rights
  - The recommendations in the report are there for the Committee to consider, and it is up to the Committee whether to implement them or not.
- 5.2 The Committee **agreed** that the milestones on new approaches to sharing information with scrutiny members be amended from September 2021 to December 2021 to enable greater clarity around lead members and rapporteurs.
- 5.3 The Committee **agreed** that the Chair and Vice-Chair work with officers to find a suitable way forward for dealing with general exception notices.
- 5.4 The Committee **agreed** it would wish to put its own commentary on the report of the Centre for Governance and Scrutiny review being presented to the Combined Authority Board in September 2021.
- 5.5 The Committee **agreed** to hold an informal workshop in the autumn on the role of scrutiny relating to the Combined Authority trading companies.

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

- 6.1 Robert Fox introduced the report and referenced the meeting held between the Chair and Vice-Chair and the Mayor in early August which had the purpose of getting a sense of the Mayor's emerging priorities. The Mayor had highlighted four themes at that meeting and it was requested the Committee consider these when considering the work programme. These themes were:
- Climate change
  - Public health
  - Financial fairness in the distribution of funds across the Combined Authority area
  - The measure of compassion in the Mayor's policies

Whilst some indication of the Mayor's emerging priorities was welcomed the discussion around the report provided, and the work programme and prioritisation led to the following points being raised:

6.2

- More clarity is required around the Mayor's emerging priorities, as well as some further information around each shared with the Chair and Vice-Chair
- Further information on the Local Transport Plan would be welcomed as a report is being taken to the September Combined Authority Board
- The delivery methods for each of the priorities needs to be known
- The Committee would wish to know the metrics for measuring compassion

6.3 It was suggested the Mayor be approached to provide the Committee with an explanatory paragraph on each of the four themes he had highlighted in his meeting with the Chair and Vice-Chair; and consideration of his response be included in the work programme item at the next meeting of the Committee. The Chair **agreed** to contact the Mayor's office to request this.

6.4 The Chair stated there is a remit for the Mayor to consider climate change and the final recommendations from the Independent Commission on Climate Change are to be considered by the Combined Authority Board in November 2021. The Committee **agreed** it would need to consider the climate contribution of the Combined Authority.

6.5 The first Mayoral Question Time scheduled for November 2021 might be an opportune time to raise the Public Service Reform Commission it was **agreed**.

6.6 It was **agreed** that whilst more information on the Mayor's priorities is awaited the Committee should move forward with its own agenda setting. With this in mind the Committee was reminded it is in control of its own agenda and the items which come forward. Therefore, the following items were proposed for future Committee meetings:

- 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

6.7 It was **agreed** that the theme for the Committee meeting in September 2021 be transport. As Chair of the Transport & Infrastructure Committee the Mayor should be invited to attend the meeting, in that capacity, to answer questions. The key areas the Committee **agreed** should be considered to enable it to reflect on what it should focus on moving forward are:

- Active travel
- The Local Transport Plan
- The key route network
- Buses and Railways
- E-scooters
- Road changes
- CAM

6.8 As interim lead member for Transport Cllr Baigent presented the Committee with a paper highlighting all the transport items in the Combined Authority Forward Plan

between September 2021 - March 2022 and invited any members of the Committee to contact him on any of these items.

- 6.9 It was **agreed** that the members of the Committee leading on any transport related areas: Cllr's Baigent, Davey and Hay could consider pertinent questions for the next meeting. The Chair requested Committee members to provide the lead members with any questions 10 days prior to the meeting on 27 September and these in turn can be provided to the Mayor and officers in advance of the meeting.

- 6.10 In relation to future work programme items Robert Fox stated the next meeting of the Committee would receive a template to be used to potentially scope future items to consider the key lines of enquiry; resources required; any legal, financial or equalities issues; and success indicators. An item on affordable housing will be used as the prototype for this document prior to it being brought to the Committee.

## **7. Mayor's Question Time – Format Proposals**

- 7.1 The Committee had been provided with the proposed format for the Mayor's Question Time session scheduled for November 2021.
- 7.2 Members raised the following points in discussion:
- The proposed format does not provide enough time for open dialogue as it only allows one follow-up question per pre-planned question. The committee raised a concern as to whether this would prevent further dialogue within the session
  - The proposed frequency of the Mayoral Question Time in Overview and Scrutiny meetings is currently once a year, the members were of unanimous opinion that this is not sufficient and would recommend meeting four times a year as per the expectation of the previous Mayor
  - There would be benefits to having structure to the question time, focused themes for each of the four sessions would be an efficient way of adding structure
  - There should be further explanation around the differences between the Overview and Scrutiny Committee Mayor's Question Time and the public Mayor's Question Time proposed
- 7.3 Members **agreed** to recommend a non-time limited quarterly meeting, allowing further follow up questions to create more of an open discussion, and a possible theme of each Question Time session.

## **8. Combined Authority Board Agenda**

- 8.1 The Chair stated she was concerned that an item on the Combined Authority Board agenda was on the option to dispose of a building to an outside body or acquire the freehold for the use of the Combined Authority under a general exception notice. It was **agreed** to put a general question to the Combined Authority Board, thus:

The Committee is concerned that three of the four substantive items on the agenda for the Board have been placed on the agenda by way of general



exception notice. What plans does the CA have to ensure that adequate notice is given for significant decisions in future?

8.2 It was **agreed** that the Committee put the following questions to the Combined Authority Board in relation to agenda item 2.4:

1. Does the Combined Authority have an accommodation strategy; and if not, why not and what plans are there to develop one? If it does have an accommodation strategy how does the suggestion of purchasing a freehold for a premises at Alconbury align with this strategy?
2. The Combined Authority surrendered the lease on the previous accommodation at Alconbury due to public transport access. Therefore, what has happened in the interim to change that view?
3. What analysis has been done to suggest Alconbury is a suitable venue for the Combined Authority?
4. What are the overall costs for surrendering the lease of the previous premises at Alconbury?

## **9. Combined Authority Forward Plan**

9.1 The Forward Plan was noted.

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

- 10.1 The next meeting of the Committee would be on Monday, 27 September 2021 at 11:00. There would be a pre-meeting for members only at 10:00. The venue for the meeting is Fenland District Council.
- 10.2 The Committee agreed that the reserve date set aside for Monday, 25 October 2021 would be utilised as a public meeting.
- 10.3 There was some discussion about future meeting venues and the proximity of these for public transport. There was consensus within the Committee that the meetings alternate venue across the Combined Authority area, but public transport accessibility would be a consideration.
- 10.4 Officers were tasked with finding suitable venues across the area for the remainder of the municipal year.

The meeting closed at 12:50.



## Overview and Scrutiny Committee questions to the Combined Authority Board: 25 August 2021

### Item 2.4: iMET Opportunity and Combined Authority Needs

Q: Does the Combined Authority have an accommodation strategy; and if not, why not and what plans are there to develop one? If it does have an accommodation strategy how does the suggestion of purchasing a freehold for a premises at Alconbury align with this strategy?

A: With the impact of Covid, the strategy to leave Alconbury to review future office requirements at an appropriate point has saved the Combined Authority from having to continue to pay for an expensive office that it would not have been able to use.

With the prospect of organisations returning to offices with appropriate Covid mitigations, I am keen to see the Combined Authority identify and secure its future office base. Hence the option of looking now at iMET in case the Board considers this appropriate, or starting a search exercise to see what options are available more widely in the market.

There are a number of principles that are emerging post-Covid. The Combined Authority wants to accommodate working from home, having a central base for Members and being carbon neutral if possible. These principles have not yet been captured in a formal strategy, but we would be happy to involve the Overview and Scrutiny Committee in that discussion if it wishes.

Q: The Combined Authority surrendered the lease on the previous accommodation at Alconbury due to public transport access. Therefore, what has happened in the interim to change that view?

A: The decision to leave Alconbury previously was based on a variety of factors, including the previous Mayor's preferences for location and an opportunity to get out of a lease that seemed expensive in terms of rental outgoings. With the occupation by Cambridgeshire County Council, public transport access to the site is expected to improve.

Q: What analysis has been done to suggest Alconbury is a suitable venue for the Combined Authority?

A: Alconbury is an established office location and if either the iMET or other premises were considered at Alconbury for the Combined Authority's future office needs, the proximity to the new County Council offices at Alconbury should offer benefits for more collaborative working.

Q: What are the overall costs for surrendering the lease of the previous premises at Alconbury?

A: The net financial impact of vacating the Incubator 2 building as of August 2021, including the costs incurred by the Combined Authority directly due to not having a large office base, is a saving of £65,000. I'm happy for officers to share a breakdown of this figure with the Overview and Scrutiny Committee outside of this meeting.

As the monthly costs incurred in the absence of an office are substantially less than the monthly costs avoided, the 'saving' will increase each month the Combined Authority continues to work remotely and to use my office in Ely as an operational hub.

The cost of acquiring and fitting out new premises won't be known until the purchase or lease of a new office proceeds. The report before the Board recommends that an offer of £3.15m for the iMET should be considered. If the Board decides not to make an offer on the iMET then officers have requested an indicative budget of £20k in order to undertake a market search and associated works. The cost of an acquisition beyond this is unknown as it will depend on the properties available on the market.

Q: General question: The Committee is concerned that three of the four substantive items on the agenda for the Board have been placed on the agenda by way of general exception notice. What plans does the CA have to ensure that adequate notice is given for significant decisions in future?

A: The Mayor shares your concerns. As part of a Governance review, the Combined Authority will be examining the process of report preparation, stakeholder engagement, and consultation. Among the expected outcomes, this will deliver better horizon scanning and timely entry on to the Forward Plan.



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Agenda Item No: 5

## Report title: Transport Update

To: Overview and Scrutiny Committee

Meeting Date: 27 September 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







**CAMBRIDGESHIRE  
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Agenda Item No: 6

## Report title: Overview and Scrutiny Work Programme

To: Overview and Scrutiny Committee

Meeting Date: 27 September 2021

Public report: Yes

From: Robert Fox  
Governance 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) discuss and agree a scoping document for future scrutiny reviews

### 1. Purpose

- 1.1 To request the committee to discuss and make suggestions on the work programme; and to discuss a potential template for a scoping document for future scrutiny reviews.

### 2. Background

- 2.1 In accordance with the Constitution, the Overview & Scrutiny Committee is responsible for setting its own work programme.
- 2.2 One of the recommendations from the Centre for Governance and Scrutiny review carried out into the Overview and Scrutiny Committee arrangements suggested that an understanding of the new Mayor's emerging priorities should be sought to help inform the committees work programme and that regular informal work programming sessions should be held which would be informed by the Chair/Monitoring Officer/Mayor discussions.
- 2.3 At the last meeting of the Committee considered the four priorities the Mayor had discussed

with the Chair and Vice-Chair for the Committee:

- 1) Climate Change
- 2) Public Health
- 3) Financial fairness in the distribution of funds across the Combined Authority region.
- 4) The measure of compassion in the Mayor's policies

2.4 Whilst some indication of the Mayor's emerging priorities was welcomed more clarity was required around the emerging priorities and what delivery methods would be utilised for each.

2.5 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.”

2.6 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?

2.7 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.

2.8 There is general consensus among scrutiny practitioners that topics should be carefully selected taking into account common criteria to enable objective choices to be made, and work programmes devised that reflect a committee's capacity to deliver that programme as well as officers' capacity to support it in that task. The role of topic selection and work programmes was considered at the last meeting of the Committee where it was agreed that whilst more information on the Mayor's priorities is awaited it should move forward with its own agenda setting and the following future items were proposed as future items for consideration:

- 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

2.9 As well as in-depth reviews and Task and Finish Groups there is scope for the Committee to receive briefings on policy and activity; fact finding visits, and round table discussions to ensure that Members are kept well informed about what is happening across the services covered by the Combined Authority.

2.10 As agreed at the last meeting of the Committee a template, attached at Appendix 1, has been developed for agreement of the Committee which can be used as a tool that should be compiled at the start of each inquiry to set out clearly the aims and objectives of the committee's involvement in a particular matter, and will be completed at the end of the inquiry to confirm what has been achieved. The form also acts an audit trail for a review. A scrutiny evaluation form could also be developed to understand what could have gone better; strengths and weaknesses of a particular approach used; recommendations for future reviews; whether the purpose of the review was achieved etc.

2.11 Appendix 1 will enable the Committee to fully consider the rationale behind a particular review. It is suggested that an initial meeting to set the Terms of Reference and key lines of enquiry for a review involving the Chair and/or Vice-Chair together with the lead member for the area of the review along with a minimum of two other Committee members, and the statutory scrutiny officer takes place to consider:

- Why should this topic be reviewed, and how the review aligns to the scrutiny objectives outlined in the MHCLG statutory guidance for Councils and Combined Authorities, 2019 CfGS scrutiny objectives?
  - provide constructive 'critical friend' challenge
  - amplify the voices and concerns of the public
  - be led by independent people who take responsibility for their role
  - drive improvement in public services
- How clear is the influence that scrutiny can have on the review?
- What evidence is there to support the reasons and need for a scrutiny review?
- Consider the opportunities and challenges - How can local Members get involved as well as Districts/Boroughs

2.12 The last meeting of the Committee agreed that an item on affordable housing will be used as the prototype for the template at Appendix 1 prior to an item on this topic being brought to the Committee.

2.13 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.

### 3. Financial Implications

3.1 No financial implications

### 4. Legal Implications

4.1 No legal implications.

### 5. Appendices

Appendix 1 – Overview and Scrutiny Committee: Review Scoping Document

## OVERVIEW & SCRUTINY COMMITTEE REVIEW SCOPING DOCUMENT

*REVIEW TOPIC:*

Relevant Links/Decisions/Forward Plan Reference	
Terms of Reference for the Review	
Lead O&S Member	
Task and Finish Group Membership (if applicable)	
Review Type (T&F Group/Full Committee etc.)	
Key Officer(s)	
Combined Authority Portfolio Holder(s)/Executive Committee Chair (where appropriate)	
Rationale for the Review	
Timescales and Milestones	
Scope of the Review (reference what is inside and outside the scope of the review)	
<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>	
What briefings and site visits will be relevant for the review?	
Which witnesses should be invited to provide evidence for the review?	
<p>Implications of reviewing this topic. Have the following been taken into consideration in the planning for this review?</p> <p>Legal implications</p> <p>Financial implications</p> <p>Equality and Diversity</p>	<p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p>
What resources are required for the review?	
Indicators of success:	

<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>	
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Agenda Item No: 7

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

To: Overview and Scrutiny Committee

Meeting Date: 27 September 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) Comment on and approve the Scrutiny Protocol (Appendix 2)
- c) Comment on and approve the Rapporteur Role Description (Appendix 3)
- d) Comment on and approve the Mayor's Question Time Format Proposal (Appendix 4)

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://cfgs.org.uk/Revised%20guidance%20Overview%20and%20Scrutiny%20in%20Combined%20Authorities)

- 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 out 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.

### Scrutiny Protocol

- 2.5 One of the actions from the findings of the review carried out by Centre for Governance and Scrutiny was that a Scrutiny Protocol be developed which would set out the role profile for Overview and Scrutiny Members, mutual expectations, information access, support arrangements and commitment required for the Committee to review and agree. The draft protocol is attached at Appendix 2 for the Committee to review.
- 2.6 An information sharing protocol will be developed and presented to the meeting of the Committee on 25 October 2021.

### Rapporteur Role Description

- 2.7 One of the actions from the findings of the review carried out by Centre for Governance and Scrutiny was that the assignment of individual Members 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.
- 2.8 The Committee requested that some clarity around this role be provided as the Committee already had Lead Member Roles and the difference between the two roles needed to be developed.
- 2.9 Officers have liaised with the Director for Centre for Governance and Scrutiny and reviewed other existing rapporteur role descriptions at other authorities and have produced the attached Rapporteur Role Description (Appendix 3) for the Committee to review. The Appendix details the current arrangements for Lead Members for the Executive Committees, the Business Board, the interim Lead Members for CAM and the Bus Review as well as outlining the new Rapporteur Role to enable a comparison of the roles.

### Mayor's Question Time Proposal

- 2.10 At the August meeting the Committee considered the draft proposal for the format of the Mayor's Question Time (Appendix 4) and they requested that this be discussed further with the Mayor and recommended that a non-time limited quarterly meeting, allowing further



follow up questions to create more of an open discussion, and a possible theme of each Question Time session be proposed.

- 2.11 The Chair and Vice Chair met with the Mayor on the 17<sup>th</sup> September and discussed this proposal. It was clarified at the meeting that the Mayor would be happy to hold a Mayor's Question Time twice a year with one of the sessions being a forum for members of the public to ask questions through the Overview and Scrutiny Committee and the other being purely for the Overview and Scrutiny Committee members.
- 2.12 The Mayor also confirmed that he was willing to attend any meetings of the Overview and Scrutiny Committee when requested in his role as the Chair of the Transport and Infrastructure Committee.
- 2.13 The Mayor was also keen to express he would attend any meeting of the Overview and Scrutiny Committee when requested if he was available to do so.
- 2.14 The Chair, Vice Chair and the Mayor discussed and requested that officers explore a process for members of CA Board being invited to attend the Committee when requested in their lead member roles for the Combined Authority.
- 2.15 The recommendations and actions from the Centre for Governance and Scrutiny will be taken to CA Board on the 29<sup>th</sup> September 2021.

### 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 – Scrutiny Protocol
- 5.3 Appendix 3 – Rapporteur Role Description
- 5.4 Appendix 4 - Mayor's Question Time Proposal

### 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](#)



## 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>Initial contact with constituent council Democratic Service Teams has been made to start conversations around this topic.</p> <p>Meeting to be held on the 21<sup>st</sup> September 2021</p>	Information from these discussions to be compiled and discussed with Committee at October meeting.
<b>A role profile setting out mutual expectations for scrutiny members – including around information access, support arrangements and</b>	Scrutiny Protocol is being developed with consultation with other Combined Authorities to ascertain best practice.	27 <sup>th</sup> September 2021

<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.</b>	Informal sessions could be held on the reserve dates already in members diaries if the committee wished to use these for discussing work programming priorities.	Ongoing

<b>move forward with a proportionate approach to targeted task and finish working in the medium term</b>	Scoping Document	September 27 <sup>th</sup> 2021
<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  Format to be agreed at September meeting.	22 <sup>nd</sup> November 2021
<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.



# Scrutiny Protocol

## Background

One of the actions from the findings of the review carried out by Centre for Governance and Scrutiny (CfGS) was that a Scrutiny Protocol be developed which would set out the role profile for Overview and Scrutiny Members, mutual expectations, information access, support arrangements and commitment required for the Committee to review and agree. The draft protocol is set out below for approval by the Committee.

## **SCRUTINY PROTOCOL FOR THE CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY**

### Purpose of the Protocol

This Protocol is designed to assist Members of the Combined Authority's Overview and Scrutiny Committee and the Mayor as well as Members of the Combined Authority Board. The Protocol aims to establish a positive framework and build upon the procedures laid out in the Constitution which exist to enable the Committee to work effectively. It aims to promote and maintain an ethos of mutual respect, trust and courtesy between Members, the Mayor, Combined Authority Board and officers and to encourage openness. It also aims to engender constructive, yet challenging, where necessary, debates.

### The Role of the Overview and Scrutiny Committee in holding decision-makers to account

One of the fundamental principles of Scrutiny is the ability to hold decision-makers to account. Statutory Guidance on Overview and Scrutiny in Local and Combined Authorities published by the Ministry of Housing, Communities and Local Government (May 2019) states that "Overview and Scrutiny Committees have statutory powers to scrutinise decisions the executive is planning to take, those it plans to implement, and those that have already been taken/implemented. Recommendations following scrutiny enable improvements to be made to policies and how they are implemented. Overview and Scrutiny committees can also play a valuable role in developing policy".

What holding decision-makers to account should be about:

- Providing a "critical friend" challenge
- Challenging decisions and securing the best outcomes for residents
- Examining the Authority's Forward Plan to identify forthcoming issues for scrutiny
- Working with decision-makers to develop and scrutinise Authority policies

What holding decision-makers to account should not be about:

- Confrontation
- Challenging individuals or personalities
- Party politics
- Championing personal agendas

### The Relationship between the Mayor/Combined Authority Board and Scrutiny

The relationship between the Combined Authority Mayor and Board, and Scrutiny is governed in part by law and in part by the Authority's Constitution. The purpose of this

section is to set out the principles which should be followed by Board and Overview and Scrutiny Committee Members. The principles below set out how the working relationship between decision-makers and the Committee should operate:

1. The Mayor and Board, and the Committee recognise that they each have different functions and responsibilities which can and should contribute to securing the best outcomes for residents
2. The Mayor and Board, and the Committee will work alongside each other in a positive manner.
3. The Mayor and the Board will recognise that Overview and Scrutiny Committee Members have a number of rights such as call-ins.
4. All participants will look to work within a spirit of mutual respect and constructive challenge.
5. The relationship between the Mayor and Board, and the Committee will be open and transparent as far as possible.

#### The Overview and Scrutiny Committee Expectations of the Mayor/Combined Authority Board

There is an expectation that Combined Authority Lead Members and the Mayor will attend meetings of the Overview and Scrutiny Committee, when requested, in order to present reports relevant to their portfolio and answer any subsequent/relevant questions.

If necessary, the Mayor will meet with Overview and Scrutiny Chair and Vice-Chair, the Scrutiny Officer, and Monitoring Officer to consider the best way to deal with any forthcoming items of business.

#### Expectations of the Overview and Scrutiny Committee

The Committee will provide constructive 'critical friend' challenge to the Mayor and Combined Authority's proposals and decisions.

The Committee will remain non-political and be effectively led by Members who take responsibility in their role to drive service improvements and voice the concerns of residents.

The Combined Authority response to Scrutiny's recommendations will be published in the agenda of the next scheduled relevant Committee meeting.

The Committee will monitor the effectiveness of services and undertake regular review of performance in relation to the Authority's services.

#### Within Meetings

At its meetings the Committee should seek to promote an atmosphere of openness and should strive to ensure that questioning and debate takes place within a climate of mutual respect and trust between all participants.

Panel Members should be prepared to ask searching and challenging questions of the Mayor, Combined Authority Lead Members, Directors and officers' when necessary, but acknowledge that participants may not always be in a position to answer every question immediately.



The Chair of the meeting shall at all times ensure that the conduct of the meeting shall be fair and that all participants are treated courteously whilst promoting the Authority's role in striving to improve services and monitor the effectiveness of Combined Authority policies. Questions and responses should be clear and concise where possible and meetings should be carried out in a professional and business like, non-confrontational manner.



### Lead Members & Rapporteurs

#### Background

Under the current governance arrangements, decision making is distributed between the Combined Authority Board and the Executive Committees.

There are three Executive Committees, Skills, Housing & Communities and Transport & Infrastructure. The single Forward Plan sets out both key and non key decisions and allocates the decision making between the Combined Authority Board and the Executive Committees. With significant decisions being taken by the Executive Committees, the Overview and Scrutiny Committee (O&S) has a role in scrutinising the work of those Committees. In order to do so, appointed members of O&S will lead in respect of the work of each Executive Committee. These members will occupy the position of Lead Members.

The Committee have also appointed a Lead Member to reflect the new Mayor's priority relating to Climate Change. As there is not a committee which specifically covers this area – this member will be responsible for providing a roving brief on the issues allocated and how decisions taken by the Combined Authority and the Executive Committees are take account of Climate Change.

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

The Centre for Governance and Scrutiny review has suggested in addition to the Lead Members that the Committee consider the introduction of a rapporteur role.

The role descriptions for Lead Members for the Executive Committee, Business Board, other Lead Member Roles and the new Rapporteur role are detailed below:

#### Lead Members – Executive Committees – Role Description

To scrutinise decisions

- Reviewing the Forward Plan, agendas and reports of the Executive Committee, identifying issues which require further scrutiny
- Formulating draft wording for questions to the relevant Executive Committee, seeking the agreement of the Chair of O&S, where possible
- Questioning the relevant Executive Committee on behalf of O&S, allowing questions to be submitted in writing and for written responses
- In consultation with the Chair of O&S, consideration of recommendations required in relation to decisions of the relevant Executive Committee
- Making reports or recommendations to O&S regarding decisions made by the relevant Executive Committee
- Identifying decisions which require the exercise of 'call-in' powers via reconsideration
- Liaising with officers of the Combined Authority, in order to obtain specific advice on projects considered by the relevant Executive Committee

The current Lead Members for the Overview and Scrutiny Committee:

Housing: Cllr Aidan Van de Weyer

Transport: Cllr Baigent

Skills: Cllr Coles and Cllr Miscandlon

Business Board: Cllr Doug Dew

Climate Change: Cllr Michael Atkins

Interim Lead Members:  
CAM: Cllr Mike Davey  
Bus Review: Cllr Anne Hay

### Lead Member Climate Change, Bus Review and CAM – Role Description

The current Lead Member for Climate Change: Cllr Michael Atkins

To scrutinise decisions

- Reviewing the Forward Plan, agendas and reports of the Executive Committee and the CA Board identifying issues which require further scrutiny in regard to Climate Change.
- Formulating draft wording for questions to the CA Board or Executive Committee, seeking the agreement of the Chair of O&S, where possible.
- In consultation with the Chair of O&S, consideration of recommendations required in relation to decisions of the CA Board or Executive Committee
- Making reports or recommendations to O&S regarding decisions made by the CA Board and Executive Committees.
- Identifying decisions which require the exercise of 'call-in' powers via reconsideration
- Liaising with officers of the Combined Authority, in order to obtain specific advice on projects.

### Business Board Lead Member Role Description

- Reviewing the Forward Plan, agendas, minutes and reports of the Business Board
- Attending meetings of the Business Board as an observer
- Attending interview panels for Senior Business Board appointments, including Private Sectors Members and Senior Officers
- Attending the Dragons Den (EAP) sessions as an observer
- Reviewing and scrutinising decisions recommended by the Business Board, to the Combined Authority Board
- Liaising with the Chair of the Business Board and officers, to obtain a better understanding of projects
- Reporting findings back to the O&S Committee and Business Board.

### Rapporteur Role Description

Rapporteurs provide an opportunity for O&S members to gain information in an informal capacity, ensuring they are equipped with all necessary information to allow them to undertake scrutiny work in a timely way.

One or two members will investigate a particular issue on behalf of the wider Committee and report back their findings.

- Be tasked to carry out specific work, meeting by meeting, by the committee – so rather than having a general roving brief like the lead members a rapporteur will work to answer a specific research question, challenge or issue, meeting by meeting, and then report back formally;

- rapporteur will make links with specific and relevant CA Board members and CA Officers to gain information on an informal basis that will contribute to wider O&S Committee discussions.
- Lead discussion / questioning on the matter for which they hold responsibility in committee meetings (with the consent of the Chair);
- Be generally self-servicing (i.e. not requiring additional officer support to carry out their role);
- Identifying decisions which require the exercise of 'call-in' powers via reconsideration
- Be accountable to the Chair in respect of all of the above.



### Mayor's Question Time

#### BACKGROUND

The report from Centre for Governance and Scrutiny which considered working arrangements for the Overview and Scrutiny Committee suggested the introduction of a Mayor's Question Time (MQT) to allow for direct scrutiny of the Mayor by the O&S Committee.

The suggestion put forward from the Mayor for the Committee to consider is detailed below:

MQT to be held twice a year.

First session: MQT with the Overview and Scrutiny Committee.

Second Session: MQT also with the Overview and Scrutiny Committee as hosts with members of the public invited to ask questions of the Mayor (date to be confirmed).

#### The Overview and Scrutiny – Mayor's Question Time Session

- To be held twice a year – The Committee would decide when the 2022 session would take place
  - Start of municipal year (July)
  - Mid year (November)
  - End of year (March)
- Topic's to be covered would be decided by the Committee at their meeting held before the session.
- Length of session would be 1 hour. (Extra time can be added if required.)
- Questions to be submitted by members of the Committee two weeks prior to the session for Chair, Vice Chair and Deputy Monitoring Officer to sort, order and approve.
- One supplementary follow up question would be permitted at the meeting.
- The Mayor would be supplied with the questions, in advance to allow for the Mayor to provide informed answers on the day.
- The Mayor and other members of the CA Board could be requested to attend any of the Committee meetings to respond to questions about actions of the CA Board.

The first Mayor's Question Time is scheduled to be held in November on the date of the O&S Committee meeting 22<sup>nd</sup> November 11am.

17 September 2021







**CAMBRIDGESHIRE  
& PETERBOROUGH**  
COMBINED AUTHORITY

# Cambridgeshire and Peterborough Combined Authority Forward Plan of Executive Decisions

Published 19 September 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

## Accessibility

An accessible format version of this document is available on request from [democratic.services@cambridgeshirepeterborough-ca.gov.uk](mailto:democratic.services@cambridgeshirepeterborough-ca.gov.uk)

## Combined Authority Board – 29 September 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 25 August 2021 and Action Log	Cambridgeshire and Peterborough Combined Authority Board	29 September 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	29 September 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.	Update to Membership of the Combined Authority Board and Committees	Cambridgeshire and Peterborough Combined Authority Board	29 September 2021	Decision	To note updates to the membership of the Combined Authority Board and Committees.	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.	Appointment of Independent Remuneration Panel to review Members Allowance Scheme	Cambridgeshire and Peterborough Combined Authority Board	29 September 2021	Decision	To invite the Combined Authority Board to agree that an Independent Remuneration Panel be requested to review the Members' Allowances Scheme in	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.

	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
					relation to the Mayor's allowance.				
5.	Overview and Scrutiny Committee Arrangements: Review of Recommendations from the Centre for Governance and Scrutiny	Cambridgeshire and Peterborough Combined Authority Board	29 September 2021	Decision	To present the findings of the review by the Centre for Governance and Scrutiny of the arrangements of the Overview and Scrutiny Committee and actions taken.	Relevant internal and external stakeholders, including the Overview and Scrutiny Committee	Rochelle Tapping Deputy Monitoring Officer	Councillor Lorna Dupré Chair of the Overview and Scrutiny Committee	Relevant internal and external stakeholders, including the Audit and Governance Committee
6.	Corporate Risk Management Strategy and Risk Register	Cambridgeshire and Peterborough	29 September 2021	Decision	To review and approve the Corporate Risk Management	Relevant internal and external stakeholders,	Robert Parkin Chief Legal Officer and	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			Strategy and Risk Register.	including the Audit and Governance Committee	Monitoring Officer		documents other than the report and relevant appendices.
7.	Business Plan 2021 Mid-Year Refresh	Cambridgeshire and Peterborough Combined Authority Board	29 September 2031	Decision	To note the six month refresh of the Combined Authority's 2021/22 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.
8.	Local Assurance Framework Review	Cambridgeshire and Peterborough Combined Authority Board	29 September 2031	Decision	To present the revised Local Assurance Framework, as approved by	Relevant internal and external stakeholders, including the	Jon Alsop Chief Finance Officer and	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
					the Cities and Local Growth Unit, for approval and adoption by the Combined Authority.	Audit and Governance Committee and Business Board	Robert Parkin Chief Legal Officer and Monitoring Officer		other than the report and relevant appendices to be published.
9.	Budget Monitor Update	Cambridgeshire and Peterborough Combined Authority Board	29 September 2031	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
10.	Consultancy Cost Review / Strategy	Cambridgeshire and Peterborough Combined Authority Board	29 September 2021	Decision	To update the Board in relation to the appropriate short term use of consultants for specific delivery need, where an internal capability or capacity gap is clearly identified and expressed. The process of engagement, approval, and post activity evaluation.	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.
11.	Combined Authority and Cambridgeshire and	Cambridgeshire and Peterborough	29 September 2021	Decision	To approve an intra-company agreement between the	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

	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
	Peterborough Business Growth Company Limited (Growth Co) Intra-Group Agreement	Combined Authority Board			Combined Authority and the Cambridgeshire and Peterborough Business Growth Company Ltd (Growth Co)				documents other than the report and relevant appendices.
12.	Implementation of the Revised Affordable Housing Programme	Cambridgeshire and Peterborough Combined Authority Board	29 September 2021	Decision	To update the Board on the response from the Minister to the Combined Authority's proposed 2021/22 programme and the implications for the housing programme for the period April	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.

	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 to March 2022 and from April 2022 onwards.				
13.	March Area Transport Study September 2021	Cambridgeshire and Peterborough Combined Authority Board	29 September 2021	Decision	To update the Board on the March Area Transport Study and synergies with the Future High Street Fund and seek approval for the use of £180,000 from the existing approved budget to commence	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
					detailed design for Broad Street.				

## 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
14.	Zero Emission Bus Regional Areas (ZEBRA) Phase 2	Cambridgeshire and Peterborough Combined Authority Board	29 September 2021	Key Decision 2021/056	To seek approval for the release of funds from the Transforming Cities Fund (Single Pot) for	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

					the delivery of this scheme if successful in the bid application to maintain speed of delivery.				and relevant appendices to be published.
15.	Cambridge South Station	Cambridgeshire and Peterborough Combined Authority Board	29 September 2021	Key Decision 2021/047	To consider the recommendation that the savings made by Network Rail should be retained by Network Rail and that the underspend on the previous planning phase should be used to support future work.	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.
16.	Transforming Cities Fund	Cambridgeshire and Peterborough Combined Authority Board	29 September 2021	Decision	To note an update on the Transforming Cities Fund.	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.	E-Scooter and E-Bike Update	Cambridgeshire and Peterborough Combined Authority Board	29 September 2021	Decision	To provide an update on the scheme and Department for Transport survey outcomes.	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.

## Recommendations from the Housing and Communities 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
18.	£100K Homes Policy Closure	Cambridgeshire and Peterborough Combined Authority Board	29 September 2021	Key Decision 2021/051	To consider proposals to cease the £100K Homes policy as it is effectively being replaced at national level by	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

	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 First Homes policy.				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
19.	Adult Education Budget: Reserve Fund and Innovation Fund for 2021/22	Cambridgeshire and Peterborough Combined Authority Board	29 September 2021	Key Decision 2021/042	To seek approval and authority to allocate and contract funds from the Adult Education Budget Reserve	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

	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
					Fund and allocate, launch and contract funds from an Innovation Fund for 2021/22.				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
20.	Format of Business Board Meetings	Cambridgeshire and Peterborough Combined Authority Board	29 September 2021	Decision	To consider the implications of holding Business Board meetings in public.	Relevant internal and external stakeholders including the Audit and Governance Committee	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.
21.	iMET Investment Update and Recovery Recommendations September 2021	Cambridgeshire and Peterborough Combined Authority Board	29 September 2021	Key Decision 2021/055	To consider recommendations from the Business Board on the sale of the iMET.	Relevant internal and external stakeholders including the Audit and	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

	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
						Governance Committee			the report and relevant appendices to be published.

## 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
22.	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.
23.	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
24.	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.

### 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
25.	OneCAM - Future of programme/ Future Options for OneCAM Company	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	Relevant internal and external stakeholders	Kim Sawyer, Interim Chief Executive	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.
26.	Local Transport Plan Refresh	Cambridgeshire and Peterborough Combined Authority Board	27 October 2021	Decision	To seek approval to begin consultation on the refreshed Local Transport Plan	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
27.	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 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.	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
29.	Future Fens: Integrated Adaption Group: Sponsor	Cambridgeshire and Peterborough Combined Authority Board	27 October 2021	Decision	To agree a response to a request to participate in the Future Fens	Relevant internal and external stakeholders	Paul Raynes Director of Delivery	Councillor Bridget Smith Lead Member for	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
	Group involvement, and Water Resources East Membership				Integrated Adaption Group; and to agree an approach to membership of Water Resources East.		and Strategy	the Environment and Climate Change	other than the report and relevant appendices to be published
30.	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
31.	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	Relevant internal and external stakeholders	Paul Raynes Director of Delivery	Councillor Bridget Smith Lead Member for	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
					inclusion in the government's OxCam Arc Spatial Framework.		and Strategy	the Environment and Climate Change	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
32.	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



	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
									appendices to be published.
33.	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 strategy for 2021-2025.	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

## 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
34.	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 to be published.
35.	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.

	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
36.	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 to be published.
37.	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.

	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.	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 to be published.
39.	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.

	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.	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
41.	University of Peterborough – Multi-Phase Delivery Plan and Basis for Campus Outline Planning	Skills Committee	10 November 2021	Decision	To consider proposals for the Multi-Phase Delivery Plan and Basis for Campus Outline Planning for the University of Peterborough and make recommendations to the Combined Authority Board.	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.
42.	Community Renewal Fund Bids Update	Skills Committee	10 November 2021	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

	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.
43.	Adult Education Budget Commissioning Statement 2021 – 2025	Skills Committee	10 November 2021	Decision	To approve the refreshed Adult Education Budget Commissioning Statement 2021 – 2025.	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.
44.	Adult Education Budget Commissioning Approach for 2022/23 onwards	Skills Committee	10 November 2021	Decision	To consider proposals to launch a tendering process for new Independent Training Providers from 2022/23 - 2024-25 and to approve a Plan-Led Funding approach for grant funded Colleges and	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
					local authorities and to make recommendations to the Combined Authority Board.				to be published.
45.	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.



## 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
46.	Minutes of the meeting on 27 October 2021 and Action Log	Cambridgeshire and Peterborough Combined Authority Board	24 November 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.
47.	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.
48.	Budget Monitor Update	Cambridgeshire and Peterborough	24 November 2021	Decision	To provide an update on the revenue and capital	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			budgets for the year to date.		Finance Officer		documents other than the report and relevant appendices to be published.
49.	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.

## 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
50.	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.
51.	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.

## 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
52.	March Area Transport Study Outline Business Case	Cambridgeshire and Peterborough Combined Authority Board	24 November 2021	Key Decision 2021/026	To receive the Outline Business Case and decide 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.
53.	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.

	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
54.	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 and relevant appendices to be published.
55.	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.

## 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
56.	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 consider proposals to launch a tendering process for new Independent Training Providers from 2022/23 - 2024-25 and to approve a Plan-Led Funding approach for grant funded Colleges and local.	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.
57.	University of Peterborough – Multi-Phase Delivery Plan and Basis for Campus Outline Planning	Cambridgeshire and Peterborough Combined Authority Board	24 November 2021	Decision	To approve the Multi-Phase Delivery Plan and Basis for Campus Outline Planning for the University of 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.
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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
58.	Combined Authority Implications of the Local Enterprise Partnership Review	Cambridgeshire and Peterborough Combined Authority Board	24 November 2021	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
59.	Agri-Tech Sector Strategy	Cambridgeshire and Peterborough	24 November 2021	Decision	To approve and adopt the Agri-Tech Sector Strategy for	Relevant internal and external stakeholders	John T Hill, Director of	Austen Adams Chair of the	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			Cambridgeshire and Peterborough.		Business & Skills	Business Board	documents other than the report and relevant appendices to be published
60.	Growth Works Inward Investment Service – request for recycled Local Growth Funds	Cambridgeshire and Peterborough Combined Authority Board	29 September 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.
61.	Community Renewal Fund Bids Update	Cambridgeshire and Peterborough Combined Authority Board	24 November 2021	Decision	To provide and update on the outcome of the submission of bids	Relevant internal and external stakeholders	John T Hill Director of Business and Skills	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
					to the-Community Renewal Fund.			Business Board	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
62.	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
63.	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.
64.	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	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
					to the Combined Authority Board.				relevant appendices.
65.	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.
66.	Fenland Stations Regeneration	Transport and Infrastructure Committee	12 January 2022	Decision	To give an update on construction completion of March and Manea stations as part of the Fenland Stations Regeneration programme.	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
67.	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.
68.	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 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
69.	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.
70.	University of Peterborough Phase 3 Full Business Case	Skills Committee	17 January 2022	Decision	To note the Full Business Case for the University of Peterborough Phase 3.	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
71.	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
72.	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
73.	Local Skills Report Update	Skills Committee	17 January 2022	Decision	To update Committee Members on the	Relevant internal and external stakeholders	John T Hill, Director of Business & Skills	Councillor Lucy Nethsingha	It is not anticipated that there will be any documents

					Local Skills Report.			Lead Member for Skills	other than the report and relevant appendices to be published
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## 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
74.	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.
75.	Annotated Forward Plan	Cambridgeshire and Peterborough	26 January 2022	Decision	To approve the latest version of the forward plan.	Relevant internal and external stakeholders	Robert Parkin Chief Legal Officer and	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					Monitoring Officer		documents other than the report and relevant appendices.
76.	Budget Monitor Update	Cambridgeshire and Peterborough Combined Authority Board	26 January 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.
77.	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



	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.
78.	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.

## 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
79.	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.
80.	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.
81.	A47 Dualling	Cambridgeshire and Peterborough	26 January 2022	Decision	To summarise outcome of the Highways England	Relevant internal and external stakeholders	Rowland Potter Head of Transport	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			Review and outline next steps.				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
82.	Local Industrial, Recovery, Brexit and Skills Strategy	Cambridgeshire and Peterborough Combined Authority Board	26 January 2022	Decision	To consider recommendations on an integrated strategy for Cambridgeshire and Peterborough, including the Local Industrial, Local Economic Recovery, Post Brexit and	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

					Employment and Skills Strategies.				to be published
83.	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

### 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
84.	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
85.	University of Peterborough Phase 3 Full Business Case	Cambridgeshire and Peterborough Combined Authority Board	26 January 2022	Decision	To approve the Full Business Case for the University of Peterborough Phase 3.	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
86.	Opportunities to develop the Greater South East Energy Hub	Cambridgeshire and Peterborough Combined Authority Board	26 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 & 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
87.	Enterprise Zones Programme Update	Cambridgeshire and Peterborough	26 January 2022	Decision	To update the Board on the	Relevant internal and external stakeholders	John T Hill, Director of Business & Skills	Austen Adams Chair of the	It is not anticipated that there will be any

		Combined Authority Board			Enterprise Zones Programme.			Business Board	documents other than the report and relevant appendices to be published
88.	Digital Sector Strategy	Cambridgeshire and Peterborough Combined Authority Board	26 January 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

### 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 the decision submitted to the decision maker

89.	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.
90.	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
91.	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
92.	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.
93.	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.
94.	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.

## 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
95.	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.

FP/09/2021

## 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.

