



**CAMBRIDGESHIRE  
& PETERBOROUGH**  
COMBINED AUTHORITY

**JAMES PALMER**  
CAMBRIDGESHIRE &  
PETERBOROUGH MAYOR

## **COMBINED AUTHORITY BOARD**

**Date: Wednesday, 03 June 2020**

**Democratic Services**

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

**10:30 AM**

The Incubator  
Alconbury Weald  
Cambridgeshire  
PE28 4WX

**Due to Government guidance on social-distancing and the Covid-19 virus it will not be possible to hold physical meetings of the Combined Authority Board and the Combined Authority's Executive Committees for the time being. The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 allows formal local government meetings to be held on a virtual basis, without elected members being physically present together in the same place. Meetings will therefore be held on a virtual basis and the procedure is set out in the "Procedure for Combined Authority Virtual Decision-Making" which will be available to view at the foot of the meeting page under the "Meeting Documents" heading when the agenda and reports have been published. That document will also contain a link which will allow members of the public and press to observe the**

**virtual meetings.**  
**[Venue Address]**

## **AGENDA**

**Open to Public and Press**

### **Part 1 - Governance Items**

- |             |  |                |
|-------------|--|----------------|
| <b>1.1</b>  | <b>Announcements, Apologies for Absence and Declarations of Interest</b>   |                |
|             | 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.     |                |
| <b>1.2</b>  | <b>Minutes of the meeting on 29 April 2020</b>   | <b>7 - 22</b>  |
| <b>1.3</b>  | <b>Petitions</b>   |                |
| <b>1.4</b>  | <b>Public Questions</b>  |                |
|             | Arrangements for public questions can be viewed in Chapter 5, Paragraphs 18 to 18.16 of the Constitution which can be viewed here - <a href="#">Cambridgeshire and Peterborough Combined Authority: Constitution</a> |                |
| <b>1.5</b>  | <b>Forward Plan - 22 May 2020</b>  | <b>23 - 30</b> |
| <b>1.6</b>  | <b>Membership of the Combined Authority</b>  | <b>31 - 36</b> |
| <b>1.7</b>  | <b>Appointments to Executive Committees Appointment of Chairs and Lead Members</b>   | <b>37 - 40</b> |
|             | Appendix 1 to follow. When published this document will be available to view at the foot of the webpage under the 'Meeting Documents' heading.   |                |
| <b>1.8</b>  | <b>Appointment of Overview and Scrutiny Committee</b>  | <b>41 - 48</b> |
| <b>1.9</b>  | <b>Appointment of Audit and Governance Committee 2020-21</b>   | <b>49 - 56</b> |
| <b>1.10</b> | <b>Calendar of Meetings 2020-21</b>  | <b>57 - 60</b> |

<b>1.11</b>	<b>Complaints Policy</b>	<b>61 - 80</b>
<b>1.12</b>	<b>Performance Report June 2020</b>	<b>81 - 84</b>
	<b>Part 2 - Finance</b>	
<b>2.1</b>	<b>Budget Monitor Report June 2020</b>	<b>85 - 104</b>
	<b>Part 3 - Combined Authority Decisions</b>	
<b>3.1</b>	<b>Cambridge City Council £70m Affordable Housing Programme Forecast 2020-21</b>	<b>105 - 110</b>
<b>3.2</b>	<b>Wisbech Rail</b>	<b>111 - 116</b>
<b>3.3</b>	<b>Peterborough - Transport Schemes, Studies and Monitoring</b>	<b>117 - 122</b>
<b>3.4</b>	<b>Market Towns Programme Investment Prospectus 2020</b>	<b>123 - 128</b>
<b>3.5</b>	<b>Combined Authority Retraining Scheme</b>	<b>129 - 134</b>
<b>3.6</b>	<b>Surrender of Lease - Alconbury</b>	<b>135 - 138</b>
	<b>Part 4 - Mayoral Decision</b>	
<b>4.1</b>	<b>Local Highways Maintenance Capital Grant Allocation 2020-21</b>	<b>139 - 142</b>
	<b>By recommendation to the Combined Authority Board</b>	
	<b>Part 5 - Business Board recommendations to the Combined Authority Board</b>	
<b>5.1</b>	<b>Local Growth Fund Programme Management June 2020</b>	<b>143 - 146</b>
<b>5.2</b>	<b>Business Board Constitution Review</b>	<b>147 - 178</b>

The Combined Authority Board comprises the following members:

Mayor James Palmer

Austen Adams

Councillor Anna Bailey

Councillor Chris Boden

Councillor Steve Count

Councillor Ryan Fuller

Councillor Lewis Herbert

Councillor John Holdich

Councillor Bridget Smith

Jess Bawden

Councillor Ray Bisby

Councillor David Over

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

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<p>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</p>
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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.

Public speaking on the agenda items above is encouraged. Speakers must register their wish to speak by making a request in writing to the Monitoring Officer (Dermot Pearson) no later than 12.00 noon three working days before the day of the meeting at [dermot.pearson@cambridgeshirepeterborough-ca.gov.uk](mailto:dermot.pearson@cambridgeshirepeterborough-ca.gov.uk). The request must include the name, address and contact details of the person wishing to speak, together with the full text of the question to be asked.

For more information about this meeting, please contact Richenda Greenhill at [Richenda.Greenhill@cambridgeshire.gov.uk](mailto:Richenda.Greenhill@cambridgeshire.gov.uk) or on 01223 699171.





**CAMBRIDGESHIRE  
& PETERBOROUGH**  
COMBINED AUTHORITY

**JAMES PALMER**  
CAMBRIDGESHIRE &  
PETERBOROUGH MAYOR

**Date:** Wednesday 29 April 2020

**Time:** 10.30am – 1.15pm

**Venue:** Meeting held remotely in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020

**Present:** J Palmer (Mayor)

Councillors A Bailey – East Cambridgeshire District Council,  
C Boden – Fenland District Council, R Fuller – Huntingdonshire District  
Council, S Count – Cambridgeshire County Council,  
L Herbert – Cambridge City Council, J Holdich – Peterborough City  
Council and B Smith – South Cambridgeshire District Council

**Co-opted Members:** Councillor D Over (Vice Chair, Cambridgeshire and Peterborough Fire Authority)

**Also in attendance:** Councillor L Dupré, Chair, Overview and Scrutiny Committee

## **512. ANNOUNCEMENTS, APOLOGIES AND DECLARATIONS OF INTEREST**

The Mayor welcomed the Ministry for Housing, Communities and Local Government's recognition of the role of Mayoral Combined Authorities in working with partners to lead the country's recovery out of the economic impacts of Covid-19. The Mayor also placed on record his pleasure at the Prime Minister's recovery from Covid-19, his return to work and the announcement of the safe arrival of his baby son. The Prime Minister had requested a call with Mayors at the end of the week and Mayoral Combined Authorities were at the heart of the Government's plans for economic recovery.

Apologies for absence were received from Jessica Bawden, Cambridgeshire and Peterborough Clinical Commissioning Group and Councillor Ray Bisby, Acting Police and Crime Commissioner for Cambridgeshire and Peterborough.

The Mayor declared an interest in Item 6.1: £100m Affordable Housing Programme - Approval of Revised Business Plan for Angle Developments (East) Ltd. The Mayor left the meeting for the duration of the item and the vote.

## **513. MINUTES OF THE COMBINED AUTHORITY BOARD MEETING ON 29 JANUARY 2020**

The minutes of the meeting on 29 January 2020 were confirmed as an accurate record. A copy would be signed by the Mayor when practicable.

#### **514. MINUTES OF THE MAYORAL DECISION-MAKING MEETING ON 25 MARCH 2020**

The minutes of the Mayoral decision-making meeting on 25 March 2020 were confirmed as a correct record. A copy would be signed by the Mayor when practicable.

#### **515. PETITIONS AND PUBLIC QUESTIONS**

There were no petitions or public questions, but a number of questions had been received from the Overview and Scrutiny Committee. Those relating to items on the agenda would be heard under the relevant item. Those not relating to items on the agenda would receive a written response.

#### **516. FORWARD PLAN – 21 APRIL 2020**

The Board reviewed the Forward Plan published with the meeting agenda on 21 April 2020. There were no requests to reserve any committee reports to the Board for decision

On being proposed by the Mayor, seconded by Councillor Boden, it was resolved unanimously to:

Approve the Forward Plan

#### **517. BUDGET MONITOR UPDATE – APRIL 2020**

A favourable variance of forecast revenue expenditure against budget of £5.5m was reported (£30.8m against a budget of £36.3m). The forecast underspend on the capital budget had increased by £12.7m since the report to the Board in November 2019 and full details of material variances, including mitigations and responses, were set out at Appendix 3 to the report. Preparations for the year end closedown were in hand and a report would be brought in June setting out which underspends were due to project slippage and which might be re-profiled or re-allocated. Priorities were being reviewed in the light of Covid-19 priorities in order to identify those most focused on economic recovery, but all proposals would continue to maintain a balanced and affordable budget.

Councillor Herbert asked for more information about underspends relating to the Bus Review Implementation, the Cambridgeshire Autonomous Metro Outline Business Case (CAM OBC) and the King's Dyke Level Crossing Scheme. The Chief Finance Officer stated that a full review of the Bus Review Implementation had been conducted following the appointment of a permanent project manager and this had resulted in the re-phasing of project expenditure. The project was still expected to be delivered within the budget and timescale proposed. Authority would be sought from the Board in June 2020 to carry forward the underspend on the CAM OBC. Councillor Herbert asked whether the CAM OBC report would be presented to the Board in July 2020. The Mayor confirmed that this was the current expectation and offered a written reply.

It was resolved to:

Note the updated financial position of the Combined Authority for the year.

## **518. UPDATE ON THE COMBINED AUTHORITY'S RESPONSE TO COVID-19 AND FUNDING DECISIONS**

This report was added to the Forward Plan as a Key Decision on 21 April 2020 under the General Exception arrangements set out in the Constitution.

The Combined Authority aimed to support Cambridgeshire and Peterborough's economic recovery through an immediate, short term and medium term response. This would involve a wide range of measures including repayment holidays for those in receipt of Business Board loans and the Covid-19 Capital Grant Scheme. The Capital Grant Scheme would be available to small and medium sized enterprises (SMEs) for sums of £2k-50k at up to 80% intervention rate and £50k-100k at 100% intervention rate. Whilst these must demonstrate that they would support the creation of new jobs there would also be a focus on preserving existing jobs. 155 applications had been received to date with seven granted so far. The applications in the pipeline would, if approved, already exceed the £2.4m currently available so the Board's agreement was sought to allocate an additional £3m of Local Growth Fund (LGF) monies to this scheme. The report also sought the Board's agreement to the creation of a £500k capital grant scheme aimed at supporting the smallest businesses in the Combined Authority area including sole traders. This scheme would offer grants of between £2k-5k at an intervention rate of 80% and was designed to be quick and simple both to apply for and to administer. The Growth Hub had also been re-oriented to advise companies on the grants and loans available to them. Governance would be managed through the Economic Recovery Sub-Group and the Mayor was convening weekly forums with key stakeholders and partners. Business bulletins were being issued weekly and had reached over 40,000 businesses across the region. The Housing and Development Team was considering whether any measures were required in relation to the £40m revolving loan fund and would submit proposals to the Board if appropriate. Local bus service providers reported a 90% drop in ridership. Following discussions between the Mayor, his fellow Combined Authority Mayors and Ministers the Government had announced a £167m national bus subsidy scheme which would benefit local operators by around £5m. An anomaly had been identified whereby some bus contracts saw Cambridgeshire County Council and Peterborough City Council taking the revenue risk for fares. The Mayor had written to Ministers about this and the Government had adjusted the scheme. The Mayor was also in conversation with Ministers around transport projects and how these might be progressed in accordance with social distancing requirements. Going forward, consideration would also be needed on the impact on travel patterns and behaviours beyond the immediate situation.

Councillor Smith offered her congratulations to the Director of Business and Skills and his team on their work in support of business which she described as impressive. She welcomed confirmation that the support being offered would seek to safeguard existing jobs as well as creating new ones and asked that Board members should receive copies of the Business Bulletin being sent to local businesses. She further welcomed the proposed £500k capital grant scheme designed to support sole traders and the smallest businesses as she considered these to be vital to the supply chain and those currently most at risk. However, she asked whether this sum should not be higher and whether the support could be used to pay off loans on capital assets. Officers stated that the £500k proposed for

the new capital grant scheme would be used to test the market and gauge the level of demand. The Board would be provided with feedback on uptake and whether additional funding should be considered. It would be difficult under the existing LGF regulations to give loans to small companies where there would be only a small impact on jobs, but officers were discussing this with the Department for Business, Energy and Industrial Strategy (BEIS). The interpretation of the additionality test had also been raised with BEIS and officers were hopeful of a positive response.

Mr Adams commended the Director of Business and Skills and his team on their exceptional work and the speed and creativity of the offer to business. Members of the Business Board had been briefed by email on the proposal to allocate £3m LGF funding to the Covid-19 Capital Grant Scheme from unallocated LGF funds and had supported this unanimously. He further supported the proposed creation of the £500k capital grant scheme to support the smallest businesses in Cambridgeshire and Peterborough. Whilst this funding might not prove sufficient he judged it was important to get things moving. In relation to those with loans for capital equipment, Mr Adams suggested they advise their lender if they were experiencing any difficulties with repayments and discuss the possibility of repayment holidays.

Councillor Count welcomed the report which he described as excellent. He sought more information about the governance controls which would be in place around the allocation of the proposed £500k capital grant scheme and who would be approving the expenditure. The Director of Business and Skill stated that officers would be making allocation decisions against the qualification criteria. This would include checks around proof of purchase, company accounts, creditors and county court judgements. Five officers were currently carrying out evaluations of applications which would rise to eight. Their recommendations were submitted to the Team Leader COVID-19 Capital Grant Scheme for checking and approval and a random sample were quality tested by the Deputy Chief Officer for Business and Skills. Councillor Count confirmed that he has satisfied with this process.

The Mayor commended the exceptional work being done by the Business Board and the Combined Authority's Business and Skills team. Their dynamic action was to be applauded and he had discussed this with Ministers who had been similarly impressed.

On being proposed by the Mayor, seconded by Councillor Holdich it was resolved unanimously to:

- a) Approve the Combined Authority responses to COVID-19, as described in this report
- b) Approve the Recover Orient Adapt and Regrowth (ROAR) approach, set out in Appendix A
- c) Approve the offer of interest-accruing repayment holidays to companies in receipt of a Local Growth Fund loans, covering repayments due between 24th March 2020 and 31st August 2020
- d) Approve the adjustment of the current Small Capital Grant Scheme eligibility criteria on Intervention rates, Jobs output-value ratio to grant-value,

including safeguarded jobs in output measures for grants, subject to consultation with BEIS where appropriate

- e) Approve the allocation of £3million Local Growth Funding to the COVID-19 Capital Grant Scheme, from returned unallocated Local Growth Funding.
- f) Approve the creation of a £500,000 capital grant scheme aimed at supporting the smallest businesses in the Cambridgeshire and Peterborough Combined Authority area and delegate to the Director of Business and Skills, in consultation with the Mayor, the Section 73 and the Monitoring Officer, the setting of detailed parameters and criteria for the scheme.

## **519. SUSTAINABLE TRAVEL**

The Board's approval was sought to release £150k from the provisional allocation in the Medium-Term Financial Plan to continue with the sustainable travel project in Peterborough. A range of interventions had been delivered during the 2019/20 financial year to influence sustainable travel behaviours including bespoke travel plans for businesses, the Peterborough "Bike It!" project and a number of public events and had been well-received.

Councillor Holdich stated that the project was working and that Peterborough City Council endorsed the proposal that additional funds should be released to enable it to continue.

On being proposed by the Mayor, seconded by Councillor Holdich, it was resolved unanimously to:

Approve the release of £150,000 from the provisional allocation in the Medium-Term Financial Plan to continue with the sustainable travel project within Peterborough.

## **520. LOCAL TRANSPORT PLAN SUB-STRATEGY – CAMBRIDGESHIRE AUTONOMOUS METRO**

The Mayor invited Councillor Dupré, Chair of the Overview and Scrutiny Committee, to share the Committee's questions on this issue. A copy of the question and response is attached at Appendix 1.

The Transport and Infrastructure Committee had approved proposals to develop a Cambridgeshire Autonomous Metro (CAM) Sub-Strategy to the Local Transport Plan (LTP) on 6 March 2020. Subject to the Board's agreement, a 12 week online consultation would be launched and the results presented to the Board at its meeting in July 2020.

Councillor Smith, seconded by Councillor Herbert, moved an amendment to recommendation (b) to the report that the Board:

- (b) Agree for a public consultation exercise to be conducted in relation to the proposed Sub-Strategy with the results of that consultation being brought back to a further meeting of the Combined Authority Board. **Prior to publication of the consultation to agree that officers amend the**

**draft CAM sub-strategy to ensure that the role of existing and emerging Local Plans in determining future growth is explicit, and that the potential part CAM contributes in supporting those Plans is also made clear.**

Councillor Herbert spoke in favour of the amendment, commenting that there were a significant number of consented planning applications which would be delivering new housing and supporting growth, but that developers wanted the security of knowing these would be supported by the necessary transport infrastructure. He emphasised his view that local transport plans must underpin local plans.

Councillor Smith stated that she was supportive of the CAM project and acknowledged the infrastructure deficit which the Combined Authority faced. However, she judged it was important to recognise the sovereignty of each District's Local Plan. She wished to see those projects on which her District's Local Plan was dependent going ahead without delay. She expressed concern at the report's assertion that all elements of the CAM proposals were essential components of the overarching LTP vision when there might not be sufficient funding available and it was not yet possible to envisage what post-Covid work patterns might look like. Councillor Smith judged that there was a need to be clear about the delivery phases for each element of the CAM.

Councillor Count commented that his understanding was that some elements of the CAM project would be delivered earlier than others to support immediate growth. Officers confirmed that the Sub-Strategy set out the overall vision for the CAM, but that within this there were still many sub-projects to be developed, many of which linked to Local Plan proposals.

Councillor Fuller expressed some sympathy with the amendment, commenting that there was a need to recognise that Cambridge City Council and South Cambridgeshire District Council were in a slightly different position in relation to their Local Plans than other constituent councils. None of the planned growth in Huntingdonshire was dependent on the CAM, but he suspected that this would not be the case in South Cambridgeshire and Cambridge City and he asked how the CAM Sub-Strategy would fit in with local planners' deliverability test. Officers stated that the Sub-Strategy document stated that components of the CAM project should be in support of strategic sites and that there had been discussions with local councils around this.

Councillor Bailey commented that so far the Board had been unanimous in its support of the CAM proposals brought before it. She agreed that Local Plans were sovereign and that they did determine future growth, but was unclear on the need for the amendment.

On being put to the vote, the amendment was defeated.

The Mayor invited comments on the original recommendations contained in the report. Councillor Herbert expressed the hope that careful consideration would be given to the consultation responses which were received. He noted that the Local Transport Plan had only been agreed by the Board in January 2020 and suggested that returning to it so soon could cause developers to worry. Having spoken with all members of the Greater Cambridge Partnership (GCP), the University of



Cambridge and local business representatives their view was that decisions should be taken in the summer to support much needed housing and development projects. He would respond constructively to the consultation, but remained of the view that the consultation should recognise the content of Local Plans and on that basis would be abstaining from the vote. The Mayor stated that he did not feel that there had been a lack of desire at any stage within the GCP to create the right framework. However, he judged that the GCP's vision did not take into account the wider challenges facing the county. There had been a reliance on short-term thinking in relation to transport solutions around the county. This did not mean that short-term measures could not be considered, but this should not be done without consideration being given to the need beyond Cambridge City and South Cambridgeshire.

Councillor Bailey commented that the draft consultation document contained a single reference to freight capacity which she judged to be somewhat anomalous as there was no further narrative or analysis around this issue. She felt this could be confusing and suggested it might be omitted.

Councillor Smith judged that more clarity was needed around the timeframe for other sub-strategies which would be coming forward and asked to see details on this.

Councillor Count asked for more information about the timings indicated and whether it was possible these might be exceeded. He further asked for more information around the role of both segregated and non-segregated transport options and commented that in addition to recognising the CAM's role in supporting new employment growth it was important to recognise that it would also be serving existing employment sites. Councillor Count stated his belief that the Combined Authority had a duty to continue supporting growth in the south of the county, but noted that once again nothing was planned in relation to the north of the county and the Fens. In his judgement it was an incomplete plan as it was not seeking to equalise opportunity across the county. Officers stated that if it was possible to over-achieve against the timetables described this would be done. Technical advice was being obtained in relation to segregated and non-segregated transport options and there was scope to add in additional stopping points.

As the recommendations related to the Local Transport Plan the Board noted that a vote in favour by at least two thirds of all Members or Substitute Members appointed by the Constituent Councils, to include the Members appointed by Cambridgeshire County Council and Peterborough City Council or their Substitute Members, was required for the vote to be carried.

On being proposed by the Mayor, seconded by Councillor Holdich, it was resolved by a majority, including votes in favour by the Members appointed by Cambridgeshire County Council and Peterborough City Council, to:

- a) Note the draft Cambridgeshire Autonomous Metro (CAM) Local Transport Plan Sub Strategy that sets out the vision for the CAM metro as a whole, against which schemes contributing to the CAM will be considered; and

- b) Agree for a public consultation exercise to be conducted in relation to the proposed Sub Strategy with the results of that consultation being brought back to a further meeting of the Combined Authority Board.

The Mayor called a short adjournment at 12.07pm. The meeting resumed at 12.27pm

## **BY RECOMMENDATION TO THE COMBINED AUTHORITY BOARD**

### **TRANSPORT AND INFRASTRUCTURE COMMITTEE RECOMMENDATIONS TO THE COMBINED AUTHORITY**

#### **521. LANCASTER WAY A142/ A10 ROUNDABOUT IMPROVEMENTS**

The Board received a report seeking approval to a new additional budget of £1,168,243.20 from the 2020/21 single pot allocation to reflect current cost estimates for the Lancaster Way A142/ A10 Roundabout Improvement Scheme and to grant delegated authority to the Director of Delivery and Strategy, in consultation with the Mayor, to approve a reduction in the scope of the scheme to enable delivery of the BP Roundabout alone in the event of the risks set out at in the report materialising. The proposals were considered at the Transport and Infrastructure Committee meeting on 6 March 2020 and were unanimously endorsed by those present. The decision was deferred from the Mayor's decision-making meeting on 25 March 2020 on the basis of advice that this was not a decision which could be taken by the Mayor under his general power of competence. Correspondence received after the publication of the Combined Authority Board agenda had raised the possibility of increased costs and the need for side letters which had not been known when the proposals were considered by the Transport and Infrastructure Committee.

Councillor Count commented that this project had a benefit-cost ratio of 80-120 and was of real importance to the people of East Cambridgeshire. He therefore proposed an amendment, seconded by the Mayor, which would avoid unnecessary delays whilst leaving the final decision on whether to approve any additional budget and Covid risk to the Combined Authority Board, to:

- a) Approve a new additional budget of £1,168,243.20 from the 2020/21 single pot allocation to reflect current cost estimate, including a 20% risk allowance.
- b) Grant the Director of Delivery and Strategy, in consultation with the Mayor, delegated authority to **either (i) approve a reduction in the scope of the scheme to enable delivery of the BP Roundabout alone in the event of the risks set out at paragraph 2.7 of the report materialising or (ii) to conduct a review of the budget and timetable for the project should there be any further costs arising and refer approval of any additional budget to the Transport Committee.**
- c) **Delegate authority to an extraordinary Transport Committee to approve additional budget for the scheme subject to a full account from the Highways Authority of the reasons for the budget and an assessment of the risks for Covid.**

**d) Agree that the Transport Committee are authorised to approve any additional budget and Covid risk subject to ratification of that budget at the next Board meeting.**

Councillor Bailey stated that this project was imperative for East Cambridgeshire. Improvements were already planned to the BP Roundabout which would be funded through S106 monies, but without the additional improvements planned for Lancaster Way the full benefit of these works could not be delivered. However, it was important to make clear that this would still be only an interim mitigation in order to establish realistic public expectations around what would be delivered. The District Council was mindful of the issues raised by cyclists, pedestrians and riders and in the longer term would want to see their needs also recognised. Given the current reduction in traffic due to Covid-19 it would be an optimum time to get on site. Councillor Bailey expressed thanks to all partners and stakeholders for their work on progressing these proposals.

Councillor Smith welcomed the sensible checks and balances which the amendment would put in place.

As the recommendations related to the Local Transport Plan the Board noted that a vote in favour by at least two thirds of all Members or Substitute Members appointed by the Constituent Councils, to include the Members appointed by Cambridgeshire County Council and Peterborough City Council or their Substitute Members, was required for the vote to be carried.

On being put to the vote, the amended recommendations were approved unanimously.

**522. ST NEOTS RIVER GREAT OUSE NORTHERN CROSSING CYCLE BRIDGE**

The Board considered a summary of work to date on the St Neots Foot and Cycle Bridge and Regatta Meadows. This confirmed that the projected construction costs now exceeded the allocated budget and sought the Board's agreement that the scheme should not proceed as it no longer met the requirements for value for money set out in the Combined Authority's Assurance Framework. It was proposed that the £3.1m of capital funding currently allocated to the project should be re-allocated to projects in delivery of the St Neots Market Town Masterplan. This proposal was unanimously endorsed by the Transport and Infrastructure Committee on 6 March 2020.

Councillor Fuller commented that there was some disappointment in St Neots that the cycle bridge proposals would not go ahead, but the key point was that the money would still go to the town. Huntingdonshire District Council had big ambitions for St Neots and this money would be used to help deliver those.

As the recommendations related to the Local Transport Plan the Board noted that a vote in favour by at least two thirds of all Members or Substitute Members appointed by the Constituent Councils, to include the Members appointed by Cambridgeshire County Council and Peterborough City Council or their Substitute Members, was required for the vote to be carried.

On being proposed by the Mayor, seconded by Councillor Fuller it was resolved unanimously to:

- a) Agree that work on the St Neots Foot and Cycle Bridge should cease and the project be removed from the Combined Authority's Business Plan; and
- b) Agree that the £3.1m CPCA funding allocated to the project be re-allocated to projects within the St Neots Masterplan.

## **SKILLS COMMITTEE RECOMMENDATIONS TO THE COMBINED AUTHORITY**

### **523. ADULT EDUCATION BUDGET INNOVATION FUND**

The Board considered proposals to attach a further budget line to the Adult Education Budget (AEB) and to use half of these funds for the AEB Innovation Fund. The remaining 50% would go back into the two existing projects. The Innovation Fund would be used to support the response to Covid-19 and also to fund medium and long-term projects. The market welcomed the proposal.

Councillor Holdich, Lead Member for Skills and Chair of the Skills Committee, commented that there was a need in the current climate to find different ways to educate people and that much of the funding would be directed to online learning. The proposals had been considered by the Skills Committee on 27 April 2020 and were endorsed unanimously.

On being proposed by Councillor Holdich, seconded by Mr Adams, it was resolved unanimously to:

Approve the carry forward of 50% of the 2019-20 underspend on the "AEB Devolution Programme – ITP and grant " funding lines and ring-fence this for the Innovation Fund in the 2020-21 Budget, up to a maximum of £500k.

## **HOUSING AND COMMUNITIES COMMITTEE RECOMMENDATIONS TO THE COMBINED AUTHORITY**

### **524. CONSENT TO THE ADOPTION OF A REVISED BUSINESS PLAN FOR ANGLE DEVELOPMENTS (EAST) LIMITED**

The Mayor declared an interest in this item and left the meeting for the duration of the item and the vote. The two Joint Chief Executives, the Monitoring Officer and the Director of Housing and Development also left the meeting for the duration of the item and the vote. The chair passed to Councillor Holdich, Statutory Deputy Mayor and legal counsel was provided by the Deputy Monitoring Officer.

The Statutory Deputy Mayor invited Councillor Dupré, Chair of the Overview and Scrutiny Committee, to share the Committee's questions on this issue. A copy of the question and response is attached at Appendix 1.

An initial business plan for Angle Developments (East) Ltd was approved by the Board in March 2019. The business plan was meant to be subject to regular review and further iterations would be brought before the Board in due course. The revised business plan had been considered by the Housing and Communities

Committee on 27 April 2020 and was recommended to the Board for approval by a majority of those present.

Councillor Herbert commented that in setting up a local authority company it was necessary to know that there was a gap in the market. A lot of public money was involved in this company and he asked what difference it would make. Officers stated that the development company was one of a number of tools used by the Combined Authority to deliver the revolving fund element of the programme. The types of activity the company might engage in included direct development, joint ventures, infrastructure enabling and recovery and identifying and seeking out opportunities from the portfolios of the constituent councils.

Councillor Smith commented that she had abstained from the vote on this proposal at the Housing and Communities Committee meeting on 27 April 2020 and that she intended to do so again. She had consistently voted against any Combined Authority schemes to convert commercial holdings into residential properties. She sought clarification of the changes between the existing business plan and the revised version before the Board, noting that original projections had estimated a surplus of around £1.5m whereas the revised version before the Board was showing a potential loss of £126k. Councillor Smith further asked whether Angle Developments (East) Ltd would be the Combined Authority's only vehicle for delivering £100k Homes. Officers stated that the original business plan had been designed to show how the company might work and had been quite generic. The revised plan reflected the changes being made following the appointment of a chairman and as the company became more established. To date, the Combined Authority Board had approved two loan requests submitted by the Development Company, but one of these had subsequently been rejected by the company following further work. The financial projections included in the revised business plan were based on at least eight projects being undertaken during 2023/24. Opportunities for delivering the £100k Homes initiative would be looked at in all contexts including through joint ventures and loan agreement and the challenges would be the same as those faced by any affordable housing proposals. The Development Company was not the only route by which they would be delivered.

Councillor Holdich asked for the name of the chair of Angle Holdings Ltd. Councillor Boden advised that Brian Stewart OBE had been appointed by the Board as the Chairman of both Angle Holdings Limited and Angle Developments (East) Limited.

Councillor Count asked that in future when the Board was being asked to approve changes to an existing document that these should be shown as tracked changes in addition to any narrative. He noted that whilst the revised business plan had been considered and endorsed by the Housing and Communities Committee on 27 April 2020 it had been approved by the Angle Holdings Board on 18 March 2020 and so reflected a very different situation to that being experienced at present in the light of Covid-19. On that basis, he was content to support the adoption of the revised business plan before the Board, but would expect Angle Holdings to bring forward a further revised business plan in due course reflecting the changed situation. Councillor Bailey concurred with this view and further commented that she expected most £100k Homes to be delivered through initiatives such as land value capture, loans from the £40m revolving fund and joint ventures rather than through the Development Company.

On being proposed by Councillor Boden, seconded by Councillor Holdich, it was resolved by a majority to:

Consent to the adoption of the revised business plan for Angle Development (East) Limited at Appendix 3.

**525. ARRANGEMENTS FOR THE NEXT MEETING OF THE COMBINED AUTHORITY BOARD**

The Mayor returned to the meeting and resumed the chair. Arrangements for the next meeting of the Combined Authority Board would be confirmed nearer the time.

(Mayor)

**Combined Authority Board 29 April 2020**  
**Questions from the Overview and Scrutiny Committee**

Item 1.4: Petitions and Public Questions

Q1: The Overview & Scrutiny Committee is concerned by the delay in the appointment of a Chairman of the Independent Commission on Climate Change. Can the Overview & Scrutiny Committee have a statement on the progress on an appointment, and on the progress of work in this area, and when the Committee might expect some engagement with the Chairman once appointed?

Response:

The Mayor has had productive discussions regarding the Chair of the Commission. Any appointment will be made by the Chief Executive in consultation with the Mayor. There are challenges in launching the Commission at the current time, but the Mayor sees the Commission as a priority and he has asked officers to explore appropriate ways to make that happen as soon as possible. Tackling the impact of climate change is vital to meet the Mayor's ambition of Cambridgeshire and Peterborough as a world-class place to live, learn and work. Once appointed, there will be a discussion with the Commission on the timescale for their work. As part of their work the Commission will want to get inputs from a wide range of stakeholders. This would include meeting directly with the Board, not the Overview and Scrutiny Committee.

Q2: The answer provided to the Overview & Scrutiny Committee in March on the plans by Homes England to proactively fund accessible homes and homes that tackle climate change indicated an allocation of £125 million of government monies is being made available through the Care and Support Specialised Housing Fund. The Overview & Scrutiny Committee recognises this will be used to develop new affordable homes, which meet the needs of older people and disabled adults. The Overview & Scrutiny Committee has heard that, to date, just one disabled family has been assisted in the Combined Authority area. Can the Board assure the Overview & Scrutiny Committee that the Combined Authority will be doing all it possibly can to improve the accessibility of new homes and to achieve homes that meet the 2050 carbon-neutral target?

Response:

The Care and Support Specialised Housing Fund (CASSH) is a separate fund to help with the development of specifically specialised housing. Continuous market engagement bidding for up to £125m funding under CASSH Phase Two was opened on Friday 8<sup>th</sup> June 2018, extending the fund by a further three years up to 31<sup>st</sup> March 2021 when the current programme ends.

Officers understand funding remains available to develop specialist affordable housing schemes for older people and adults with disabilities or mental health problems.

Applications from developers or registered providers for this fund should be made via Homes England who administer it and they will assess each scheme proposal.

With regard to improving accessibility and carbon neutral issues, policy and decision making lies with local planning authorities and the policies they adopt within their local plans. Local Authorities' local plans usually include guidelines for criteria like accessibility, access and tackling climate change. Building Regulations must also be followed to ensure correct insulation and construction standards and requirements are met.

Q3: The Overview & Scrutiny Committee has expressed some reservation around the transparency of the process to date regarding the Combined Authority headquarters move to Ely. Can the Committee therefore be supplied with details of the process, both to date and moving forward, and when the Board is expected to be asked to make the decision regarding the lease at Alconbury and any new lease to be entered into?

Response:

The Combined Authority keeps under review its operational and revenue costs, and the opportunity to realise a very significant saving has arisen on the lease to the Alconbury site.

This required a quick response and commitment to realise, and officers are now working on detailed terms and will bring the matter before the next Board meeting so that members can review the opportunity, confirm the Lease surrender and discuss alternative sites.

### Item 3.3: Local Transport Plan – CAM Sub-Strategy

Q4: When and how does the Combined Authority intend to publish the results of the recent public consultation on the CAM Metro, and how does it intend to use the response to guide its future work on this scheme?

Response:



Consultation closed on 3 April 2020 and the analysis is currently underway. The consultation report will be incorporated into the ongoing OBC work. We expect to publish the report by mid to late summer. A community update letter will be provided on the CAM consultation website in the next couple of weeks once the analysis on the consultation is finished. The new letter will include details of the key findings of the consultation.

Item 6.1: £100m Affordable Housing Programme: Approval of Revised Business Plan for Angle Developments (East) Ltd

Q5: What have been the additional set-up costs of the Angle Holdings traded companies as it is stated that some of these costs would have been incurred in any case?

Response:

The costs associated with setting up Angle Holdings Ltd and Angle Developments (East) Ltd are as set out in Appendix 2 to the Board paper. These include legal costs associated with the creation of the companies' statutory documents including the articles of association and the shareholder agreement. The report states that it is the majority of the 'operating' costs, rather than the 'set up' costs, that would have been incurred by the Combined Authority anyway. These include staffing costs for existing Combined Authority staff seconded to the Development company and a recharged share of service support costs, for example legal, finance and I.T., which would have been incurred whether the business was conducted within the Combined Authority or the subsidiary companies.





**CAMBRIDGESHIRE  
& PETERBOROUGH**  
COMBINED AUTHORITY

**JAMES PALMER**  
CAMBRIDGESHIRE &  
PETERBOROUGH MAYOR

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

PUBLISHED FRIDAY 22 MAY 2020

## FORWARD PLAN

### PURPOSE

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

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

### WHAT IS A KEY DECISION?

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

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

### NON-KEY DECISIONS

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

### ACCESS TO REPORTS

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

### STANDARD ITEMS TO COMMITTEES

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

#### Housing and Communities Committee

1. £100m Affordable Housing Programme Update
2. £70m Cambridge City Council Affordable Housing Programme: Update
3. £100k Homes and Community Land Trusts Update

#### Skills Committee

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

#### Transport and Infrastructure Committee

1. Budget Monitor Update
2. Performance Report

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

DECISION REQUIRED		DECISION MAKER	DATE DECISION EXPECTED	KEY DECISION OR DECISION	PURPOSE OF REPORT	CONSULTATION	CONTACT DETAILS/ REPORT AUTHOR	LEAD MEMBER	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER (INCLUDING EXEMPT APPENDICES)
6.	Appointment of the Audit and Governance Committee	Cambridgeshire and Peterborough Combined Authority	3 June 2020	Decision	To appoint the Audit and Governance Committee, including its terms of reference, size and allocation of seats to political parties in accordance with political balance requirements, according to the nominations received from constituent councils.	Relevant internal and external stakeholders	Robert Parkin Chief Legal Officer and Monitoring Officer	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices.
7.	Calendar of meetings 2020/21	Cambridgeshire and Peterborough Combined Authority	3 June 2020	Decision	To agree the calendar of meetings for 2020/21.	Relevant internal and external stakeholders	Robert Parkin Chief Legal Officer and Monitoring Officer	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices.
8.	Complaints Policy	Cambridgeshire and Peterborough Combined Authority	3 June 2020	Decision	To consider the adoption of a revised complaints policy.	Relevant internal and external stakeholders, including the Audit and Governance Committee	Robert Parkin Chief Legal Officer and Monitoring Officer	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices.
9.	Performance Report: June 2020	Cambridgeshire and Peterborough Combined Authority Board	3 June 2020	Decision	To note performance reporting updates.	Relevant internal and external stakeholders	Paul Raynes Director of Delivery and Strategy	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices.
10.	Budget Monitor Report June 2020	Cambridgeshire and Peterborough Combined Authority Board	3 June 2020	Key Decision 2020/030	To provide an update on the revenue and capital budgets for the year to date	Relevant internal and external stakeholders	Jon Alsop Section 73 Chief Finance Officer	Councillor Steve Count Lead Member for Investment and Finance	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
<b>Combined Authority Decisions</b>									
11.	Cambridge City Council £70m Affordable Housing Programme Forecast 2020/21	Cambridgeshire and Peterborough Combined Authority Board	3 June 2020	Key Decision 2020/035	To consider and agree the Cambridge City Council £70m Affordable Housing Programme Forecast 2020/21	Relevant internal and external stakeholders	Roger Thompson Director of Housing and Development	Councillor Chris Boden Lead Member for Housing	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

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



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



DECISION REQUIRED		DECISION MAKER	DATE DECISION EXPECTED	KEY DECISION OR DECISION	PURPOSE OF REPORT	CONSULTATION	CONTACT DETAILS/ REPORT AUTHOR	LEAD MEMBER	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER (INCLUDING EXEMPT APPENDICES)
22.	Allocation Policy - £100k Homes	Housing and Communities Committee	22 June 2020	Decision	To approve the allocation policy for £100k Homes.	Relevant internal and external stakeholders	Roger Thompson, Director of Housing and Development	Councillor Chris Boden  Lead Member for Housing	It is not anticipated that there will be any documents other than the report and relevant appendices to be published
<b>Combined Authority Board</b>									
23.	Minutes of the meeting on 3 June 2020	Cambridgeshire and Peterborough Combined Authority Board	24 June 2020	Decision	To approve the minutes of the previous meeting.	Relevant internal and external stakeholders	Richenda Greenhill, Democratic Services Officer	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices.
24.	Forward Plan	Cambridgeshire and Peterborough Combined Authority Board	24 June 2020	Decision	To approve the latest version of the forward plan.	Relevant internal and external stakeholders	Robert Parkin Chief Legal Officer and Monitoring Officer	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices.
<b>Combined Authority Decisions</b>									
25.	Cambridgeshire Autonomous Metro (CAM) Project Delivery Body and Project Update	Cambridgeshire and Peterborough Combined Authority Board	24 June 2020	Key Decision 2020/022	To approve the Innovation Body outline business case.	Relevant internal and external stakeholders	Kim Sawyer Chief Executive	Mayor James Palmer	It is not anticipated that there will be any documents other than the report and relevant appendices.

**SUBMIT YOUR COMMENTS OR QUERIES TO  
CAMBRIDGESHIRE AND PETERBOROUGH COMBINED  
AUTHORITY**

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

Your comment or query:

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

Name .....

Address .....

.....

Tel: .....

Email: .....

Who would you like to respond?



<b>CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY BOARD</b>	<b>AGENDA ITEM No: 1.6</b>
<b>3 JUNE 2020</b>	<b>PUBLIC REPORT</b>

## MEMBERSHIP OF THE COMBINED AUTHORITY

### 1.0 PURPOSE

1.1. The purpose of this report is to:

- (a) note the Members and substitute Members appointed by the Constituent Councils as set out in Appendix 1.
- (b) recommend continued co-opted member status to the organisations in the report and note the named representative and substitute representative of those co-opted member organisations.

<b><u>DECISION REQUIRED</u></b>	
<b>Lead Member:</b>	<b>Mayor James Palmer</b>
<b>Lead Officer and Author:</b>	<b>Robert Parkin, Chief Legal Officer and Monitoring Officer</b>
<b>Forward Plan Ref: n/a</b>	<b>Key Decision: No</b>
<p>The Combined Authority Board is recommended to:</p> <ul style="list-style-type: none"> <li>(a) note the Members and substitute Members appointed by constituent councils to the Combined Authority for the municipal year 2020/2021 (Appendix 1);</li> <li>(b) appoint the Business Board's nominations as Member and substitute Member to represent them on the Combined Authority for the municipal year 2020/21 (Appendix 1).</li> <li>(c) confirm that the following bodies be given co-opted member status for the municipal year 2020/21:</li> </ul>	<p><b><i>Voting arrangements</i></b></p> <ul style="list-style-type: none"> <li>(a) No vote required</li> <li>(b) Simple majority of members present and voting</li> <li>(c) Two-thirds majority of members present and voting</li> </ul>

<ul style="list-style-type: none"> <li>(i) The Police and Crime Commissioner for Cambridgeshire;</li> <li>(ii) Cambridgeshire and Peterborough Fire Authority;</li> <li>(iii) Cambridgeshire and Peterborough Clinical Commissioning Group.</li> </ul>	
(d) Note the named representative and substitute representative for each organisation as set out in the report.	(d) No vote required
(e) Agree that any late notifications of appointments to the Monitoring Officer shall take immediate effect.	(e) Two-thirds majority of members present and voting

## 2.0 BACKGROUND

### Membership

- 2.1. In accordance with the Cambridgeshire and Peterborough Combined Authority Order 2017, each constituent council must appoint one of its elected members and a substitute member to the Combined Authority.
- 2.2. There having been no local elections in May 2020 each constituent council has either rolled-forward its appointments from last municipal year; or, where there has been annual Council meetings affirmed appointments at these. Fenland District Council is holding its annual Council meeting on 17 June 2020 and it is recommended that the Board agrees that any late nominations to the Monitoring Officer should take immediate effect. This will be confirmed at the next meeting of the Combined Authority Board. The Members and substitute Members appointed by the Constituent Councils so far are set out in Appendix 1.
- 2.3. The Business Board will nominate one of its members and a substitute to the Combined Authority Board at its meeting on 26 May 2020.

### Co-opted Members

- 2.4. In accordance with the Combined Authority's Constitution, the Combined Authority agreed that the following bodies be given co-opted member status for the municipal year 2019/20. The Combined Authority Board is asked to agree that these organisations continue their co-opted member status for the municipal year 2020/21 and for future years until the Board decides otherwise.

<b>Organisation</b>	<b>Named representative</b>	<b>Name of Substitute Member</b>
The Police and Crime Commissioner for Cambridgeshire	Councillor Ray Bisby (Acting Police and Crime Commissioner)	-
Cambridgeshire and Peterborough Fire Authority representative	Vice Chair of the Cambridgeshire and Peterborough Fire Authority  Councillor David Over	Councillor Kevin Reynolds
Clinical Commissioning Group representative	Jessica Bawden Director of Corporate Affairs	Dr Gary Howsam Clinical Chair

- 2.5. The status of co-opted Members is set out in the Constitution. A co-opted member organisation shall be represented at meetings of the Combined Authority Board by a named representative or a named substitute. Those members and their substitute members are required to complete a declaration of interest form.

### **3 FINANCIAL IMPLICATIONS**

- 3.1 In accordance with the Cambridgeshire and Peterborough Combined Authority Order 2017 no remuneration is to be payable by the Combined Authority to its members.

### **4 LEGAL IMPLICATIONS**

- 4.1 These are dealt with in the report.

### **5 SIGNIFICANT IMPLICATION**

- 5.1 These appointments are made by the constituent councils according to statutory rules. They are not a matter of choice for the Combined Authority, other than the appointment of organisations as co-opted members.

### **6 APPENDICES**

- 6.1 Appendix 1 – Membership of Combined Authority Board

<b><u>Source Documents</u></b>	<b><u>Location</u></b>
Council reports of each of the Constituent Councils	Constituent Council websites



**Membership of the Combined Authority Board 2020/21**

<b>Nominating Body</b>	<b>Member</b>	<b>Substitute</b>
	Mayor James Palmer	Statutory Deputy Mayor
Cambridge City Council (Annual meeting 28 May 2020)	TBA	TBA
Cambridgeshire County Council	Cllr Steve Count	Cllr Roger Hickford
East Cambridgeshire District Council	Cllr Anna Bailey	Cllr J Schumann
Fenland District Council (Annual meeting 17 June 2020)	TBA	TBA
Huntingdonshire District Council	Cllr Ryan Fuller	Cllr Jon Neish
Peterborough City Council	Cllr John Holdich	Cllr Wayne Fitzgerald
South Cambridgeshire District Council	Cllr Bridget Smith	Cllr Aidan van de Weyer
Business Board (Annual meeting 26 May 2020)	TBA	TBA







<b>CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY BOARD</b>	<b>AGENDA ITEM No: 1.7</b>
<b>3 JUNE 2020</b>	<b>PUBLIC REPORT</b>

## **APPOINTMENTS TO EXECUTIVE COMMITTEES, APPOINTMENT OF CHAIRS AND LEAD MEMBERS**

### **1.0 PURPOSE**

- 1.1. At its meeting on 25 July 2018, the Combined Authority Board agreed to establish three committees. The Constitution was amended accordingly at its meeting on 26 September 2018.
- 1.2. A review of Governance was reported to the Combined Authority Board meeting on 25 September 2019 with amendments agreed as at section 2.2 below. This report asks the Board to agree the Mayor's nominations to Lead Member responsibilities and the membership of the committees for 2020/21.

<b><u>DECISION REQUIRED</u></b>	
<b>Lead Member:</b>	<b>Mayor James Palmer</b>
<b>Lead Officer:</b>	<b>Robert Parkin, Chief Legal Officer and Monitoring Officer</b>
<b>Forward Plan Ref: N/A</b>	<b>Key Decision: No</b>
The Combined Authority Board is recommended to:  (a) Note and agree the Mayor's nominations to Lead Member responsibilities and the membership of the committees including the Chairs of committees for 2020/21 as set out in Appendix 1 (to be tabled).	<b>Voting arrangements</b>  Simple majority of all Members.

## **2.0 BACKGROUND**

- 2.1. In July 2018, the Combined Authority Board agreed a new system of decision making through the establishment of three committees. The terms of reference of the Transport and Infrastructure Committee, the Skills Committee and the Housing and Communities Committee were also agreed.
- 2.2. The Combined Authority reviewed its governance arrangements at its meeting on 25 September 2019 and resolved that the Combined Authority Board shall appoint the committee and substitute members. Also, that with the exception of the Chair, Board members may nominate another member from their constituent council to be a member of the committee in their place. The Board member shall also nominate a named substitute member. Nominations are in consultation with the Mayor and subject to approval by the Board. In principle, neither the Mayor nor the Board will seek to exercise their voting rights to veto or vote against the appointment of constituent council members to executive committees. These amendments took effect on 1 November 2019.
- 2.3. The Mayor has allocated Lead Member responsibilities and membership of committees are set out in Appendix 1 (to be tabled). The Board is asked to agree these allocations for 2020/21.

## **3.0 FINANCIAL IMPLICATIONS**

- 3.1. In accordance with the Cambridgeshire and Peterborough Combined Authority Order 2017 no remuneration is to be payable by the Combined Authority to its members.

## **4.0 LEGAL IMPLICATIONS**

- 4.1. The responsibilities of Lead Members are set out in Chapter 4 paragraph 3 of the Constitution. The committees' terms of reference are also set out in the Constitution.
- 4.2. The legal implications are set out in this report.

## **5.0 SIGNIFICANT IMPLICATIONS**

- 5.1. There are no additional implications in this report.

## **6.0 APPENDICES**

- 6.1. Appendix 1 – Lead Members' Responsibilities and membership – allocations (to be tabled)

<b><u>Background Papers</u></b>	<b><u>Location</u></b>
Report and decisions of the Board dated 25 July 2018	<a href="http://cambridgeshirepeterborough-ca.gov.uk/meetings/cambridgeshire-and-peterborough-combined-authority-board-3/">http://cambridgeshirepeterborough-ca.gov.uk/meetings/cambridgeshire-and-peterborough-combined-authority-board-3/</a>
Report and decisions of the Board dated 26 September 2018	<a href="http://cambridgeshirepeterborough-ca.gov.uk/meetings/cambridgeshire-and-peterborough-combined-authority-board-4/?date=2018-09-26">http://cambridgeshirepeterborough-ca.gov.uk/meetings/cambridgeshire-and-peterborough-combined-authority-board-4/?date=2018-09-26</a>





<b>CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY BOARD</b>	<b>AGENDA ITEM No: 1.8</b>
<b>3 JUNE 2020</b>	<b>PUBLIC REPORT</b>

## **APPOINTMENT OF THE OVERVIEW AND SCRUTINY COMMITTEE 2020/2021**

### **1.0 PURPOSE**

1.1. The purpose of this report is to:

- (a) note the political balance on constituent councils following local elections and by-elections;
- (b) agree the size of the Overview and Scrutiny Committee and agree the political balance on the committee (Appendix 1);
- (c) appoint the Members and substitute members nominated by constituent councils and confirm these appointments (Appendix 2).
- (d) recommend to the Overview and Scrutiny Committee that they consider co-opting an independent member from a Constituent Council.

<b><u>DECISION REQUIRED</u></b>	
<b>Lead Member:</b>	<b>Mayor James Palmer</b>
<b>Lead Officer and Author:</b>	<b>Robert Parkin, Chief Legal Officer and Monitoring Officer</b>
<b>Forward Plan Ref: N/A</b>	<b>Key Decision: No</b>
The Combined Authority Board is recommended to:  (a) confirm that the size of the Overview and Scrutiny Committee should be 14 members; two members from each constituent council and two substitute members for the municipal year 2020/2021;  (b) to agree the political balance on the committee as set out in Appendix 1;  (c) confirm the appointment of the Member and substitute Member nominated by constituent	<b><i>Voting arrangements</i></b>  Simple majority of the Members

<p>councils to the Overview and Scrutiny Committee for the municipal year 2020/21 as set out in Appendix 2.</p> <p>(d) to request that the Overview and Scrutiny Committee consider the co-option of an independent member from a Constituent Council.</p>	
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## 2.0 BACKGROUND

- 2.1. In accordance with the Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017, the Combined Authority is required to establish an Overview and Scrutiny Committee.
- 2.2. The 2017 Order sets out the rules for membership. The membership of the Overview and Scrutiny as a whole should reflect so far as reasonably practicable the balance of political parties of the constituent councils when taken together. The balance is based on membership of political parties, not political groups, on constituent councils across Cambridgeshire and Peterborough.
- 2.3. In March 2017, the Combined Authority agreed that to ensure an equitable representation across each constituent authority, two members from each council should be appointed to the Overview and Scrutiny Committee representing a total membership of fourteen members. The Combined Authority has agreed that substitute members should be appointed for each position. Any substitute members should come from the same party as the Member they are substituting for to maintain political balance.
- 2.4. The Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017 states that the combined authority must appoint such a number of members of each of the constituent councils to an overview and scrutiny committee, so that the members of the committee taken as a whole reflect so far as reasonably practicable the balance of political parties for the time being prevailing among members of the constituent councils when taken together. The Board is recommended to review its political balance on the committee based on the above principles and approve the political balance as set out in Appendix 1 based on a 14 member committee.
- 2.5. Constituent Councils have nominated the members and substitute members listed in Appendix 2 for the municipal year 2020/21 based on the political balance set out in Appendix 1.
- 2.6. No local elections for constituent councils were held in May 2020 due to the Coronavirus pandemic. There have been by-elections and defections from

political parties in 2019/20; however, these have not affected the political balance of the Overview and Scrutiny Committee. Last year the Authority exercised its discretion and calculated seats based upon percentages of constituent authority members by national political parties.

- 2.7. In previous years discretion had been used to provide independent members a seat on the Overview and Scrutiny Committee, as well as the Audit and Governance Committee. Recognising the process operated through the exercise of such discretion to provide an independent Member with a seat but ensuring the political balance of the Committee is not compromised, it has been proposed that the Overview and Scrutiny Committee could consider the co-option of an independent member (from a constituent Council) to the Committee. The co-opted member would not be given voting rights, nor would they be considered as a member of the Committee when paying due regard to the criteria of the call-in process, outlined in Chapter 13, Overview and Scrutiny Committee 13.7 of the Constitution.
- 2.8. Should the Overview and Scrutiny Committee agree to the co-option of an independent member, authority may be delegated from the Combined Authority Board to the Committee to appoint a co-optee. The co-option would be for the municipal year 2020/21 only.

### **3.0 FINANCIAL IMPLICATIONS**

- 3.1. In accordance with the Cambridgeshire and Peterborough Combined Authority Order 2017 no remuneration is to be payable by the Combined Authority to its members.

### **4.0 LEGAL IMPLICATIONS**

- 4.1. These are dealt with in the report.

### **5.0 SIGNIFICANT IMPLICATIONS**

- 5.1. N/A

### **6.0 APPENDICES**

- 6.1. Appendix 1 – Political Balance on the Overview and Scrutiny Committee  
6.2. Appendix 2 – Nominations from Constituent Councils

<u>Background Documents</u>	<u>Location</u>
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Constituent Councils annual meetings	Various
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Overview and Scrutiny Committee of 14

POLITICAL BALANCE ACROSS THE COUNTY as at 8 May 2020

	Total	Vacancy	Conservative	Labour	Liberal Democrats	Independent	Green	St. Neots Independent	Liberal Party	Werrington First	HDC Independent	Total	Entitlement
CAMBRIDGESHIRE	2		35	7	16	1		2				61	1 Conservative; 1 Labour
CAMBRIDGE CITY	2			26	15	1						42	1 Labour; 1 Liberal Democrat
EAST CAMBS.	2		15		11	2						28	1 Conservative; 1 Liberal Democrat
FENLAND	2		25		2	10	1					38	2 Conservative
HUNTINGDONSHIRE	2		30	4	7	1					10	52	1 Conservative; 1 Liberal Democrat
PETERBOROUGH	2		27	17	9		2		1	3		59	1 Conservative; 1 Labour
SOUTH CAMBS.	2		11	2	30	2						45	1 Liberal Democrat; 1 Conservative
<b>TOTAL</b>	<b>14</b>	<b>0</b>	<b>143</b>	<b>56</b>	<b>90</b>	<b>17</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>3</b>	<b>10</b>	<b>325</b>	
POLITICAL BALANCE %			44.00	17.23	27.69	5.23	0.92	0.62	0.31	0.92	3.08		
<b>Seat allocation</b>			<b>7</b>	<b>3</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14</b>	
Committee seat allocation	14		6.16	2.41	3.88	0.73	0.13	0.09	0.04	0.13	0.43	14	



**Membership of O&S 2020/21**

<b>Constituent Council</b>	<b>Member</b>	<b>Substitute</b>
Cambridgeshire County Council	<u>Cllr David Connor</u> <u>Cllr Jocelynne Scutt</u>	<u>Cllr Mac Maguire</u> <u>Cllr Linda Jones</u>
Peterborough City Council	<u>Cllr Andy Coles</u> <u>Cllr Ed Murphy</u>	<u>Cllr Lynne Ayres</u> <u>Cllr Katia Yurgetene</u>
Fenland District Council (Annual meeting 17 June 2020)	TBA	TBA
Huntingdonshire District Council	<u>Councillor Patricia Jordan</u> <u>Councillor Douglas Dew</u>	<u>Councillor Mike Humphrey</u> <u>Councillor Stephen Corney</u>
South Cambs DC	<u>Cllr Pippa Heylings</u> <u>Cllr Grenville Chamberlain</u>	<u>Cllr Peter Fane</u> <u>Cllr Heather Williams</u>
East Cambs DC	<u>Cllr Alan Sharp</u> <u>Cllr Lorna Dupre</u>	<u>Cllr David Ambrose-Smith</u> <u>Cllr Charlotte Cane</u>
Cambridge City Council (Annual meeting 28 May 2020)	TBA	TBA





<b>CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY BOARD</b>	<b>AGENDA ITEM No: 1.9</b>
<b>3 JUNE 2020</b>	<b>PUBLIC REPORT</b>

## **APPOINTMENT OF THE AUDIT AND GOVERNANCE COMMITTEE 2020/2021**

### **1.0 PURPOSE**

1.1 The purpose of this report is to:

- (a) agree the size and political balance of the Audit and Governance Committee;
- (b) appoint the members and substitute Member nominated by constituent councils to the Committee;
- (c) appoint the Chair and Vice-Chair to the Committee.

<b><u>DECISION REQUIRED</u></b>	
<b>Lead Member:</b>	<b>Mayor James Palmer</b>
<b>Lead Officer and Author:</b>	<b>Robert Parkin, Chief Legal Officer and Monitoring Officer</b>
<b>Forward Plan Ref: n/a</b>	<b>Key Decision: No</b>
<p>The Combined Authority Board is recommended to:</p> <ul style="list-style-type: none"> <li>(a) confirm that the size of the Audit and Governance Committee should be eight members; one member and one substitute from each Constituent Council and confirm the re-appointment of the existing independent person for the municipal year 2020/2021;</li> <li>(b) to agree the political balance on the committee as set out in Appendix 1;</li> <li>(c) confirm the appointment of the Member and substitute Member nominated by Constituent Councils to the Committee for the municipal year 2020/2021 as set out in Appendix 2</li> <li>(d) appoint a Chair and Vice Chair of the Audit and Governance Committee for the municipal year 2020/2021.</li> </ul>	<p><b><i>Voting arrangements</i></b></p> <p>Simple majority of the Members</p>

## **2.0 BACKGROUND**

### **Membership of the Audit and Governance Committee**

- 2.1 In accordance with the Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017, the Combined Authority is required to establish an Audit Committee.
- 2.2 The Order 2017 sets out the rules for membership. The membership of the committee as a whole should reflect so far as reasonably practicable the balance of political parties of the constituent councils when taken together. The balance is based on membership of political parties, not political groups, on constituent councils across Cambridgeshire and Peterborough.
- 2.3 For 2017/18, the Board agreed that the Audit and Governance Committee should have seven constituent members, one Member from each Constituent Council, together with one Independent person. The Board are asked to agree that the size of the committee remains the same.
- 2.4 The implications of applying political proportionality to a seven constituent member committee are detailed in Appendix 1.
- 2.5 Accordingly constituent councils have nominated the members and substitute members listed in Appendix 2 for the municipal year 2019/20 based on the political balance calculation.
- 2.6 No local elections for constituent councils were held in May 2020 due to the Coronavirus pandemic. There have been by-elections and defections from political parties in 2019/20; however, these have not affected the political balance of the Audit and Governance Committee. Last year the Authority exercised its discretion and calculated seats based upon percentages of constituent authority members by national political parties.
- 2.7 In previous years, discretion has been used to provide independent members a seat on both the Audit and Governance Committee and the Overview and Scrutiny Committee. Recognising the process operated through the exercise of discretion in previous years to provide an independent Member with a seat but ensuring the political balance of the Committee is not compromised, it has been proposed that the Audit and Governance Committee consider the co-option of an independent member (from a constituent Council) to the Committee. The co-opted member would not be given voting rights
- 2.8 Should the Audit and Governance Committee agree to the co-option of an independent member, authority may be delegated from the Combined Authority Board to the Committee to appoint a co-optee. The co-option would be for the municipal year 2019/2020.

### **Chair and Vice Chair**

- 2.9 In accordance with the Constitution, the appointment of the Chair and Vice-Chair of the Audit and Governance Committee is reserved to the Board. The

Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017 requires the Combined Authority to appoint at least one independent person to the Audit and Governance Committee.

- 2.10 In May 2017, the Board appointed Mr Alan John Pye as the independent person for a term of four years ending May 2021. The Board also agreed that Mr Pye should be appointed as Chair of the Committee and asked the Audit and Governance Committee to elect a Vice Chair.
- 2.11 The Board are asked to appoint a Chair and Vice-Chair of the Committee for the municipal year 2020/21.

### **3.0 FINANCIAL IMPLICATIONS**

- 3.1 In accordance with the Cambridgeshire and Peterborough Combined Authority Order 2017 no remuneration is to be payable by the Combined Authority to its constituent council members.
- 3.2 In June 2017, the Board agreed that the appointed independent person should receive an allowance of £1534 per annum. This allowance was enhanced from £920 in recognition of the additional responsibilities of the Chair.

### **4.0 LEGAL IMPLICATIONS**

- 4.1 These are dealt with in the report. The requirement to appoint at least one independent person of the Audit Committee is set out in the Local Democracy, Economic Development and Construction Act 2009.

### **5.0 SIGNIFICANT IMPLICATIONS**

- 5.1 N/A

### **6.0 APPENDICES**

- 6.1 Appendix 1 – Political Balance on the Audit and Governance Committee
- 6.2 Appendix 2 – Nominations from Constituent Councils

<b><u>Source Documents</u></b>	<b><u>Location</u></b>
Constituent Councils' annual meetings	Various





**APPENDIX 2**

**Audit and Governance Committee of 7**

**POLITICAL BALANCE ACROSS THE COUNTY as at 8 May 2020**

	Total	Vacancy	Conservative	Labour	Liberal Democrats	Independent	Green	St. Neots Independent	Liberal Party	Werrington First	HDC Independent	Total	Entitlement
CAMBRIDGESHIRE	1		35	7	16	1		2				61	1 Conservative
CAMBRIDGE CITY	1			26	15	1						42	1 Labour
EAST CAMBS.	1		15		11	2						28	1 Conservative
FENLAND	1		25		2	10	1					38	1 Conservative
HUNTINGDONSHIRE	1		30	4	7	1					10	52	1 Conservative
PETERBOROUGH	1		27	17	9		2		1	3		59	1 Liberal Democrat
SOUTH CAMBS.	1		11	2	30	2						45	1 Liberal Democrat
<b>TOTAL</b>	<b>7</b>	<b>0</b>	<b>143</b>	<b>56</b>	<b>90</b>	<b>17</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>3</b>	<b>10</b>	<b>325</b>	
POLITICAL BALANCE %			44.00	17.23	27.69	5.23	0.92	0.62	0.31	0.92	3.08		
<b>Seat allocation</b>			<b>4</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7</b>	
Committee seat allocation	7		3.08	1.2061	1.9383	0.3661	0.0644	0.0434	0.0217	0.0644	0.2156	7	



**Appointments to the Audit & Governance Committee – May 2020**

<b>Constituent Council</b>	<b>Member</b>	<b>Substitute</b>
Cambridgeshire County Council	<u>Cllr Mark Goldsack</u>	<u>Cllr David Wells</u>
Peterborough City Council	<u>Cllr Nick Sandford</u>	<u>Cllr Simon Barkham</u>
Fenland District Council (Annual meeting 17 June 2020)	TBA	TBA
Huntingdonshire District Council	<u>Cllr Mac McGuire</u>	<u>Cllr Dr Philip Gaskin</u>
South Cambs DC	<u>Cllr Tony Mason</u>	<u>Cllr Peter Fane</u>
East Cambs DC	TBA	TBA
Cambridge City Council (Annual meeting 28 May 2020)	TBA	TBA





<b>CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY BOARD</b>	<b>AGENDA ITEM No: 1.10</b>
<b>3 JUNE 2020</b>	<b>PUBLIC REPORT</b>

## CALENDAR OF MEETINGS 2020/2021

### 1.0 PURPOSE

- 1.1 The Combined Authority agrees the dates and times of ordinary meetings of the Board, its Committees and the Business Board for the coming Municipal Year at each annual meeting.
- 1.2 Members are asked to agree the calendar of meetings for the 2020/21 Municipal Year.

<b><u>DECISION REQUIRED</u></b>	
<b>Lead Member:</b>	<b>Mayor James Palmer</b>
<b>Lead Officer and Author:</b>	<b>Robert Parkin, Chief Legal Officer and Monitoring Officer</b>
<b>Forward Plan Ref: n/a</b>	<b>Key Decision: No</b>
The Combined Authority Board is recommended to approve the Calendar of Meetings for 2020/2021 (Appendix 1).	<b><i>Voting arrangements</i></b>  Simple majority of the Members

### 2.0 FINANCIAL IMPLICATIONS

- 2.1 There are no financial implications

### 3.0 LEGAL IMPLICATION

- 3.1 These are dealt with in the report.

### 4.0 EQUALITIES IMPLICATION

- 4.1 N/A

### 5.0 APPENDICES

5.1 Appendix 1 – Calendar of meetings 2020/2021

<u>Background Documents</u>	<u>Location</u>
None	

**CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY MEETING CARD - 2020/21**

MEETING	2020									2021				
	TIME	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
<b>Directors Meetings</b>														
<b>Combined Authority Board</b>	10.30 am		3 & 24		w/c 3	30	[28]	25		27		31		
<b>Annual Combined Authority Board</b>	10.30 am	3 June												26
<b>Committees</b>														
<b>Transport and Infrastructure</b>	10.00 am	29 April PM		8		9		4		6		10	26	
<b>Skills</b>	10.00 am	27 April		6 (2pm)		14		9		11		15	28	
<b>Housing and Communities</b>	14.00 pm	27 April	22			14		9		11		15	28	
<b>Overview and Scrutiny</b>	11.00 am	29	22	27		28		23		25		29		24
<b>Audit and Governance</b>	10.00 am	26		31			2	27		29			2	25
<b>Employment Committee (unscheduled)</b>														
<b>Business Board</b>	14.30 pm	26		27		15		10		12		16		12
<b>Other Bodies</b>														
<b>Fire Authority</b>														
<b>Cambridgeshire Public Service Board</b>	9.30 - 12.00		12	17	14	11	16	13	4					
<b>GCP Joint Assembly</b>	14.00 pm		4			10		19						
<b>GCP Executive Board</b>	16.00 pm		25				1		10					
<b>Cambridgeshire CC Full Council</b>	10.30 am	19		21			13		15		9 [12]	16		25
<b>Cambridge City Council Full Council</b>	11 am	28 (11 am)		16			22			25			22	27
<b>East Cambridgeshire DC Full Council</b>	18.00 pm	21		16			22				25		15	20
<b>Fenland DC Full Council</b>	16.00 pm	21		28		8			8	12	23			
<b>Huntingdonshire DC Full Council</b>	19.00 pm	20		15			14		16		24			
<b>Peterborough CC Full Council</b>	18.30 pm	1 June	1	29			21		9	27		3		17
<b>South Cambridgeshire DC Full Council</b>	14.00 pm	21		14		24		26			18		15	20
<b>Conferences</b>														
<b>Conservative Party Annual Conference</b>							4 - 7							
<b>Labour Party Annual Conference</b>						19 - 23								
<b>Liberal Democrat Annual Conference</b>						26 - 29								

Board meets Bi Monthly on a Wednesday

Overview and Scrutiny to meet the Monday before the Board

Audit and Governance Committee to meet 4 times a year on a Friday usually the same week as O&S

Business Board last Monday every other month before CA Board

Transport, Housing and Skills Committees Bi Monthly

CPSB Meeting are on Fridays

[ ] Reserve dates

\* To discuss budget only







<b>CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY BOARD</b>	<b>AGENDA ITEM No: 1.11</b>
<b>3 JUNE 2020</b>	<b>PUBLIC REPORT</b>

## COMPLAINTS POLICY

### 1.0 PURPOSE

- 1.1. The Audit and Governance Committee is responsible for reviewing corporate governance arrangements. At its meeting on 26 May 2020 it will be asked to comment on proposed revisions to the corporate complaints procedure for the Combined Authority and to make recommendations to the Board. This is a substantially revised document which now includes a Section 6 on withdrawal of complaints, dealing with vexatious and persistent complaints, and learning points within the complaints process.
- 1.2. A copy of the current policy showing the proposed revisions as tracked changed is attached at Appendix 1.
- 1.3. The report to the Audit and Governance Committee can be viewed at:

<https://cambridgeshirepeterboroughcagov.cmis.uk.com/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/870/Committee/70/SelectedTab/Documents/Default.aspx>

Item 11 refers.

<b><u>DECISION REQUIRED</u></b>	
<b>Lead Member:</b>	<b>Mayor James Palmer</b>
<b>Lead Officer:</b>	<b>Robert Parkin, Chief Legal Officer and Monitoring Officer</b>
<b>Forward Plan Ref: n/a</b>	<b>Key Decision: No</b>
The Combined Authority Board is recommended to:	<b>Voting arrangements</b>

<p>(a) Approve and adopt the complaints procedures subject, to any amendments made by the Audit and Governance Committee.</p> <p>(b) Notify the Local Government and Social Care Ombudsman of its decision to approve and adopt the revised complaints procedures.</p> <p>(c) Note that the Monitoring Officer has delegated authority to make any changes recommended by the Local Government and Social Care Ombudsmen or resulting from the Audit and Governance Committee's function to monitor the complaints procedures.</p>	<p>A simple majority of all members</p>
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## 2.0 CONSIDERATIONS

- 2.1 The Local Government and Social Care Ombudsman has produced guidance to assist Combined Authorities to produce a complaints procedure which sets out the principles for creating a simple integrated complaints system.
- 2.2 The Ombudsman's guidance states with the creation or expansion of every combined authority, there is the opportunity, and the necessity, to create a simple, integrated complaints system that will be:
- better for the public
  - better for local accountability and scrutiny, and
  - better value for money
- 2.3 The guidance states that the design of complaints systems and procedures is a matter for each authority, but it sets out the key benchmarks authorities will want to use to ensure their complaints procedures are simple, fair and encourage organisational improvement. The draft revised complaints procedure has been produced in line with these principles.
- 2.4 Complaints will be used as a learning tool, with regular summary reports being submitted to the Combined Authority management team. An annual report will also be produced for scrutiny by the Audit and Governance Committee.

## 3.0 Legal Implications

- 3.1 The Monitoring Officer has a statutory duty to report any findings of maladministration to the Combined Authority Board. This means that the Monitoring Officer is responsible for ensuring complaints are dealt with effectively as part of their role.

- 4.2. The Local Government and Social Care Ombudsman has previously written to the Monitoring Officer requesting details of the complaints procedure adopted by the Combined Authority. It is therefore a recommendation of this report that the Combined Authority Board notify the Ombudsman of any revisions made to the Complaints Policy.

#### **4.0 APPENDICES**

##### **3.1 Appendix 1 – Corporate Complaints Procedure**

<b><u>Background Papers</u></b>	<b><u>Location</u></b>
Principles of complaint handling in combined authorities and devolved settings by Local Government and Social Care Ombudsman	<a href="http://www.lgo.org.uk/information-centre/reports/advice-and-guidance/guidance-notes/principles-combined-authorities">http://www.lgo.org.uk/information-centre/reports/advice-and-guidance/guidance-notes/principles-combined-authorities</a>





**CAMBRIDGESHIRE  
& PETERBOROUGH**  
COMBINED AUTHORITY



**CAMBRIDGESHIRE  
& PETERBOROUGH**  
COMBINED AUTHORITY

## Complaints Policy

### Table of Content

#### 1. Introduction

#### 2. Our aims

##### 2. Aims of the Complaints Policy

##### 3. What is a complaint?

##### 4. How do I make a complaint?

###### a. Transport and Street Matters

###### b. ~~Great~~Greater Cambridge/Greater Partnership

###### b.c. ~~Business Board of the Cambridgeshire and Peterborough-~~ Enterprise Partnership Combined Authority

###### c. ~~Great Cambridge Partnership~~

###### d. General Data Protection Regulation (GDPR)

##### 5. Cambridgeshire and Peterborough Combined Authority

##### 6. Points to note

##### 6.7. ~~Local Government~~ and Social Care Ombudsman

## 8. Comments and suggestions

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## **1. Introduction**

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**1.**

We are committed to providing high-quality services for all members of the public, businesses and organisations. We welcome our customers' views and will use them to improve our services.

This policy describes how we will deal with complaints and the role of the Local Government and Social Care Ombudsman.

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## **2. Aims of the Complaints Policy**

**2.**

Our complaints policy aims to ensure that customers:

- (a) know where and how to complain to us
- (b) receive an acknowledgement and information on progress of their complaint
- (c) receive an appropriate response and action is taken where we have failed to provide a satisfactory service.

We are committed to treating all our customers fairly and equally.

We will use complaints to review and improve the way we provide services.

If you wish to make an appointment to discuss a complaint, please contact the Monitoring Officer by email [contactus@cambridgeshirepeterborough-ca.gov.uk](mailto:contactus@cambridgeshirepeterborough-ca.gov.uk)

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## **3. What is a complaint?**

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A complaint is an expression of dissatisfaction about the standard of service the **GPCA**[Cambridgeshire and Peterborough Combined Authority](#) provides.

There are some complaints that will not be dealt with under this policy such as:

- (a) Where legal processes are involved – where a legal challenge is being made regarding whether a decision or action is lawful;
- (b) Where there is a more appropriate individual or organisation to deal with your complaint, such as a tribunal, Ombudsman or another local organisation or council;

- (c) We would not normally deal with complaints about something that happened more than a year ago;
- (d) Complaints about members of the Combined Authority – elected councillors have a separate complaints process and the Monitoring Officer can advise you about this;
- (e) Whistleblowing policy – there is a separate policy relating to whistleblowing;
- (f) Complaints about Freedom of Information (FOI) requests. We have a separate policy for these types of complaints.



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#### **4. How do I make a complaint? – Choosing the correct**

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##### **organisation**

**4.**

Before raising a complaint to the Cambridgeshire and Peterborough Combined Authority (CPCA), you should ensure that you have raised the complaint with the correct organisation.

- (a) The CPCA has not replaced existing local authorities; there are seven individual councils in the Cambridgeshire and Peterborough area who deliver the vast majority of services for your community
- (b) The CPCA is separate from the Greater ~~Cambridgeshire Greater Peterborough Local Enterprise Partnership and the Greater~~ Cambridge Partnership (formerly ~~called~~ the “City Deal”).
- ~~(c) The CPCA has not replaced companies and organisations providing public transport in Cambridgeshire and Peterborough area.~~
- (c) The CPCA does not handle complaints related to handling of personal data protected by the General Data Protection Regulation (GDPR)

If you have a complaint that does not directly relate to an activity carried out by the CPCA, you should submit your complaint to the appropriate Council; Local Enterprise Partnership or transport company/organisation.

#### **1.a. Transport and Street Matters**

If you have a complaint about any transport services or street related matter, please contact ~~your~~the local authority for your area.

##### Highways

Peterborough City Council

Website: <https://www.peterborough.gov.uk/contact-us/>

Cambridgeshire County Council

Website: <https://www.cambridgeshire.gov.uk/council/contact-us/>

Street matters (i.e. refuse collections, environmental services, licensing)

Cambridge City Council

Website: <https://www.cambridge.gov.uk/contact-us>

East Cambridgeshire District Council

Website: <https://www.eastcambs.gov.uk/content/contact-us>

Fenland District Council

Website: <https://www.fenland.gov.uk/contactus>

Huntingdonshire District Council

Website: <https://www.huntingdonshire.gov.uk/contact-us>

Peterborough City Council

Website: <https://www.peterborough.gov.uk/contact-us/>

South Cambridgeshire District Council

Website: <https://www.scambs.gov.uk/the-council/ways-to-contact-us/>

**2.b. Greater Cambridge Partnership**

Version 1: 31 January 2018

If you have a complaint about the Greater Cambridge Partnership, please contact

Greater Cambridge Partnership,  
SH1311, Shire Hall, Cambridge,  
CB3 0AJ

Email:- [contactus@greatercambridge.org.uk](mailto:contactus@greatercambridge.org.uk)  
Telephone: 01223 699906  
<https://www.greatercambridge.org.uk/>

**3.c. ~~Great Cambridge/Business Board of the Cambridgeshire and~~**  
**~~Peterborough Combined Authority (formerly the Greater~~**  
**~~Cambridgeshire/ Greater Peterborough Local Enterprise~~**  
**~~Partnership)~~**

If you have a complaint about the ~~Great Cambridge/Greater~~Business Board of the  
Cambridgeshire and Peterborough

Enterprise Partnership Combined Authority, please contact:

~~Chief Executive,  
Greater Cambridge Greater Peterborough Enterprise  
Partnership, The Incubator,  
Alconbury Weald Business  
Board of the CPCA,  
Enterprise Campus,  
Alconbury Weald,  
Cambridgeshire,  
Huntingdon, Cambridgeshire, PE28 4WX~~

~~Email: [info@gcgp.co.uk](mailto:info@gcgp.co.uk) Telephone: 01480 277180-  
Website:~~

~~<http://www.gcgp.co.uk>/<https://cambridgeshirepeterborough-ca.gov.uk/business-board>~~

#### **d. General Data Protection Regulation (GDPR)**

~~If we receive you have a complaint from you that have been  
incorrectly sent related to us we will either~~

- ~~(a) — redirect the handling of your complaint to the correct organisation,  
or personal data, please contact the UK's supervisory authority for GDPR:  
(b) let you know the right organisation to send your complaint.~~

~~We will work together with other bodies where a complaint involves  
more than just the CA.~~

The Information Commissioner's Office,

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Wycliffe House,  
Water Lane,  
Wilmslow,  
Cheshire

Telephone: 0303 123 1113  
Website: <https://www.ico.org.uk/concerns>

The Combined Authority has a Data Protection policy which can be viewed here:  
<https://cambridgeshirepeterborough-ca.gov.uk/assets/Transparency/Data-Protection-Policy-Dec-2019.pdf>

## **5. How do I make a complaint? Cambridgeshire and Peterborough Combined Authority**

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~~The CA has a two stage policy.~~

The Combined Authority will take a proportionate approach to the assessment, investigation and review of complaints; and has an initial two-stage policy. All complaints received will be treated in confidence. However, complainants who go public in the media may forfeit their right to anonymity and their right to confidentiality.

### **Step One - Informal Complaint**

We will try to deal with your complaint informally. This means that you should phone or take your complaint to the office or person who dealt with your enquiry. Our staff will do their best to settle your complaint without you needing to do anything else.

~~Our staff will do their best to settle your complaint without you needing to do anything else.~~

### **Step Two - Formal Complaint**

If you have spoken to our staff about your complaint but they have not been able to put things right, or you are not happy with the result, the next step is for you to make a formal complaint in writing to the Monitoring Officer:

~~By law, every Combined Authority must designate one of its senior officers as the Monitoring Officer. The Monitoring Officer is responsible for ensuring that the Combined Authority acts and operates within the law.~~

You can make a complaint (or compliment) ~~in a number~~ using one of the following ways. You can:

- email us on [contactus@cambridgeshirepeterborough-ca.gov.uk](mailto:contactus@cambridgeshirepeterborough-ca.gov.uk)

- write to Complaints, Cambridgeshire and Peterborough Combined Authority, c/o Scrutiny Officer, ~~The Grange, Nutholt Lane, Ely CB7 4EE~~Incubator 2, The Boulevard, Enterprise Campus, Alconbury Weald, Huntingdon, PE28 4XA

When you contact us, please give us your name and address - including your postcode - and your phone number. If you prefer, you can ask a friend or relative to speak or write to us for you. ~~We will need your written consent if you would like someone to act on your behalf.~~

The Monitoring Officer will ask a Director ~~who has not been involved into~~investigate your ~~original~~ complaint ~~to look into your complaint.~~ If we cannot resolve your complaint immediately, we will write to you within three working days to let you know we have received your complaint. We will give you a reference number and let you know that ~~we are investigating~~ your complaint is being investigated.

This information will make it easier for you to contact the person dealing with your complaint if you need to.

The Director will:

- investigate your complaint;
- take any necessary action; and
- make sure they send a written reply within 15 working days.

If your complaint needs more investigation, and we cannot send you a written reply within 15 working days, we will write to you and let you know when you will receive a written reply.

### ***Step 3—IndependentThree - Complaint Review***

If you have been through Steps 1steps one and 2two of the complaints procedure and you are still not happy with the results of the investigations, you can write to the Local Government and Social Care Ombudsman (see 7, below).

## ***6. Local Government Ombudsman***

~~You can~~

### ***6. Points to note***

Most complaints will be dealt with through these procedures without difficulty. However, in order that the Combined Authority deals with complaints in a way that is demonstrably consistent and fair the complaints procedures should acknowledge complaints may be withdrawn. The procedures should also explain how the Combined Authority might deal with unreasonably persistent complainants or other unreasonable behaviour by complainants. There should be an acknowledgement of organisational learning following complaints.

### ***Withdrawing a Complaint***

A complainant may withdraw their complaint at any time. The relevant Director will consider whether, or not the issue of concern requires further consideration under appropriate internal management review systems.

### ***Persistent and Unreasonable Complaints***

The Combined Authority is committed to dealing with all complaints fairly and impartially. However, there are occasions when contact thefrom a complainant becomes too frequent or complex, so that it hinders our consideration of their complaints, or those made by other people.

The Combined Authority does not expect its staff to tolerate behaviour by

complainants which is unacceptable, abusive, offensive or threatening, and will take action to protect staff from such behaviour. The term 'persistent and unreasonable complainant' broadly applies to those customers who are aggressive or have demonstrated abusive behaviour as well as those who make unreasonable demands or become unreasonably persistent with vexatious complaints. In such cases we may take action to limit the contact the complainant has with us.

Customers to whom this policy may apply include those who:

- ☐ Refuse to accept the remit of the process to be undertaken as described to them
- ☐ Request action that is not compatible with the process or make unreasonable demands
- ☐ Introduce unrelated additional information and expect it to be taken into account
- ☐ Make excessive contact with staff
- ☐ Submit habitual complaints about issues that have been previously dealt with
- ☐ Engage with staff in a manner which is deemed unacceptable or inappropriate
- ☐ Refuse to adhere to previously agreed communication plans
- ☐ Behave in a threatening or abusive manner, having been previously advised it is not acceptable

In all cases, the Combined Authority will write to tell the complainant why it believes the behaviour is unacceptable; what action the Council will be taking; the duration of that action; and how, and when it will be reviewed. The complainant will also be informed as to how to challenge the decision if they disagree with it. However, in cases of extreme behaviour, which threatens the immediate safety and welfare of staff, the Combined Authority will consider other options, for example escalating the matter to the police or taking legal action. In such cases, the complainant may not, necessarily, get prior warning of the action.

### **Learning from Complaints**

Listening to feedback about our services can identify potential service problems and affords us the opportunity of putting things right. The Combined Authority is determined to learn from complaints and any changes that we can make to help or prevent a recurrence and improve our service at any point in the process, will be highlighted and acted upon.

Through Annual Reporting to the Audit & Governance Committee of the Combined Authority the trends and themes of complaints can be identified in public forum. The Annual Complaints report will include:



- ☐ The number of complaints received
- ☐ The outcome of complaints (e.g. the proportion upheld)
- ☐ Complaint themes and trends
- ☐ What the Combined Authority has learnt from complaints and the changes made as a result
- ☐ Compliments, and example compliments – such as quotes

## **7. Local Government and Social Care Ombudsman**

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The Ombudsman has a statutory responsibility for investigating complaints of maladministration about local authorities. However, the Ombudsman will usually only consider a complaint after it has completed the Authority's complaints procedure. At the end of stage two, complainants are advised of their rights to progress their complaint to the Ombudsman should they remain dissatisfied.

While the Ombudsman can investigate complaints about how the Authority has done something, they would not normally question what an Authority has done simply because someone does not agree with it.

The Local Government and Social Care Ombudsman can be contacted about your complaint at any time. However, the Ombudsman usually gives the Combined Authority the opportunity to investigate first.

You can contact the Local Government ~~and Social Care~~

Ombudsman at: Local Government & Social Care Ombudsman  
PO Box 4771  
Coventry CV4 0EH

Phone: 0300 061 0614  
Text: 'call back' to 0762 480 3014  
Website: [www.lgo.org.uk](http://www.lgo.org.uk)

You can get leaflets about how to complain to the Local Government and Social Care Ombudsman from any ~~of Council's~~Council offices or ~~any~~ library.

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## **8. Comments and suggestions**

~~7.~~

As well as learning from complaints, we want to know any comments or suggestions you may have that will help us improve our services. You can do this ~~by telling a member of staff about your comment or suggestion or by putting your comment or suggestion in writing.~~ ([contactus@cambridgeshirepeterborough-ca.gov.uk](mailto:contactus@cambridgeshirepeterborough-ca.gov.uk))

<b>Policy Number</b>	<del>Insert policy number</del>	<del>Version Number</del>	<del>1</del>
<b>Date of Issue</b>			
<b>Reviewed by</b>	<del>Audit and Governance Committee</del>	<del>18 December 2017</del>	
<b>Approved by</b>	<del>Cambridgeshire and Peterborough Combined Authority</del>	<del>31 January 2018</del>	
<b>Approved by</b>	<del>Business Board</del>		

|

by telling a member of staff about your comment or suggestion. Alternatively put your comment or suggestion in writing: [contactus@cambridgeshirepeterborough-ca.gov.uk](mailto:contactus@cambridgeshirepeterborough-ca.gov.uk)



<b>CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY BOARD</b>	<b>AGENDA ITEM No: 1.12</b>
<b>3 JUNE 2020</b>	<b>PUBLIC REPORT</b>

## PERFORMANCE REPORT JUNE 2020

### 1.0 PURPOSE

1.1. This is the performance report for June 2020.

<b><u>DECISION REQUIRED</u></b>	
<b>Lead Member:</b>	<b>Mayor James Palmer</b>
<b>Lead Officer:</b>	<b>Paul Raynes, Director of Delivery and Strategy</b>
<b>Forward Plan Ref: N/A</b>	<b>Key Decision: No</b>
To note the June Delivery Dashboard.	<b>Voting arrangements</b>  Simple majority of all Members

### 2.0 BACKGROUND

- 2.1. Appendix 1 includes the June Delivery Dashboard. This looks at the performance of the Combined Authority's projects, and updates on metrics showing progress against the Devolution Deal:
- Prosperity (measured by Gross Value Added or GVA);
  - Housing;
  - Jobs.
- 2.2. The project RAG ratings continue to be updated monthly as part of our standard management processes, and the June 2020 Delivery Dashboard includes ratings for the Combined Authority's Key Projects based on outturn data from the end of April 2020.
- 2.3. Across the entire portfolio, Members will note there has been a net downward movement of two projects.

- 2.4. During the previous Performance update to the Board in January 2020, Members will note that a net upward movement of three projects was reported. This was an error and the correct information was a net upward movement of 4 projects.

### **3.0 FINANCIAL IMPLICATIONS**

- 3.1. There are no direct financial implications.

### **4.0 LEGAL IMPLICATIONS**

- 4.1. The recommendations accord with Combined Authority's powers under Parts 2 and 4 of the Cambridgeshire and Peterborough Combined Authority Order 2017 (SI 2017/251).

### **5.0 SIGNIFICANT IMPLICATIONS**

- 5.1 None

### **6.0 APPENDICES**

- 6.1. Appendix 1 – June Performance Dashboard.

<b><u>Source Documents</u></b>	<b><u>Location</u></b>
Combined Authority Board reports January 2020	<a href="#">CA Board January 2020</a>

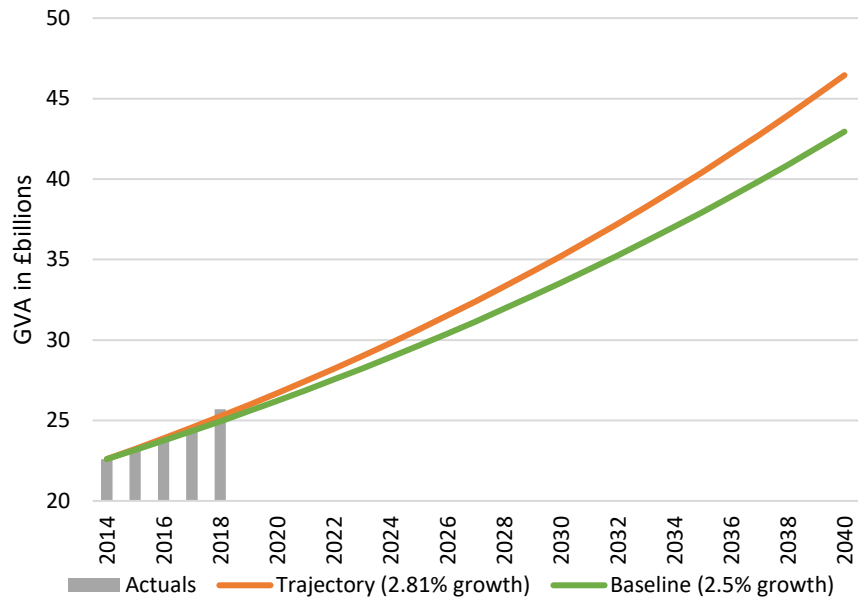
Baseline: Current trend without Devolution Deal interventions

Outturn data source: GVA and Jobs - Office of National Statistics (ONS);  
Housing - Council Annual Monitoring Reports/CambridgeshireInsights

CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY

PERFORMANCE DASHBOARD

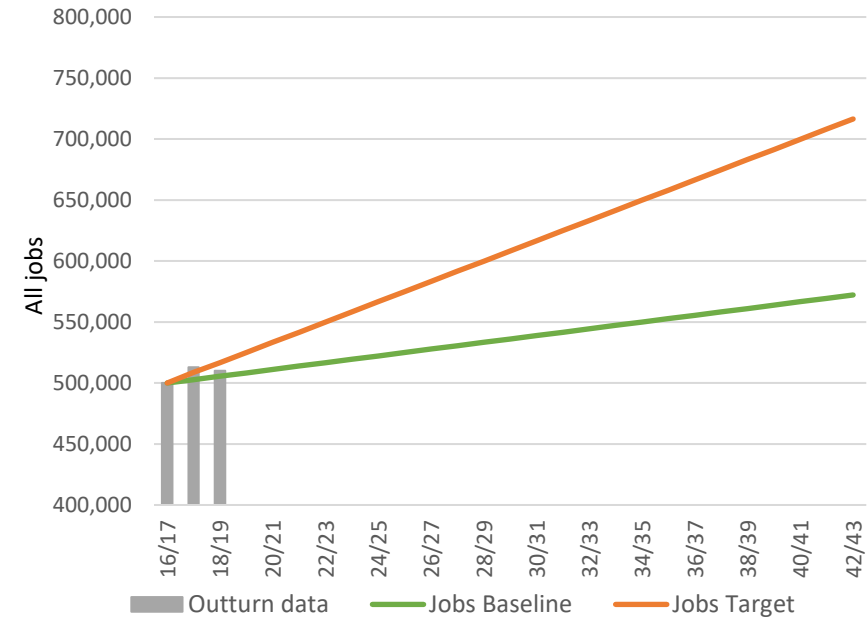
GVA (B) TARGET V BASELINE



This has been updated in line with National Reporting standards. The CPCA Devolution Deal committed to doubling GVA over 25 years with 2014 as the baseline. To achieve this target the CPIER identified the region would require annual growth of 0.31% on top of the 2.5% baseline growth.

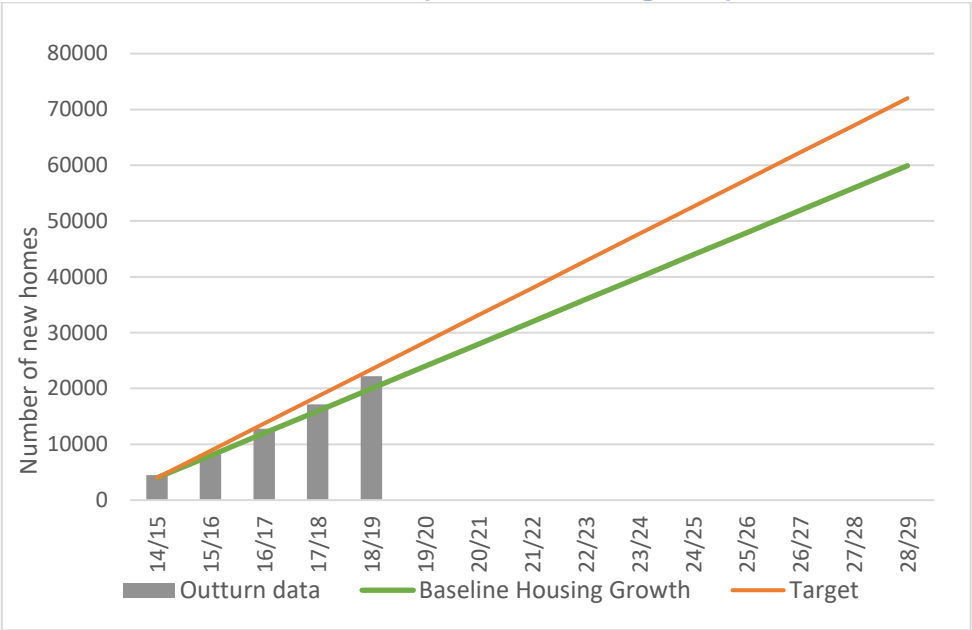
Combined Authority Devolution Deal Trajectory

JOBS TRAJECTORY V BASELINE



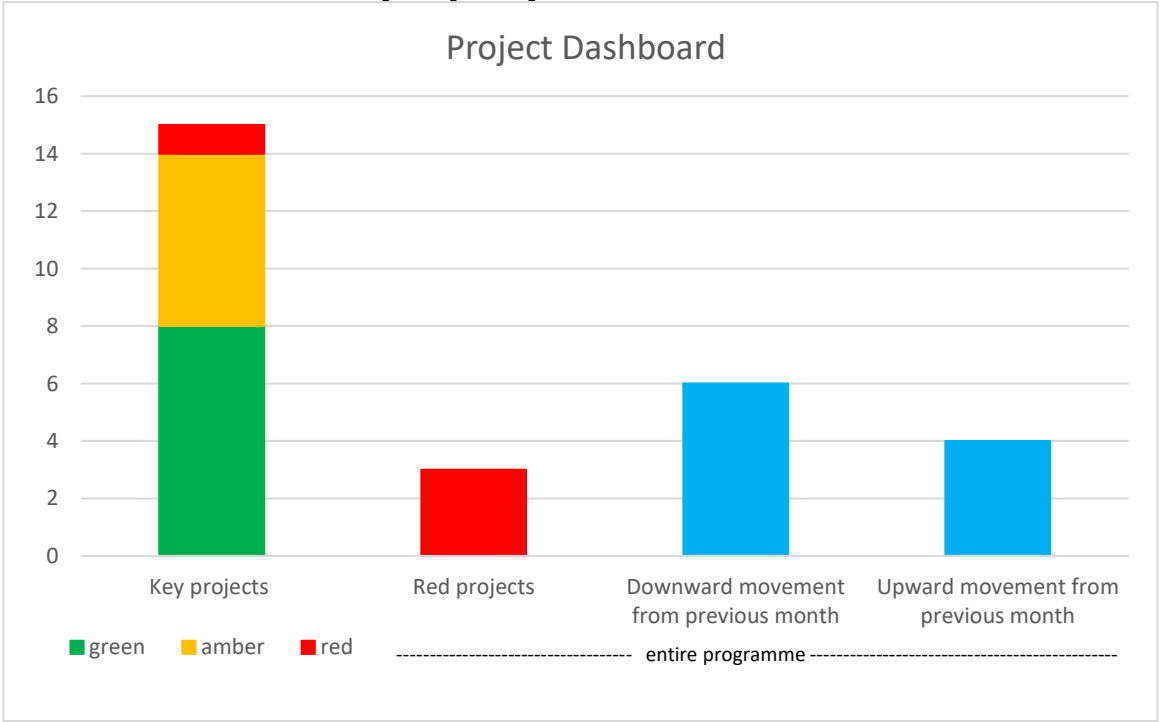
Target is derived through the CPIER by the GL Hearn report with a high growth scenario of 9,400 additional job growth per annum and a baseline of 4,338 jobs per annum.

HOUSING PERFORMANCE (\*cumulative figures)



Devolution Deal target to deliver 72,000 new homes over a 15-year period. £170m affordable homes programme is expected to deliver over 2,500 additional homes.

Combined Authority Key Project Profile:



Key projects	
Name of project	RAG status
£100k Homes	Green
£70m Affordable Housing	Green
Adult Education Budget	Green
A47 Dualling	Green
Bus Reform Task Force	Green
Market Towns Masterplans	Green
Peterborough University	Green
Regeneration of Fenland Stations	Green
£100m Affordable Housing	Amber
A10	Amber
CAM	Amber
Cambridge South Station	Amber
Soham Station	Amber
Wisbech Rail	Amber
Kings Dyke Level Crossing	Red

Data as of end of April 2020







<b>CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY BOARD</b>	<b>AGENDA ITEM No: 2.1</b>
<b>3 JUNE 2020</b>	<b>PUBLIC REPORT</b>

## **BUDGET MONITOR UPDATE**

### **1.0 PURPOSE**

- 1.1 This report provides a forecast outturn position for 2019/20 and recommends the Board to approve the carry forward of unspent budget to 2020/21 in order to complete outstanding projects.
- 1.2 This report also recommends the Board to approve changes to be made to the 2020/21 budget and Medium Term Financial Plan (MTFP) that are suggested following the recommendation made by the Board in March 2020 to review the MTFP as part of the Combined Authority's response to the COVID-19 crisis.

<b><u>DECISION REQUIRED</u></b>	
<b>Lead Member:</b>	<b>Mayor James Palmer</b>
<b>Lead Officer:</b>	<b>Jon Alsop, Chief Finance Officer (Section 73 Officer)</b>
<b>Forward Plan Ref: KD2020/030</b>	<b>Key Decision: Yes</b>
The Combined Authority Board is recommended to: <ul style="list-style-type: none"><li>a) Note the provisional outturn position against budget for the year to 31 March 2020.</li><li>b) Approve the carry forward of budget underspends to increase the 2020/21 budget to deliver the outcomes identified.</li><li>c) Update the 2020/21 budget and Medium Term Financial Plan in accordance with the proposed changes made following the COVID-19 MTFP response review.</li></ul>	<b>Voting arrangements</b>  A simple majority of members

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## 2.0 BACKGROUND

- 2.1. At its September 2019 meeting, the Board approved a refreshed Medium-Term Financial Plan (MTFP), including balanced revenue and capital budgets for 2019/20. This report presents the progress made against these budgets along with any changes in line with subsequent Executive Committee and Board decisions.

## 3.0 REVENUE BUDGET POSITION

- 3.1. A summary of the outturn position of the Authority, showing 'Revenue' income and expenditure is set out in the table below. A more detailed breakdown of income and expenditure for the year is shown at **Appendix 1**.

2019/20 Revenue	19-20 Budget (Mar) £'000	Forecast Outturn (Feb) £'000	Provisional Outturn as at 31st March 2020 £000	Variance to Forecast £'000	Variance to Budget £'000	Proposed Carry- Forward £'000	Appendix 3 ref.
<b>Income</b>							
Grant Income	(30,213.0)	(30,213.0)	(30,159.6)	53.4	53.4	-	
<b>Total Income</b>	<b>(30,213.0)</b>	<b>(30,213.0)</b>	<b>(30,159.6)</b>	<b>53.4</b>	<b>53.4</b>	<b>-</b>	
<b>Expenditure</b>							
Mayor's Office	379.9	364.4	346.6	(17.8)	(33.3)	-	
<b>Operational Budget:</b>							
Combined Authority Staffing	5,122.1	5,360.4	4,921.9	(438.5)	(200.2)	-	1,2
External Support Services	505.0	337.2	326.0	(11.2)	(179.0)	-	
Corporate Overheads	748.7	779.2	796.1	16.9	47.4	28.4	
Governance	205.0	143.3	64.5	(78.8)	(140.5)	-	
Election Provision	260.0	260.0	260.0	-	-	-	
Capacity Funding	425.0	125.0	242.1	117.1	(182.9)	-	3
Financing Costs/(Income)	(1,480.0)	(1,595.1)	(1,636.8)	(41.7)	(156.8)	-	
<b>Workstream/Programme Budget:</b>							
Transport	16,502.7	15,020.4	14,922.5	(97.9)	(1,580.2)	1,082.5	
Business and Skills	9,736.0	7,786.6	8,037.5	250.9	(1,698.5)	1,699.9	
Economic Strategy	2,907.0	1,623.2	1,247.2	(376.0)	(1,659.8)	1,520.6	4
Strategy and Performance	498.0	347.1	276.3	(70.8)	(221.7)	111.4	
Housing	957.5	261.3	178.3	(83.0)	(779.2)	696.2	
<b>Total Expenditure</b>	<b>36,766.9</b>	<b>30,813.1</b>	<b>29,982.3</b>	<b>(830.8)</b>	<b>(6,784.6)</b>	<b>5,139.0</b>	
<b>Total (Income) less Total Expenditure</b>	<b>6,553.9</b>	<b>600.1</b>	<b>(177.3)</b>	<b>(777.4)</b>	<b>(6,731.2)</b>	<b>5,139.0</b>	

- 3.2. The Provisional Outturn position, as set out in the table above, shows a 'favourable variance against the budget for the year of £6.7m. Of this, £3.1m is related to ringfenced funding lines and thus must either be carried forward to 20-21 or returned to the funding body, leaving a £3.6m variance against the CPCA's revenue general funds.
- 3.3. The only material change to the budget since the previously reported position is the movement of the 19-20 CAM innovation company set up budget, and costs, from the capital budget to the revenue (under capacity funding) due to the incorporation of the company being delayed to 20-21.
- 3.4. The underspend against the budget for the year has increased by £831k since the report seen at the April Combined Authority Board; the material variances since the last report are summarised below, full details of these variances, including mitigations and responses, are included in **Appendix 3**.  
(material is defined as >£100k for operational budgets and £250k for project

*budgets)*

- Enterprise Zone receipts: As per the agreed Memorandum of Understanding between the Combined Authority and Huntingdonshire District Council the Combined Authority has not received as share of the 2017-18 business rates from Alconbury Weald which were previously budgeted for. (+£138k)
- Combined Authority Staffing: The corporate services directorate employs a number of contracted solicitors; these costs have been included in the staffing budget resulting in an overspend on this line. There is a corresponding underspend on the external legal council budget line. (+£110k)
- Combined Authority Staffing: Staffing costs for the Energy Hub and the Community Land Trust teams have been shown in the overall staffing figures throughout the year, these have now been recharged to their project budgets resulting in a reduction in the net staffing cost. (-£431k)
- CAM promotor body: As mentioned above the budget for the CAM promotor body has moved from the Capital programme to the revenue budget in 2019-20, the original budget for this was £300k so, while an increase to revenue expenditure this represents an underspend compared to the expected costs. (+£165k)
- Rural Communities Energy Fund: The first tranche of projects in this programme have commenced, and claims are starting to be processed, however these were not agreed in time to be paid in the 2019-20 financial year resulting in no spend this financial year. (-£400k)

#### 4.0 REVENUE CARRY FORWARD

4.1. The Combined Authority has been undertaking a broad scale review of its priorities, as set out in section 6 of this report, as part of this the default position for revenue budgets in 2019-20 is that, where there is not a ringfenced funding stream, or committed expenditure, underspends are to be taken corporately so that they can be reprioritised according to the needs of the whole organisation, rather than leaving this funding in silos.

4.2. The proposed material carry forwards are detailed below and a line by line breakdown can be seen in **Appendix 1**.

- CAM (£391k) – The CAM has been identified as one of the key priorities of the Combined Authority which will contribute to post COVID recovery. As such it is recommended that this budget be carried forward to contribute to the larger funding package detailed later in this report.
- Garden Villages (£696.2k) – The garden villages programme makes up a key element in the funding model of the CAM arms, as such this is considered vital to the delivery of the CAM as a whole and thus roll forward of funding for this programme is recommended.
- Bus Review Implementation – This underspend is due to a delay in appointing a permanent programme manager, which has now been completed. Public transport is a key area for the Combined Authority and, while investing in the development of the CAM provides for a long term

solution to the area's public transport needs, there is still a need to shape the provision of local bus services in the interim. As such it is recommended that this budget be carried forward to meet this need.

- AEB Devolution Programme (£673k) – 50% of this underspend was approved for investment into the AEB Innovation Fund, the balance is requested to be carried forward to be made available to meet the CPCA's contracted commitments to its AEB providers to the end of the 19-20 academic year.

The following budget lines are funded from ringfenced grants and thus any underspends must be allocated to the same programmes in 2020-21:

- Heath and Care Sector Work Academy (£1,068k)
- Energy Hub (£124.8k)
- Rural Communities Energy Fund (£1,053k)
- LEP Capacity Funding (£188k)

- 4.3. The Combined Authority's provisional underspend for the year is £6.7m. Were all the proposed carry forwards to be approved this would result in £5.1m of this being included in the 20-21 budget leaving a net underspend of £1.6m against the approved budget.

The approved net underspend will be reflected in an increase in the Authority's reserves going forward, allowing the Board more flexibility to make the optimal use of the resources at its disposal.

## 5.0 CAPITAL BUDGET

- 5.1. The draft outturn 'Capital' position of the Combined Authority is shown at **Appendix 2**.

- 5.2. The net underspend against the budget for the year has increased by £1.3m relative to the forecast presented to the April Combined Authority Board however this is made up of several offsetting material variances as set out below. Full details of these variances, including relevant mitigations and responses, are included in **Appendix 3**

- Cambridge City Housing Programme: £17m of the £70m funding for this programme was paid directly to Cambridge City Council in April 2020. As such the Q4 2019-20 payment, and the following payments up to £17m, will not be paid by the Combined Authority resulting in lower expenditure than forecast which offsets the lower income. (-£9.01m)
- Cambridgeshire and Peterborough Affordable Housing Programme: The majority of this is due to a new loan being agreed, and the first tranche drawn, at the end of the year. (+5.74m)
- A47 Junction 18 improvements: This project has now completed having only spent £2.93m this year. (-0.92m)
- Project Living Cell: This project has completed to budget but ahead of schedule, resulting in an overspend in 2019-20 that will be reflected by no budget being required in 2020-21. (+£2.69m)

- **Aerotron Relocation:** This LGF project has entered delivery a month earlier than expected, and thus drew down their first funding in March 2019-20 rather than April 2020-21, there is no change to the total project budget. (+£0.55m)

5.3. As the majority of the variances on capital budgets are a result of the expenditure profiles of budgets changing, rather than representing a true underspend due to scope-change, or new savings coming to light, those projects which have a material variance to the budget and are not requesting a carry forward due to timing are detailed below:

- **St Neots River Crossing Cycle Bridge:** This project has ceased in line with the Combined Authority Board decision in April. (-£0.60k)
- **Wisbech Garden Town:** This project has been put on hold until the A47 dualling has been progressed further and thus this funding allocation is no longer needed. (-£1.73m)
- **Digital Connectivity Infrastructure:** As was reported in the April budget update this project is underspending and thus is not requesting that it's 19-20 underspend be carried forward. (-£0.58m)
- **A141 Capacity Enhancement:** This project is being merged with Huntingdon Third River Crossing and is requesting a partial carry forward to contribute to the extended scope for that project. (£0.48m carry forward request leaving a -£0.60m saving)
- **Cambridge City Housing Programme:** As detailed in Appendix 3 table 5, grant funding for this programme has been provided directly to Cambridge City from Government therefore there will be a reduced budget from the Combined Authority for 2020-21. (-£10.72m)
- **A605 Stanground East:** an alternative option is being investigated which would result in a lower overall project cost thus only a partial carry-forward is being requested. (£1.11m carry forward request leaving a -£0.67m saving).

## 6.0 **COVID-19 MTFP/Priorities review**

6.1. At the meeting held on 25th March, the Board received an urgent report setting out how the Combined Authority planned to support recovery to the area through an immediate, short term and medium-term response to COVID-19.

6.2. The response included an undertaking to review all key priorities to identify risks to delivery, and to consider all priorities to focus on those which will best support economic recovery.

6.3. A review of all the key and non-key priority projects included within the MTFP has now been carried out with Directors to identify:

- Short term risks or opportunities to the current plan, and
- Opportunities to reduce the list of projects with committed funding in the Medium Term to enable funding to be re-purposed to priorities which will contribute towards the economic improvement of our area.

- 6.4. The review also involved updating the assumptions made in the MTFP on the funding of projects to which central government and its agencies have now made a clear public commitment. This highlights the 'promoter' role of the Combined Authority and its success in obtaining future funding commitments from central government which has enabled us to release funds previously earmarked funds, for example for Cambridge South Station.
- 6.5. We have modelled the impacts of these suggested repurposing of budgets on the forecast available revenue and capital balances across the lifetime of the MTFP.
- 6.6. The figures in the 'remodelled' MTFP (as shown in tables below) confirm that the current mayoral priorities are still affordable within the existing MTFP, that the refresh has refocused funds towards the immediate COVID-19 response and has enabled the release of some resources to support economic recovery, including an increased commitment to market towns and funding to support the development of the CAM up to the delivery of the OBC stage, and towards some initial costs of the FBC.
- 6.7. Investment in the CAM is an investment in recovery and we have had indications from the OxCam Arc that they are keen to support transformational infrastructure projects such as this in the area.
- 6.8. The review reflects the refocusing of c£6m of resources to support small businesses and microbusiness with COVID capital grants. An initiative that has been acknowledged by Simon Clarke, Minister of State at MHCLG in a recent LEP round table discussion.
- 6.9. Further funds are recommended to be invested into Market Towns. A paper on this will be brought to the Board in July.
- 6.10. The proposed changes leave the revenue and capital budgets balanced and affordable across the MTFP, but with limited additional available revenue and capital balances to use for any other emerging priorities without reprioritising existing plans. We do maintain a £1m Contingency reserve, which is approximately 12.5% of our annual core revenue funding.
- 6.11. This highlights the importance of sound budgetary control and financial management and the need to highlight budgetary pressures early to enable decisions to be made to minimise their impact.
- 6.12. The suggested updates to the 20/21 budget and Medium Term Financial Plan are as follows:
- 6.13. Please note that the 'proposed' new investments will be included as 'subject to approval' in the MTFP and are included as estimated costs. As set out in the MTFP as approved by the Board in January 2020 overall affordability is a key principle in creating a lawful budget and for ensuring financial control over the lifetime of the MTFP.

6.14. **Subject to Approval** budget lines are noted within the overall budget affordability envelope, but further approval will be required from the CA Board to approve the spending.

#### **Revenue – Proposed Savings from MTFP**

**Cambridge South Station:** The updated assumption is that this project will now be funded by Network Rail – *would release £1,500,000*

**Huntingdon Third River Crossing** – Project to be merged with that of the A141 – *would release £96,500*

**Non-transport feasibility fund** – repurpose unallocated balance in 20/21. Retain £917k balance in 21/22 – *would release £749,600*

**Provision for interest on borrowing** – Updated assumption is that there is no service requirement for borrowing in 20/21. 21/22 estimates have also been revised down to reflect current Public Works Loans Board (PWLB) interest rates - *would release £5,400,000 over 4 years.*

**2019/20 underspend on legal costs:** *This is estimated to be c£130,000*

#### **Revenue – Proposed new ‘investments’ in MTFP**

**Garden Villages:** Investment in legal, surveys, planning costs etc – *additional provision of £3,000,000*

**Staffing Costs:** Additional support required in the Business and Skills team to cope with significant increased demands on existing resources - *additional cost would be £120,000 for 6 months support.*

#### **CAM revenue Costs:**

Post Tunnel OBC Stages (SPV): *Current estimate requires £2,500,000*

Innovation Company Programme Development Costs: *Current estimate requires £4,415,214.*

#### **Additional Revenue Commitments/Potential Liabilities**

**Staffing and Change Management:** Additional funding is required to cover anticipated increases in the nationally negotiated National Joint Council (NJC) cost of living award, pension contributions. It is also considered prudent to provide for potential future change management costs: – *additional commitment estimated at £400,000 per year over the lifetime of the MTFP = £1,600,000.*

The net impact on ‘revenue’ reserves of these proposals would be as per the table below:

Source of Funding	2020/21				2021/22				2022/23				2023/24			
	Available Funds	Approved Expenditure	STA Expenditure	Balance at Year End	Available Funds	Approved Expenditure	STA Expenditure	Balance at Year End	Available Funds	Approved Expenditure	STA Expenditure	Balance at Year End	Available Funds	Approved Expenditure	STA Expenditure	Balance at Year End
REVENUE FUNDING SUMMAR	£,000	£,000	£,000	£,000	£,000	£,000	£,000	£,000	£,000	£,000	£,000	£,000	£,000	£,000	£,000	£,000
Revenue Single Pot	(18,220.7)	9,060.3	3,192.9	(5,967.5)	(13,967.5)	8,022.2	200.0	(5,745.3)	(13,485.3)	7,607.2	136.0	(5,742.1)	(13,482.1)	8,475.4	70.0	(4,936.7)
Proposed changes																
Cambridge South Station			(1,500.0)	(1,500.0)				(1,500.0)				(1,500.0)				(1,500.0)
Huntingdon 3rd River crossing		(96.5)		(96.5)				(96.5)				(96.5)				(96.5)
Non-transport feasibility		(749.6)		(749.6)				(749.6)				(749.6)				(749.6)
Interest on borrowing			(2,400.0)	(2,400.0)			(1,000.0)	(3,400.0)			(1,000.0)	(4,400.0)			(1,000.0)	(5,400.0)
Legal costs underspend 2019/20			(130.0)	(130.0)				(130.0)				(130.0)				(130.0)
Garden Villages			3,000.0	3,000.0				3,000.0				3,000.0				3,000.0
Staffing costs		120.0		120.0				120.0				120.0				120.0
CAM SPV - Post OBC Tunnel stage			2,500.0	2,500.0				2,500.0				2,500.0				2,500.0
CAM - innovation co			4,415.2	4,415.2				4,415.2				4,415.2				4,415.2
Additional revenue risk e.g. staffing/change management			400.0	400.0			400.0	800.0			400.0	1,200.0			400.0	1,600.0
Adjusted Total	(18,220.7)	8,334.2	9,478.1	(408.4)	(13,967.5)	8,022.2	(400.0)	(786.2)	(13,485.3)	7,607.2	(464.0)	(1,383.0)	(13,482.1)	8,475.4	(530.0)	(1,177.6)

## Capital – Proposed Savings from MTFP

**A47:** The updated assumption is that Highways England will fund this scheme going forward - *would release £1,734,000*

**Cambridge South Station:** The updated assumption is that Network Rail will fund this scheme going forward - *would release £15,750,000*

**Regeneration of Fenland Railway Station:** Descoping of platforms to repurpose to support investment in 'Market Town Masterplans' - *would release £4,500,000*

**Digital Connectivity:** Technological developments have enabled savings to be made against original estimates. Forecast underspend in 2019/20 plus savings in 20/21 - *would release £1,242,000*

**Wisbech Garden Town:** Includes forecast underspend in 2019/20 - *would release £3,200,000*

**Capital growth grant scheme:** £5,400,000 has already been repurposed to create the COVID-19 small grants fund.

## Capital – Proposed new 'investments' in MTFP

**Market Towns Masterplans:** Repurposed existing 'MTFP' fund of £4.5m to be more COVID-19 relevant - *plus an additional £5,000,000.*

**A10:** Towards the procurement of the Outline Business Case (OBC) stage (assumed one third of the cost with the other two thirds to be funded by DfT) – *additional provision required of £2,000,000*

**A141 Capacity Enhancements:** To fund the Strategic Outline Business Case (SOBC) and the OBC to follow the current study, linked to the relief road north of Huntingdon - *additional provision required would be £8,000,000*

**Capital grant scheme for micro-businesses:** From capital gainshare - *£500,000 already confirmed*

**CAM Innovation company set-up:** Match funding towards the setting up of an innovation company - *£2,000,000 required over two years.*

**CAM Special Purpose Vehicle Delivery:** Estimate of costs required to deliver the CAM OBC – *Additional provision required of £15,000,000*



**CAM Full Business Case (FBC):** Estimate of funds required during the lifetime of this MTFP to prepare for the development of the FBC – **Additional provision required of £3,000,000**

**Investment in 'own' Finance system:** CPCA currently uses Peterborough City Council (PCC)'s finance system. PCC are currently reviewing their own system options and with the likelihood of increased levels of remote working and the need for enhanced functionality that will assist budget holders is managing budgets, investment in a dedicated finance system is becoming a necessity. – additional provision requested is £150,000.

## Additional Capital Commitments/Potential Liabilities

**Lancaster Way A142/A10 Roundabout Improvements:** Additional funding to reflect current cost estimate including £500k COVID-19 provision – **additional commitment already confirmed of £1,890,770**

**Kings Dyke:** Additional potential contribution of 60% of identified additional costs on the Kings Dyke project including COVID-19 contingency – **additional provision required of £2,100,000**

The net impact on 'capital' reserves of these proposals would be as per the table below:

Source of Funding	2020/21				2021/22				2022/23				2023/24			
	Available Funds £,000	Approved Expenditure £,000	STA Expenditure £,000	Balance at Year End £,000	Available Funds £,000	Approved Expenditure £,000	STA Expenditure £,000	Balance at Year End £,000	Available Funds £,000	Approved Expenditure £,000	STA Expenditure £,000	Balance at Year End £,000	Available Funds £,000	Approved Expenditure £,000	STA Expenditure £,000	Balance at Year End £,000
<b>CAPITAL FUNDING SUMMARY</b>																
Capital Gainshare	(52,979.9)	18,717.9	10,467.6	(23,794.4)	(35,794.4)	9,837.0	25,745.5	(211.9)	(12,211.9)	-	4,753.5	(7,458.4)	(19,458.4)	-	5,720.9	(13,737.5)
<b>Proposed changes</b>																
A47			(218.5)	(218.5)			(218.5)	(436.9)			(576.7)	(1,013.6)			(720.9)	(1,734.5)
Cambridge South Station		(750.0)		(750.0)			(7,000.0)	(7,750.0)			(8,000.0)	(15,750.0)				(15,750.0)
Regen of Fenland Railway Stn				-			(4,500.0)	(4,500.0)				(4,500.0)				(4,500.0)
Digital Connectivity	(500.0)		(742.0)	(1,242.0)				(1,242.0)				(1,242.0)				(1,242.0)
Wisbech Garden Town	(1,700.0)		(750.0)	(2,450.0)			(750.0)	(3,200.0)				(3,200.0)				(3,200.0)
Market Towns master plan			1,500.0	1,500.0			1,500.0	3,000.0			2,000.0	5,000.0				5,000.0
A10 Dualling			1,000.0	1,000.0			1,000.0	2,000.0				2,000.0				2,000.0
A141 Cap Enhance & St Ives				-				-			5,000.0	5,000.0			3,000.0	8,000.0
Capital Gain grants for indivs			500.0	500.0				500.0				500.0				500.0
CAM innovation company set up			1,000.0	1,000.0			1,000.0	2,000.0				2,000.0				2,000.0
CAM Delivery to OBC - (3x £5m per year)				-			5,000.0	5,000.0			5,000.0	10,000.0			5,000.0	15,000.0
CAM FBC prep - (2x £1.5m per year)				-				-			1,500.0	1,500.0			1,500.0	3,000.0
Investment in Finance System			150.0	150.0				150.0				150.0				150.0
Lancaster Way - Board approved		1,168.2		1,168.2				1,168.2				1,168.2				1,168.2
Lancaster Way Additional risk		722.5		722.5				722.5				722.5				722.5
Kings Dyke			2,100.0	2,100.0				2,100.0				2,100.0				2,100.0
<b>Adjusted Total</b>	<b>(55,179.9)</b>	<b>19,858.7</b>	<b>15,007.1</b>	<b>(20,314.1)</b>	<b>(35,794.4)</b>	<b>9,837.0</b>	<b>21,777.0</b>	<b>(700.0)</b>	<b>(12,211.9)</b>	<b>-</b>	<b>9,676.8</b>	<b>(3,023.3)</b>	<b>(19,458.4)</b>	<b>-</b>	<b>14,500.0</b>	<b>(523.3)</b>

## 7.0 FINANCIAL IMPLICATIONS

7.1. There are no other financial implications other than those included in the main body of the report.

## 8.0 LEGAL IMPLICATIONS

8.1. The Combined Authority is required to prepare a balanced budget in accordance with statutory requirements.

## 9.0 Significant Implications

9.1. There are no other significant implications.

## APPENDICES

Appendix 1 - Breakdown of the 2019/20 draft Revenue Outturn position.

Appendix 2 – Breakdown of the 2019/20 draft Capital Outturn position.

Appendix 3 – Detailed explanations of material variances.

<b><u>Source Documents</u></b>	<b><u>Location</u></b>
None	n/a



## Appendix 1: Breakdown of the 2019/20 draft Revenue Outturn position

	<b>19-20 Budget (Mar)</b>	<b>Forecast Outturn (Feb)</b>	<b>Provisional Outturn as at 31st March</b>	<b>Variance to Forecast</b>	<b>Variance to Budget</b>	<b>Proposed Carry Forward</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<b>Income</b>						
Gain Share Revenue	(8,000.0)	(8,000.0)	(8,000.0)	-	-	-
Mayoral Capacity Building Fund	(1,000.0)	(1,000.0)	(1,000.0)	-	-	-
Transport Levy (Passported to PCC and CCC)	(12,369.0)	(12,369.0)	(12,369.0)	-	-	-
Enterprise Zone Receipts	(138.0)	(138.0)	-	138.0	138.0	-
Growth Hub - BEIS	(246.0)	(246.0)	(246.0)	-	-	-
LEP Core Funding from BEIS	(500.0)	(500.0)	(500.0)	-	-	-
EZ contribution to LEP activity	(250.0)	(250.0)	(238.3)	11.7	11.7	-
CPCA LIS Implementation (LEP Capacity Funding)	(200.0)	(200.0)	(200.0)	-	-	-
AEB implementation Grant	(40.6)	(40.6)	(40.6)	-	-	-
AEB Devolved Funding	(7,253.5)	(7,253.5)	(7,253.5)	-	-	-
EU Exit Funding	(90.9)	(181.8)	(181.8)	-	(90.9)	-
Careers and Enterprise Company (CEC) Funding	(125.0)	(125.0)	(130.3)	(5.3)	(5.3)	-
<b>Total Income</b>	<b>(30,213.0)</b>	<b>(30,303.9)</b>	<b>(30,159.6)</b>	<b>144.3</b>	<b>53.4</b>	<b>-</b>
<b>Expenditure</b>						
<b>Mayor's Office</b>						
Mayor's Allowance	85.0	85.0	83.9	(1.1)	(1.1)	-
Mayor's Office Expenses	25.0	25.0	23.3	(1.7)	(1.7)	-
Mayor's Office Accommodation	52.4	52.4	52.0	(0.4)	(0.4)	-
Mayor's Office Staff	217.5	202.0	187.4	(14.6)	(30.1)	-
<b>Total Mayoral Costs</b>	<b>379.9</b>	<b>364.4</b>	<b>346.6</b>	<b>(17.8)</b>	<b>(33.3)</b>	<b>-</b>
<b>Combined Authority Staffing Costs</b>						
Salaries						
Chief Executive	269.0	272.1	277.0	4.9	8.0	-
Business and Skills	1,655.2	1,617.9	1,536.7	(81.2)	(118.5)	-
Delivery and Strategy	1,217.6	1,178.6	1,186.4	7.8	(31.2)	-
Housing	362.0	392.2	350.1	(42.1)	(11.9)	-
Corporate Services	1,408.3	1,515.6	1,626.0	110.4	217.7	-
Staffing Recharges	0.0	-	(431.2)	(431.2)	(431.2)	-
Travel	100.0	100.0	131.1	31.1	31.1	-
Restructure Costs	0.0	184.0	184.0	0.0	184.0	-
Apprenticeship Levy	10.0	-	0.0	0.0	(10.0)	-
Training, Conferences & Seminars	100.0	100.0	61.8	(38.2)	(38.2)	-
<b>Total Combined Authority Staffing Costs</b>	<b>5,122.1</b>	<b>5,360.4</b>	<b>4,921.9</b>	<b>(438.5)</b>	<b>(200.2)</b>	<b>0.0</b>

	<u>19-20 Budget (Mar)</u>	<u>Forecast Outturn (Feb)</u>	<u>Provisional Outturn as at 31st March</u>	<u>Variance to Forecast</u>	<u>Variance to Budget</u>	<u>Proposed Carry Forward</u>
	£'000	£'000	£'000	£'000	£'000	
<b><u>Externally Commissioned Support Services</u></b>						
External Legal Counsel	200.0	60.0	69.9	9.9	(130.1)	-
Finance Service	90.0	90.0	83.6	(6.4)	(6.4)	-
Democratic Services	90.0	91.5	93.1	1.6	3.1	-
Payroll	10.0	3.0	2.6	(0.4)	(7.4)	-
HR	25.0	2.0	1.2	(0.8)	(23.8)	-
Procurement	25.0	25.0	25.7	0.7	0.7	-
Finance System	15.0	15.7	-	(15.7)	(15.0)	-
ICT external support	50.0	50.0	49.9	(0.1)	(0.1)	-
<b>Total Externally Commissioned Support Services</b>	<b>505.0</b>	<b>337.2</b>	<b>326.0</b>	<b>(11.2)</b>	<b>(179.0)</b>	<b>0.0</b>
<b><u>Corporate Overheads</u></b>						
Accommodation Costs	339.2	339.2	369.1	29.9	29.9	-
Software Licences, Mobile Phones cost etc.	20.0	20.0	22.1	2.1	2.1	-
Communications	50.0	50.0	40.3	(9.7)	(9.7)	-
Website Development	29.5	-	1.1	1.1	(28.4)	28.4
Recruitment Costs	160.0	185.0	196.6	11.6	36.6	-
Insurance	30.0	30.0	30.8	0.8	0.8	-
Audit Costs	85.0	85.0	59.6	(25.4)	(25.4)	-
Office running costs	25.0	30.0	33.8	3.8	8.8	-
Corporate Subscriptions	10.0	40.0	42.6	2.6	32.6	-
<b>Total Corporate Overheads</b>	<b>748.7</b>	<b>779.2</b>	<b>796.1</b>	<b>16.9</b>	<b>47.4</b>	<b>28.4</b>
<b><u>Governance Costs</u></b>						
Committee/Business Board Allowances	185.0	123.3	64.5	(58.8)	(120.5)	-
Meeting Costs	0.0	0.0	0.0	0.0	0.0	-
Governance Projects	20.0	20.0	-	(20.0)	(20.0)	-
<b>Total Governance Costs</b>	<b>205.0</b>	<b>143.3</b>	<b>64.5</b>	<b>(78.8)</b>	<b>(140.5)</b>	<b>0.0</b>
<b><u>Election Costs</u></b>						
Election costs	260.0	260.0	260.0	-	-	-
<b>Total Election Costs</b>	<b>260.0</b>	<b>260.0</b>	<b>260.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b><u>Capacity Funding</u></b>						
Capacity Funding	125.0	125.0	76.6	(48.4)	(48.4)	-
CAM promoter body development	300.0	-	165.5	165.5	(134.5)	-
<b>Total Capacity Funding</b>	<b>425.0</b>	<b>125.0</b>	<b>242.1</b>	<b>117.1</b>	<b>(182.9)</b>	<b>0.0</b>
<b><u>Financing Costs</u></b>						
Interest Receivable on Investments	(1,480.0)	(1,595.1)	(1,636.8)	(41.7)	(156.8)	-
<b>Total Financing Costs</b>	<b>(1,480.0)</b>	<b>(1,595.1)</b>	<b>(1,636.8)</b>	<b>(41.7)</b>	<b>(156.8)</b>	<b>0.0</b>
<b>Total Operational Expenditure</b>	<b>5,785.8</b>	<b>5,410.0</b>	<b>4,973.8</b>	<b>436.2</b>	<b>(812.0)</b>	<b>28.4</b>

	<u>19-20 Budget (Mar)</u>	<u>Forecast Outturn (Feb)</u>	<u>Provisional Outturn as at 31st March</u>	<u>Variance to Forecast</u>	<u>Variance to Budget</u>	<u>Proposed Carry Forward</u>
	£'000	£'000	£'000	£'000	£'000	£'000
<b>Workstream Revenue Budgets</b>						
<b>Transport</b>						
CAM	1,907	1,530	1,515.6	(14.4)	(391.4)	391.4
A10 SOBC	250	250	203	(47.1)	(47.1)	47.1
A14 Revenue Feasibility	150	0	0	-	(150.0)	-
Huntingdon 3rd River Crossing	300	19	22	2.9	(277.7)	-
Bus Review Implementation	800	150	156	6.0	(644.0)	644.0
Cambridge South - Interim Concept	100	97	43	(54.2)	(57.2)	-
Transport Levy PCC	3,631	3,631	3,631	-	-	-
Transport Levy CCC	8,738	8,738	8,738	-	-	-
Local Transport Plan	377	355	362	6.9	(14.8)	-
Sustainable Travel	150	150	152	2.5	2.5	-
Schemes, Studies and Monitoring	100	100	100	(0.5)	(0.5)	-
<b>Total Transport</b>	<b>16,503</b>	<b>15,020</b>	<b>14,923</b>	<b>(97.9)</b>	<b>(1,580.2)</b>	<b>1,082.5</b>
<b>Business and Skills</b>						
Work Readiness Programme (Hamptons)	110.0	109.6	109.7	0.1	(0.3)	0.3
Skills Brokerage	344.2	306.0	318.1	12.1	(26.1)	9.0
University of Peterborough Taught Degree Awarding Powers	201.9	190.8	182.9	(7.9)	(19.0)	-
University of Peterborough	235.0	265.0	230.8	(34.2)	(4.2)	4.2
Univserity of Peterborough Legal Costs	67.0	-	66.6	66.6	(0.4)	-
Skills Strategy Programme Delivery	150.0	148.0	154.5	6.5	4.5	(4.5)
AEB Devolution programme - Grant	5,576.3	5,576.3	5,576.3	-	-	-
AEB Devolution programme - ITP	1,282.3	450.0	608.9	158.9	(673.4)	673.4
AEB Programme Costs	115.4	87.0	154.1	67.1	38.7	-
Health and Care Sector Work Academy	1,500.0	500.0	432.2	(67.8)	(1,067.8)	1,067.8
EU Exit Funding	90.9	90.9	141.2	50.3	50.3	(50.3)
Growth Company Development	63.0	63.0	62.3	(0.7)	(0.7)	-
<b>Total Business and Skills</b>	<b>9,736.0</b>	<b>7,786.6</b>	<b>8,037.5</b>	<b>250.9</b>	<b>(1,698.5)</b>	<b>1,699.9</b>
<b>Economic Strategy</b>						
Growth Hub	92.2	92.2	83.4	(8.8)	(8.8)	-
Market Town Strategy Implementation	200.0	75.0	152.1	77.1	(47.9)	47.9
Energy Hub	615.4	420.0	490.6	70.6	(124.8)	124.8
Rural Communities Energy Fund	1,052.5	400.0	-	(400.0)	(1,052.5)	1,052.5
St Neots Masterplan Revenue	171.9	150.0	84.8	(65.2)	(87.1)	87.1
Trade and Investment Programme	100.0	77.0	49.8	(27.2)	(50.2)	-
CPCA LIS Implementation	200.0	189.0	218.7	29.7	18.7	(18.7)
LEP Capacity Funding	320.0	145.0	132.0	(13.0)	(188.0)	188.0
Skills Advisory Panel (SAP)	75.0	75.0	36.0	(39.0)	(39.0)	39.0
<b>Total Economic Strategy</b>	<b>2,827.0</b>	<b>1,623.2</b>	<b>1,247.2</b>	<b>(376.0)</b>	<b>(1,579.8)</b>	<b>1,520.6</b>

	<u>19-20 Budget (Mar)</u>	<u>Forecast Outturn (Feb)</u>	<u>Provisional Outturn as at 31st March</u>	<u>Variance to Forecast</u>	<u>Variance to Budget</u>	<u>Proposed Carry Forward</u>
	£'000	£'000	£'000	£'000	£'000	
<b><u>Strategy, Planning and Performance</u></b>						
Monitoring and Evaluation Framework	163.0	163.0	89.5	(73.5)	(73.5)	-
Public Service Reform	100.0	100.0	98.1	(1.9)	(1.9)	-
Non-Statutory Spatial Framework (Phase 2)	130.0	54.1	58.7	4.6	(71.4)	71.4
Cambridgeshire and Peterborough Land Commission	105.0	30.0	30.0	-	(75.0)	40.0
<b>Total Strategy and Performance</b>	<b>498.0</b>	<b>347.1</b>	<b>276.3</b>	<b>(70.8)</b>	<b>(221.7)</b>	<b>111.4</b>
<b><u>Housing</u></b>						
War Veterans Homelessness Support Grant	90.9	90.9	90.9	0.0	0.0	-
CLT / £100k Housing	166.6	166.6	83.6	(83.0)	(83.0)	-
Garden Villages	700.0	3.8	3.8	-	(696.2)	696.2
<b>Total Housing</b>	<b>957.5</b>	<b>261.3</b>	<b>178.3</b>	<b>(83.0)</b>	<b>(779.2)</b>	<b>696.2</b>
<b>Total Workstream expenditure</b>	<b>30,521.2</b>	<b>25,038.7</b>	<b>24,483.5</b>	<b>(555.2)</b>	<b>(6,037.7)</b>	<b>4,414.3</b>
<b><u>Total Revenue Expenditure</u></b>	<b>36,686.9</b>	<b>30,813.1</b>	<b>29,982.3</b>	<b>(830.8)</b>	<b>(6,704.6)</b>	<b>5,139.0</b>



## Appendix 2: Breakdown of the 2019/20 draft Capital Outturn position

<u>Capital</u>	<u>19-20 Budget (Mar)</u>	<u>Forecast Outturn (Feb)</u>	<u>Provisional Outturn as at 31 Mar 2020</u>	<u>Variance to Forecast</u>	<u>Variance to Budget</u>	<u>Proposed Carry Forward</u>
	£m	£m	£m	£m	£m	£m
Kings Dyke CPCA Contribution	2.50	-	-	-	(2.50)	2.50
Cambridge South Station	0.75	0.36	0.36	0.00	(0.39)	0.39
Peterborough University - Business case	1.52	0.30	0.36	0.06	(1.15)	1.15
Soham Station	0.95	0.95	1.21	0.26	0.26	(0.26)
St Neots River Crossing Cycle Bridge	0.60	-	-	-	(0.60)	-
St Neots Masterplan Capital	0.33	0.33	0.07	(0.26)	(0.26)	0.26
Wisbech Garden Town	1.75	0.05	0.02	(0.02)	(1.73)	-
Wisbech Rail	1.48	1.17	1.14	(0.03)	(0.34)	0.34
Wisbech Access Strategy	0.30	-	0.30	0.30	-	-
Digital Connectivity Infrastructure	0.84	0.34	0.26	(0.07)	(0.58)	-
A47 Dualling	0.41	0.17	0.18	0.01	(0.23)	0.04
<b>Total Committed Direct Control Expenditure</b>	<b>11.42</b>	<b>3.66</b>	<b>3.91</b>	<b>0.25</b>	<b>(7.51)</b>	<b>4.41</b>
<b>Costed but not Committed</b>						
Ely Rail Capacity next stage	1.00	-	-	-	(1.00)	1.00
Market Town pump priming	0.50	-	-	-	(0.50)	0.50
Coldhams Lane roundabout improvements	0.53	0.08	0.12	0.04	(0.41)	0.41
Eastern Industries Access - Phase 1	0.43	0.06	0.09	0.02	(0.34)	0.34
University Access	0.10	0.05	0.05	0.00	(0.05)	0.05
March junction improvements	1.08	0.55	0.46	(0.10)	(0.62)	0.62
Investment into CAM innovation company	0.00	0.30	-	(0.30)	-	-
Regeneration of Fenland Railway Stations	0.09	-	-	-	(0.09)	0.09
Regeneration of Fenland Railway Stations - Non Platforms	0.61	0.18	0.49	0.31	(0.12)	0.12
A1260 Nene Parkway Junction 15	0.36	0.23	0.17	(0.05)	(0.18)	0.18
A1260 Nene Parkway Junction 32-3	0.32	0.25	0.30	0.05	(0.02)	0.02
A141 Capacity enhancements	1.27	0.29	0.19	(0.09)	(1.08)	0.48
A16 Norwood Dualling	0.06	0.05	0.07	0.01	0.01	(0.01)
A505 Corridor	1.00	0.10	0.15	0.05	(0.85)	0.42
A605 Oundle Rd Widening - Alwalton-Lynch Wood	0.51	0.54	0.51	(0.03)	0.00	(0.00)
<b>Schemes Previously Identified and Costed Total</b>	<b>7.86</b>	<b>2.69</b>	<b>2.61</b>	<b>(0.08)</b>	<b>(5.25)</b>	<b>4.22</b>

<b><u>Passported</u></b>	<b><u>19-20 Budget (Mar)</u></b>	<b><u>Forecast Outturn (Feb)</u></b>	<b><u>Provisional Outturn as at 31 Mar 2020</u></b>	<b><u>Variance to Forecast</u></b>	<b><u>Variance to Budget</u></b>	
	£m	£m	£m	£m	£m	
<b><u>Passported</u></b>						
Cambridge City Housing Programme	20.61	18.90	9.89	(9.01)	(10.72)	-
Cambs and P'boro Affordable Housing Programme	41.18	31.40	37.14	5.74	(4.04)	4.04
Highways Maintenance Capital Grants	23.08	23.54	23.54	-	0.46	-
A47 J18 improvements	3.85	3.85	2.93	(0.92)	(0.92)	-
A605 Stanground East (whittlesea Access)	2.80	0.91	1.01	0.10	(1.79)	1.11
<b>Passported/Ringfenced Total</b>	<b>91.52</b>	<b>78.60</b>	<b>74.51</b>	<b>(4.09)</b>	<b>(17.01)</b>	<b>11.29</b>
<b><u>Growth Funds</u></b>						
King's Dyke Crossing (Growth Fund)	0.78	0.64	0.58	(0.05)	(0.20)	0.20
A428 Cambourne to Cambridge	-	-	-	-	-	-
Ely Area Capacity Enhancements	2.32	1.16	1.16	(0.00)	(1.16)	1.16
In Collusion	0.02	0.02	0.02	(0.01)	(0.01)	-
Wisbech Access Strategy - Delivery Phase	1.00	0.88	0.51	(0.37)	(0.49)	0.49
Agri-tech	1.00	0.70	0.68	(0.02)	(0.32)	0.32
M11 Junction 8	-	-	-	-	-	-
Soham Station Feasibility	1.00	1.00	1.00	-	-	-
Haverhill Innovation Centre	1.35	1.54	1.54	(0.00)	0.19	(0.19)
Small Grants Programme	0.10	0.06	0.09	0.03	(0.01)	0.01
Whittlesea and Manea Railway Stations	0.03	0.03	-	(0.03)	(0.03)	-
iMET Phase 3	0.30	-	-	-	(0.30)	-
Lancaster Way Phase 2	0.15	0.15	0.12	(0.03)	(0.03)	0.03
TeraView Loan	0.12	0.11	0.12	0.01	-	-
Project Living Cell	1.35	-	2.69	2.69	1.34	-
Capital Growth Grant Scheme	0.20	0.20	0.00	(0.20)	(0.20)	0.20
Sci-Tech Container Village (Loan)	-	-	-	-	-	-
Aerotron Relocation	0.55	-	0.55	0.55	-	-
NIAB R&D	0.04	-	0.04	0.04	-	-
Illumina Accelerator Global Expansion	1.00	-	-	-	(1.00)	1.00
<b>Growth Funds Total</b>	<b>11.31</b>	<b>6.48</b>	<b>9.10</b>	<b>2.62</b>	<b>(2.21)</b>	<b>3.22</b>
<b>Total</b>	<b>122.11</b>	<b>91.43</b>	<b>90.13</b>	<b>(1.30)</b>	<b>(31.98)</b>	<b>23.15</b>





### Appendix 3: Detailed explanations of material variances

#### Operational Revenue Variances >£100k

<b>1. Corporate Services Staffing</b>		Variance to forecast expenditure	<b>£110k</b>
2019-20 Budget	<b>£1,408k</b>	Provisional Outturn	<b>£1,626k</b>
<p>Throughout the 2019-20 financial year there have been two consultant solicitors working in-house for the Combined Authority which are charged to the Corporate Services Staffing line above the original budget. The existence of these posts has meant significant sections of work has not needed to be outsourced to large firms, which has resulted in an underspend on the external legal counsel budget line of £130k.</p>			

<b>2. Staffing Recharges</b>		Variance to forecast expenditure	<b>-£431k</b>
2019-20 Budget	<b>£0k</b>	Provisional Outturn	<b>-£431k</b>
<p>The staffing costs for the Energy Hub team and the Community Land Trust team were included in the 2019-20 budgets for the Business and Skills and Housing Directorates respectively. This line recognises the recharge from the Combined Authority staffing section to the relevant project lines.</p>			

<b>3. CAM promoter body</b>		Variance to forecast expenditure	<b>£166k</b>
2019-20 Budget	<b>£300k</b>	Provisional Outturn	<b>£166k</b>
<p>The CAM promoter body budget was set up with the intention that the costs that fell into 2019-20 would be charged to the company when it was incorporated, and thus paid from the capital investment from the Combined Authority into the company. As the company is yet to be incorporated it has not been possible to capitalise the costs this year thus the budget has been moved from the capital programme into the revenue budget.</p>			

#### Workstream Revenue Variances >£250k

<b>4. Rural Communities Energy Fund</b>		Variance to forecast expenditure	<b>-£400k</b>
2019-20 Budget	<b>£1,053k</b>	Provisional Outturn	<b>£0k</b>

As was reported last month there have been significant delays in this programme as governance structures had to be approved by the Energy Hub Board.

This has been resolved and projects have now been awarded funding, however the first tranche of grant recipient projects' claims will not be paid until April, thus no expenditure will occur in this financial year.

#### Capital Variances >£500k

<b>5. Cambridge City Housing Programme</b>		Variance to forecast expenditure	<b>-£9.01m</b>
2019-20 Budget	<b>£20.61m</b>	Provisional Outturn	<b>£9.89m</b>
<p>This variance is due to a combination of quarterly claims from Cambridge City Council being below profile and £17m of the £70m fund being granted directly to Cambridge City.</p> <p>The latter resulted in the Q4 2019-20 claim not requiring a payment from the Combined Authority and thus a significant underspend.</p> <p>As it is part of the devolution deal, the Combined Authority remains the Accountable Body for the programme as a whole, and will continue to monitor and report on its progress. Expenditure in 2020-21 will be reduced to match the income that has been provided to the City Council directly.</p>			

<b>6. Cambs &amp; P'boro Affordable Housing Programme</b>		Variance to forecast expenditure	<b>£5.74m</b>
2019-20 Budget	<b>£41.18m</b>	Provisional Outturn	<b>£37.14m</b>
<p>The Histon Road development loan was agreed, and the first tranche of £3.1m drawn, in March. In addition to this a number of loan payments forecast for April were made on the 31<sup>st</sup> March due to the weekly payment process falling on this day.</p>			

<b>7. A47 Junction 18 improvements</b>		Variance to forecast expenditure	<b>-£0.92m</b>
2019-20 Budget	<b>£3.85m</b>	Provisional Outturn	<b>£2.93m</b>
<p>Peterborough City Council had the first tranche of £920k for this project passported to them in 2018-19 but had not made the corresponding expenditure in that year.</p> <p>Due to miscommunication this was not correctly recognised in the 2019-20 budget resulting in this budget being overstated by that amount.</p>			

The apparent underspend actually represents the project completing to budget.

<b>8. Project Living Cell</b>		Variance to forecast expenditure	<b>£1.34m</b>
2019-20 Budget	<b>£1.35m</b>	Provisional Outturn	<b>£2.69m</b>
Project Living cell has completed ahead of schedule but on budget. As such it has 'overspent' its budget in 2019-20 but this will be matched by a corresponding 'underspend' against the budget allocated to it in 2020-21.			

<b>9. Aerotron Relocation</b>		Variance to forecast expenditure	<b>£0.55m</b>
2019-20 Budget	<b>£0.55m</b>	Provisional Outturn	<b>£0.55m</b>
The Aerotron project's first claim was forecast to be received in April 2020 however it was completed early and the payment was made in March and thus in the prior financial year.			





<b>CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY BOARD</b>	<b>AGENDA ITEM No: 3.1</b>
<b>3 JUNE 2020</b>	<b>PUBLIC REPORT</b>

## **£70 MILLION CAMBRIDGE CITY COUNCIL AFFORDABLE HOUSING PROGRAMME - 2020/21 BUDGET**

### **1.0 PURPOSE**

- 1.1. As part of the Devolution Deal, the Combined Authority secured £170 million from Government to deliver an affordable housing programme. Of this, £70 million is ring fenced to deliver 500 new affordable homes within Cambridge City, with the remaining £100 million available to deliver 2,000 new affordable homes across the rest of Cambridgeshire and Peterborough by 31 March 2022.
- 1.2. This report seeks approval from the Combined Authority Board for carry forward of underspend from 2019/20 budget into the new financial year, plus approval of the 2020/21 budget figure for the £70 million Cambridge City programme.
- 1.3. In accordance with a Strategic Partnership Agreement between both parties signed in 2017, Cambridge City Council draws down capital from the £70 million programme from the Combined Authority on a quarterly basis. Funding is drawn against expenditure incurred in the previous financial quarter, and a revised forecast provided for forthcoming quarters.
- 1.4. Performance updates for both the £70 million programme and the Combined Authority's £100 million programme are reported to the Combined Authority's Housing and Communities Committee. The most recent report from Cambridge City was provided in April 2020 and the next is due in June 2020.

<b><u>DECISION REQUIRED</u></b>	
<b>Lead Member:</b>	<b>Mayor James Palmer</b>
<b>Lead Officer:</b>	<b>Roger Thompson, Director of Housing and Development</b>

Forward Plan Ref: KD2020/035      Key Decision: Yes	
<p>The Combined Authority Board is recommended to:</p> <p>(a) note the revised expenditure profile in respect of the £70 million Affordable Housing Programme led by Cambridge City Council, as part of the £170 million Affordable Housing Programme</p> <p>(b) approve a carry forward of £5,266,287 from the approved 2019/20 budget into the 2020/21 financial year</p> <p>(c) approve a budget of £15,270,231 for 2020/21, giving a total budget of £20,536,518 for the year once the carry forward from 2019/20 of £5,266,287 is added.</p>	<p><b>Voting arrangements</b></p> <p>Simple majority of all Members</p>

## 2.0 BACKGROUND AND CONTEXT

- 2.1. The Mayor and the Combined Authority are committed to accelerating affordable housing delivery to meet local and UK need and support economic growth. This is reflected in the 2030 Ambition for coordinated interventions and investment tailored to local need across housing, transport and infrastructure, planning and land use and skills.
- 2.2. As part of the Devolution Deal the Combined Authority received an allocation of £70 million for the delivery (start on site) of 500 new council rented homes in Cambridge between 1 April 2017 and 31 March 2022 which is being led by Cambridge City Council. The Combined Authority has overarching accountability under the Assurance Framework for the programme, but the primary decision-making and governance of the programme sits within the Council's Executive and its scrutiny functions as set out in the Strategic Partnership Agreement.
- 2.3. A report was presented to the Combined Authority Board on 29 May 2019 to agree the budget for 2019/20 for the £70 million programme.
- 2.4. This paper provides details of baseline and current forecast programme expenditure and specifically requests budget approval for the financial year 2020/2021 to enable payments to be made to Cambridge City Council in accordance with agreed claiming and monitoring processes.

- 2.5. Updates on programme performance like Starts on Site, Completions and pipeline are reported to the Combined Authority's Housing and Communities Committee on a regular basis with the most recent report provided in April 2020 and the next due in June 2020.

### **3.0 CAMBRIDGE CITY DEVOLUTION HOUSING PROGRAMME – FINANCIAL PROFILE**

- 3.1. Cambridge City Council is currently predicting a total spend of £144.9 million on their new build programme, comprising £70 million devolution grant via the Combined Authority plus just under £75 million City Council resources.
- 3.2. Quarterly grant claims are made to the Combined Authority in arrears. Cambridge City Council drew down £9,885,050 in the first three quarters of 2019/20 and has incurred expenditure to allow a further claim of £5,456,708 in 2019/20 Q4 against the devolution grant to the end year 2019/20. This represents a total grant drawdown of £15,341,758 for the financial year, and a total drawdown of £29,477,659 from the £70m.
- 3.3. The final quarter will not be paid out of the devolution funds held by the Combined Authority, as the Ministry of Housing, Communities and Local Government (MHCLG) provided Cambridge City Council with £17 million directly in March 2020, as they had not managed to complete the review of the Combined Authority's £100m Affordable Housing Programme due to Covid-19 delays.
- 3.4. Quarter 4 2019/20 has been funded out of the £17 million received from MHCLG. The remaining £11.5 million of the £17m will be used towards the forecast expenditure.
- 3.5. In 2019/20 Cambridge City Council has spent and claimed £15,341,758 against the programme budget, leaving £5,266,287 to be carried forward into financial year 2020/21.
- 3.6. Table 1 below shows the programme's budget profile agreed in May 2019 compared to the latest revised profile with the 2019/20 outturn position.

**Table 1) City Council Devolution Affordable Housing Programme Budget Profile 2017-22.**

	2017/18 £	2018/19 £	2019/20 £	2020/21 £	2021/22 £	2022/23	Totals
<b>Profile May 2019 (Budget)</b>	584,175	13,551,726	20,608,045	26,914,823	8,341,231	0	<b>70,000,000</b>
<b>Revised Profile May 2020 (Outturn &amp; new Baseline)</b>	584,175	13,551,726	15,341,758	20,536,518	15,890,080	<b>4,095,743</b>	<b>70,000,000</b>
<b>Variance +/-</b>	0	0	-5,266,287	-6,378,305	7,548,849	<b>4,095,743</b>	<b>0</b>

3.7. The Board is recommended to approve carry forward of £5,266,287 into the new financial year and approve a new budget sum of £15,270,231 for 2020/21. It should be noted that all figures are subject to the City Council's audit procedures.

3.8. A large proportion (over £6 million) of the City Council's 2019/20 expenditure related to work associated with the delivery of 118 affordable homes on the Mill Road site, which was previously the Council's operational depot. The scheme will deliver of 50% affordable housing on this site.

3.9. The City Council's programme has 546 homes identified and approved to start on site by 31 March 2022. The risk that the Cambridge City programme will not reach 500 or more starts by March 2022 remains low at this time. A further review based on the impact of Covid-19 on the construction programme is being undertaken, but work (taking into account Government guidance) has resumed on sites.

#### **4.0 FINANCIAL IMPLICATIONS**

4.1. There are no new financial implications for the Combined Authority.

4.2. This programme is funded by a specific £70 million capital grant from Government as part of the Cambridgeshire and Peterborough Devolution Deal.

4.3. The management and monitoring arrangements associated with this programme were captured as part of a report to the Combined Authority Board in March 2018, which set out the required process for reviewing costs and progress and settling claims in the context of the agreed programme. That claim process is established and it is important that the broader governance processes are maintained over the life of this programme to ensure compliance with agreed Monitoring and Evaluation and Assurance Frameworks.



- 4.4. For the financial year 2020/2021 funding for grant drawdown will be drawn from the balance of the £17 million, given by MHCLG direct to the Cambridge City Council and from the monies held by the Combined Authority in the usual way, on a side by side (50/50) basis.
- 4.5. End of year expenditure figures are subject to audit.

## 5.0 LEGAL IMPLICATIONS

- 5.1. There are no new implications. The obligations within the devolution deal require the Combined Authority to ensure the funds are spent in line with its Assurance, Monitoring and Evaluation Frameworks.
- 5.2. The Assurance Framework, as reflected in the devolution deal, requires the Combined Authority to demonstrate that the funds have been used for the objectives of the devolution deal.

## 6.0 APPENDICES

No appendices attached.

<u>Source Documents</u>	<u>Location</u>
Housing and New Communities Committee 3 <sup>rd</sup> April 2019 (Item 3.1)	<a href="http://cambridgeshirepeterborough-ca.gov.uk/meetings/housing-and-communities-committee-3/?date=2019-04-03">http://cambridgeshirepeterborough-ca.gov.uk/meetings/housing-and-communities-committee-3/?date=2019-04-03</a>
<i>DCLG Approved Business Case</i>	Cambridgeshire and Peterborough Combined Authority, Incubator 2, Alconbury Enterprise Campus, Alconbury Weald, Huntingdon PE28 4WX
Devolution Deal 2016	<a href="http://cambridgeshirepeterborough-ca.gov.uk/">http://cambridgeshirepeterborough-ca.gov.uk/</a>
Assurance Framework	
Monitoring and Evaluation Framework	<a href="https://cambridgeshirepeterboroughca.gov.cmis.uk.com/Meetings/tabid/70/ctl/">https://cambridgeshirepeterboroughca.gov.cmis.uk.com/Meetings/tabid/70/ctl/</a>

Combined Authority Board reports 28 March 2018	<a href="https://cambridgeshirepeterboroughca.gov.cmis.uk.com/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/909/Committee/63/Default.aspx">ViewMeetingPublic/mid/397/Meeting/909/Committee/63/Default.aspx</a>
Combined Authority Board reports 29 May 2019	<a href="https://cambridgeshirepeterboroughca.gov.cmis.uk.com/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/855/Committee/63/Default.aspx">https://cambridgeshirepeterboroughca.gov.cmis.uk.com/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/855/Committee/63/Default.aspx</a>
Housing and Communities Committee reports 27 April 2020	<a href="https://cambridgeshirepeterboroughca.gov.cmis.uk.com/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/1958/Committee/65/Default.aspx">https://cambridgeshirepeterboroughca.gov.cmis.uk.com/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/1958/Committee/65/Default.aspx</a>



<b>CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY BOARD</b>	<b>AGENDA ITEM No: 3.2</b>
<b>3 JUNE 2020</b>	<b>PUBLIC REPORT</b>

## **WISBECH RAIL**

### **1.0 PURPOSE**

- 1.1. To update the Board members on progress with the Wisbech Rail Full Business Case (FBC) and the Governance for Railway Investment Projects (GRIP) 3b study and propose next steps.

<b><u>DECISION REQUIRED</u></b>	
<b>Lead Member:</b>	<b>Mayor James Palmer</b>
<b>Lead Officer:</b>	<b>Paul Raynes, Strategy and Delivery Director</b>
<b>Forward Plan Ref: n/a</b>	<b>Key Decision: No</b>
<p>The Combined Authority Board is recommended to:</p> <p>(a) Note the headline conclusions of the draft Full Business Case that restoring a heavy rail link between Wisbech and Cambridge would be practicable and provide value for money;</p> <p>(b) Delegate authority to the Transport and Infrastructure Committee to approve the final version of the Full Business Case; and</p> <p>(c) Approve continued engagement with the Department for Transport, and other central government departments to explore the future funding of this project through the Restoring Railways Fund.</p>	<p><b>Voting arrangements</b></p> <p>A simple Majority of all Members</p>

## **2.0 BACKGROUND**

- 2.1 At its meeting on 28 November 2018 the Combined Authority Board commissioned the Full Business Case (FBC) and GRIP3b Study for Wisbech to March rail and potential onward connections to Cambridge and Peterborough.
- 2.2 Wisbech is widely recognised as the one of the largest towns within England without a rail link to the main rail network. This negatively impacts the potential economic and housing growth of the town.
- 2.3 In 1968, following the Beeching Report, the railway line closed to passengers. In 2000, freight transport also ceased operating on the line.
- 2.4 Improving connectivity to Cambridge offers the opportunity to transform Wisbech as a place for inward investment and provide much enhanced accessibility to key services and employment opportunities for its residents.
- 2.5 The FBC builds on an Outline Business Case (OBC) completed in 2015 by further developing options and coming to a preferred single option. The FBC has been carried out in conjunction with rail scheme feasibility and design commensurate with Network Rail's GRIP 3b. It is currently in final draft and will be published in due course.
- 2.6 As explained in paragraph 3.6, late cost estimates have been received in the last fortnight from statutory undertakers (utilities). These will require amendments to be made to the FBC document's analysis of costs and of benefit cost ratios (BCRs). This paper takes those late cost estimates into account in its analysis of costs and BCRs.
- 2.7 The outcome of the Option Assessment Report (OAR) was presented at the Transport and Infrastructure Committee Meeting on 6 March 2020 and is available to view via the link below:

[https://cambridgeshirepeterboroughcagov.cmis.uk.com/Meetings/tabid/70/ctl/Vi  
ewMeetingPublic/mid/397/Meeting/890/Committee/67/SelectedTab/Documents/  
Default.aspx](https://cambridgeshirepeterboroughcagov.cmis.uk.com/Meetings/tabid/70/ctl/Vi<br/>ewMeetingPublic/mid/397/Meeting/890/Committee/67/SelectedTab/Documents/<br/>Default.aspx)

Item 6 – Appendix 1 refers.

## **3 Outcome of the Full Business Case and GRIP3b**

- 3.1 The FBC is a Green Book compliant assessment based on the Treasury's preferred five-case model. It is accompanied by a GRIP3b study that addresses the bespoke business case requirements for rail projects expected by Network Rail.
- 3.2 The draft FBC concludes that the most commercially viable solution is a heavy rail service serving a station centrally located within Wisbech. A two trains per hour service should run between Wisbech and Cambridge to reach the highest Benefit Cost Ratio (BCR).

- 3.3 In order to run through to Cambridge, train paths through the busy Ely junction need to be available. Capacity for an hourly direct service between Wisbech and Cambridge is we believe available now, prior to the enhancements proposed within the Ely Area Capacity Enhancements project. Securing further capacity increases through that project will form part of our engagement with the Department for Transport (DfT). The FBC concludes that an interim shuttle scheme between Wisbech and March would in itself be viable for a 10 year period on projected passenger numbers pending the additional train paths becoming available, creating a considerably more attractive passenger experience and therefore patronage growth.
- 3.4 The Strategic case concludes that reopening the rail link would be transformative for the economic potential of Wisbech, in line with the analysis above.
- 3.5 The Economic Case concludes that the core scenario of the heavy rail option, including wider benefits, has a Benefit Cost Ratio (BCR) of between 2 and 2.5 which is classed as high. It compares favourably with rail scheme comparators.
- 3.6 In determining the Financial Case, two scenarios were appraised. This report focuses on the core scenario under which only housing and employment sites included in Fenland District Council's Local Plan were included in the modelling of potential funding options.
- 3.7 The table below is the latest infrastructure costs data. This has yet to be incorporated into the draft FBC document, as it includes statutory undertaker diversion cost estimates that were received only on 15 May 2020. The table below provides the capital cost estimates in £ million at 2019 prices. Figures in brackets represent previous estimates. Members will note that rail upgrade costs represent less than half the core capital cost: a larger proportion of the cost is driven by the need for highways solutions to bring the 22 level crossings on the historic line up to modern safety standards with closures and road diversions.

Element	Core Scenario
Wisbech station	4.6
Rail line upgrade and extension	71.9 (70.4)
Highways works	75.6 (76.9)
March station	8.1
C3 Utility Costs	15.4 (0)
Capex total	175.6 (160.1)
Land acquisition	8.0
Garden Town Access	N/a
Risk @ 19%	34.9 (31.9)
<b>TOTAL (ex. Optimism Bias)</b>	<b>218.5 (200)</b>

Source: Mott MacDonald

- 3.8 The above costs are still subject to revision before the FBC is finalised. This is for two reasons. First, C3 cost estimates from Cadent Gas have not yet been received. Secondly, a peer review will be undertaken of the highway elements for the crossing solutions. We are optimistic that efficiencies may be found here.
- 3.9 The Financial Case concludes that, while there is scope for financing some elements of the scheme locally and through the fare box, significant national grant funding will be required to enable the delivery of this project.
- 3.10 The Commercial and Management cases conclude that the Combined Authority should take the lead in the sponsorship and delivery of the scheme, working closely with Network Rail. A hybrid approach is recommended within the Commercial case with the Combined Authority retaining overall management control of delivery, while some of the rail packages should be procured and managed directly by Network Rail.
- 3.11 The benefit of the hybrid approach is that the Combined Authority would retain control over the programme whilst also managing the interface between the project and the wider rail network, and handover of the rail operation to Network Rail post construction. Greater consultation with Network Rail would be required to progress this approach further.

## **4 Next Steps**

- 4.1 The FBC and the GRIP 3b has met the original scope to identify a single option solution, establish a station location and an alternative means of crossing the existing level crossings.
- 4.2 The Restoring Railways Funding (RRF) offers the best opportunity for national grant funding. RRF is divided into three funding areas, new ideas, accelerating existing proposals and proposals for new or restored stations. Officers are in discussion with DfT about how to progress the project through the accelerating existing proposals funding which focuses on projects with a business case already in place. The Mayor has written to Ministers promoting this project as a priority for this funding.
- 4.3 Subject to approval by the Combined Authority Board as per recommendation b), Combined Authority officers will meet DfT, ORR and Network Rail officials to present the outcome of the FBC and GRIP 3 which is expected to take place in July 2020.

## **5.0 FINANCIAL IMPLICATIONS**

- 5.1 There are no additional financial implications at this stage subject to the outcome of discussions with central government.

## 6.0 LEGAL IMPLICATIONS

- 6.1 The recommendations accord with CPCA's powers under Part 3 of the Cambridgeshire and Peterborough Combined Authority Order 2017 (SI 2017/251).

## 7.0 OTHER SIGNIFICANT IMPLICATIONS

- 7.1 None at this time.

## 8.0 APPENDICES

None

<b><u>Background Papers</u></b>	<b><u>Location</u></b>
Combined Authority Board 28 November 2018 report	<a href="#"><u>Combined Authority Board 28 November 2018</u></a>
Transport and Infrastructure Committee report 6 March 2020	<a href="#"><u>Transport and Infrastructure Committee 6 March 2020</u></a>







<b>CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY BOARD</b>	<b>AGENDA ITEM No: 3.3</b>
<b>3 JUNE 2020</b>	<b>PUBLIC REPORT</b>

## **PETERBOROUGH: TRANSPORT SCHEMES, STUDIES AND MONITORING**

### **1.0 PURPOSE**

- 1.1. To request the release of funding for the 2020/21 financial year to enable Peterborough City Council to undertake initial transport studies

<b><u>DECISION REQUIRED</u></b>	
<b>Lead Member:</b>	<b>Mayor James Palmer</b>
<b>Lead Officer:</b>	<b>Paul Raynes, Strategy and Delivery Director</b>
<b>Forward Plan Ref: n/a</b>	<b>Key Decision: No</b>
The Combined Authority Board is recommended to:  (a) Approve the release of £100,000 from the provisional allocation in the Medium Term Financial Plan.	<b>Voting arrangements</b>  A vote in favour by two thirds of all Members (or their Substitutes) appointed by the Constituent Councils to include the Members appointed by Cambridgeshire County Council and Peterborough City Council, or their Substitutes

### **2.0 BACKGROUND**

- 2.1. The Peterborough Local Plan sets out proposals to deliver 21,315 additional homes and 17,600 jobs from 2016 to 2036. As traffic conditions deteriorate the potential for delivering new homes and jobs will become increasingly constrained. By keeping the city moving Peterborough continues to be attractive to businesses, employees, and residents as a place to live, work or study.

- 2.2. On 28 March 2018, the Combined Authority Board approved funding for Schemes, Studies and Monitoring to enable Peterborough City Council to carry out initial transport studies in the Peterborough area, and bring forward those that relieve congestion and enhance the economic and housing growth ambition.
- 2.3. The majority of the spend in the 2019/20 financial year for Schemes, studies and Monitoring was for the development of Mass Rapid Transit feasibility study. It looked at the strategic case, technology options and corridor assessments for a comprehensive city-wide system. The outcome of the feasibility study is being considered by the Bus Review.
- 2.4. In addition to the Mass Rapid Transit feasibility study, Peterborough City Council undertook feasibility and prelim design to introduce more walking and cycling links into the city's new Fletton Quays development. This work has shown that that these links are viable and consequently it is being used to inform discussions with external parties to progress the project.
- 2.5. Schemes, Studies and Monitoring funding was also used to develop a submission for the first part of a two staged funding application process to the Department for Transport (DfT) for improvements to the Stanground fire station roundabout including developing a series of options and modelling the likely benefits. Peterborough City Council have successfully attracted funding from DfT in the past, including the current Junction 18 scheme which secured £3.85 million and the A605 Stanground scheme which secured £2.8 million

### **3.0 PROPOSED STUDIES FOR THE 2020/21 FINANCIAL YEAR**

- 3.1 In 2020/21, Peterborough City Council plan to undertake further initial transport studies. These studies will develop the early stages of feasibility to understand whether they are viable for further funding to progress a business case. This work is expected to enable Peterborough City to develop a pipeline of future schemes.
- 3.2 The initial studies contribute, with the exception of the road safety review, to Peterborough City's growth agenda. The initial studies identified look to identify and mitigate future congestion areas potentially improving journey time reliability and network resilience.
- 3.3 A full list of the studies to be undertaken in the 2020/21 financial year is below. A number of other schemes were considered for this funding and a sifting process was undertaken and these were selected as those which would contribute to the Peterborough City's growth agenda. These schemes have Member support from Peterborough City Council.

Study Title	Description of Study	Evidence base	Outcome / future programme / next steps	CPCA LTP objectives	Cost Estimate
Review of Smart City Censors	Review and produce a business case to determine the success of the trialled smart city sensors to determine whether a full roll out would be beneficial	Initial review suggests there are decongestion benefits that can be gained at key signalised junctions which improve capacity.	The study will determine the quantified success of the trial and identify locations for future rollout. The next stage would be for capital funding to be sought to roll these out at other key sites across Peterborough to make further journey time benefits.	Supporting the economy, improving safety	£30,000
Stanground Fire Station	Develop phase 2 of submission for funding bid to DfT to reduce congestion at Junction 68 (B1092 Whittlesey Road/B1091 Peterborough Road)	The funding application that was submitted to DfT showed that there is a viable scheme.	The next stage will be the developing and submitting phase 2 of the DfT funding application. Peterborough city Council intend to develop the scheme further so that there is confidence that a full SOBC could be undertaken. The longer term plan is to secure capital funding to construct the improvements.	Supporting the economy, improving safety	£15,000
Congestion Hotspot Review	To review the latest data to determine the congestion hotspots currently and areas in the future as a result of planned growth to determine future improvements.	An updated strategic transport model is nearing completion which will give updated traffic numbers and delay. This information will allow Peterborough to undertake a network wide review to evidence where congestion is	A congestion report that ranks the key sites where traffic delay is occurring which can then form a pipeline of future highway improvement schemes. The next stage will then be to seek funding to either develop a business case if it is a larger scheme or	Supporting the economy, improving safety	£20,000

		occurring now and in the future.	funding to construct any smaller schemes		
Peterborough Wide Road Safety Review	Review and produce early scheme assessment to identify accident hotspots on the network.	Peterborough receives accident data from the police which would form the basis of the study.	A road safety report that ranks the key sites where accidents are occurring which can then form a pipeline of future highway improvement schemes.	Improving safety	£20,000
Hospital Access Study	Review and determine the transport improvements around this site	It is expected that there will be an increase in the number of staff and patients at the hospital in the future which will put pressure on the transport network.	A report will be produced looking at a series of highway improvement options and their viability and likely benefit that could then be added to the pipeline of future highway schemes. The next stage would be to seek funding to develop the schemes further and funding to construct them.	Supporting the economy, improving safety	£10,000
Consortium of East Coast Mainline Authorities	Contribution to the Consortium of East Coast Mainline Authorities which works to campaign for further investment in the East Coast Mainline.	Economic analysis and a report has previously been produced to support and justify the need for Govt investment in the East Coast Mainline. In addition, an All Party Parliamentary Group has been setup to support the East Coast Mainline	The Consortium will be able to update an existing economic report as well as supporting the All Party Parliamentary Group. A key goal for Peterborough is to have trains to and from London in under 40 minutes which could have a transformative impact. The Consortium is an effective group for lobbying Govt for further investment. The next stage will be the upcoming East Coast Mainline timetable change which will hopefully lead to improved journey times for Peterborough.	Supporting the economy	£5,000
	<b>Total</b>				<b>£100,000</b>

- 3.4 The Consortium of East Coast Mainline Authorities (ECMA) has been included as it will contribute to the review and updating of the “investing in Economic Growth” research undertaken by ECMA which aims to establish the economic case for investment in the East Coast Mainline.

#### **4.0 SIGNIFICANT IMPLICATIONS**

- 4.1 There are no significant implications at this stage

#### **5.0 FINANCIAL IMPLICATIONS**

- 5.1 The £100,000 revenue funding for 2020-21 is available in the MTFP as “subject to approval”.

#### **6.0 LEGAL IMPLICATIONS**

- 6.1 The recommendations accord with CPCA’s powers under Part 3 of the Cambridgeshire and Peterborough Combined Authority Order 2017 (SI 2017/251).

#### **7.0 OTHER SIGNIFICANT IMPLICATIONS**

- 7.1 None at this time

#### **8.0 APPENDICES**

- 8.1 None

<b><u>Background Papers</u></b>	<b><u>Location</u></b>
Combined Authority Board reports 28 March 2018	<a href="#">CA Board 28 March 2018</a>





<b>CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY BOARD</b>	<b>AGENDA ITEM No: 3.4</b>
<b>03 JUNE 2020</b>	<b>PUBLIC REPORT</b>

## **MARKET TOWNS PROGRAMME – INVESTMENT PROSPECTUS 2020**

### **1.0 PURPOSE**

- 1.1. The Combined Authority is committed to the future prosperity and success of every market town in the county and is investing in making this a reality through working closely with Town Councils, District Councils and local partners across Huntingdonshire, Fenland and East Cambridgeshire to deliver 11 key market town masterplans. The Market Towns Programme was piloted in St Neots as part of the Mayor's 100 Day Plan.
- 1.2. The Market Towns Programme endorses Mayor Palmer's target for the region, to double its gross value added (GVA) over the next twenty years. For this to be achieved, the areas market towns will be required to 'do their bit' to improve the three economies. The interventions hereby enshrine the importance of inclusive growth, in line with the Cambridgeshire and Peterborough Independent Economic Review (CPIER) recommendations.
- 1.3. With the aim of bringing jobs, infrastructure and growth, the masterplans would enable each town to become and remain "vibrant and thriving places" whilst helping to boost the local and regional economy. A commitment of £50k revenue support was made by the Combined Authority to produce a masterplan for each of the key towns, based on new research and analysis required to deliver the bold growth ambitions.
- 1.4. Masterplans for Fenland (March, Wisbech, Chatteris & Whittlesey) and Huntingdonshire (St Neots, St Ives, Huntingdon, & Ramsey) market towns have been completed and were approved the Combined Authority Board on 29 January 2020 and by the Mayor in consultation with the Combined Authority Board on 25 March 2020. The final report for East Cambridgeshire (Ely, Soham & Littleport) is due to go to the Combined Authority Board for approval on 29 July 2020.
- 1.5. This paper provides background and strategic context to the Combined Authority Market Towns Programme and recommends that the Combined Authority issue an Investment Prospectus in June 2020. The Market Town Programme Investment Prospectus will invite proposals from local authority leads to support the delivery and implementation of priorities from each town Masterplan.

<b><u>DECISION REQUIRED</u></b>	
<b>Lead Member:</b>	<b>Mayor Palmer</b>
<b>Lead Officer:</b>	<b>John Hill, Director Business and Skills</b>
<b>Forward Plan Ref: N/A</b>	<b>Key Decision: No</b>
<p>The Combined Authority is recommended to:</p> <ul style="list-style-type: none"> <li>(a) agree the below scope of the Investment Prospectus to in delivery of Market Town Masterplans, and delegate authority to the Director of Business and Skills, in consultation with the Lead Member for Skills, to sign-off of the final version;</li> <li>(b) note that the Investment Prospectus will be launched to Market Town leads and partners in June 2020;</li> <li>(c) note that funding applications will be brought to the Combined Authority Board for approval from July 2020 onwards.</li> </ul>	<p><b>Voting arrangements</b></p> <p>Simple majority of all Members</p>

## **2.0 BACKGROUND**

- 2.1. The devolution deal which created the Combined Authority recognises the important role of market town economies in growing the wider Cambridgeshire and Peterborough economy.
- 2.2. A masterplan for each of the 11 market towns (St Neots being the pilot town) across the region provides the opportunity to look at the unique features of each town and offers deliverables which will benefit the immediate and wider economy.
- 2.3. The Combined Authority is providing capital investment to mobilise each town masterplan and to act as a funding catalyst to securing additional investment.
- 2.4. There is a total of £10m Combined Authority capital allocated to support the delivery and implementation of the other 10 approved Market Town Masterplans.
- 2.5. Following this process, the Combined Authority retains a strategic partner role, ensuring that county-wide decisions meet the needs of each town masterplan, and lobbying Government for further resource to deliver high-growth towns (and to promote the concept of place-based interlinked growth strategies).



- 2.6. This focus on market towns has been heralded by Government, by the Cambridgeshire and Peterborough Independent Economic Commission, and by other partners as a bold and progressive step towards inclusive growth.

### **3.0 INVESTMENT PROSPECTUS**

- 3.1. Combined Authority funding will be subject to a call process and made available for bidding from June 2020 onwards. In order to secure capital funds, town teams and local authority leads will be invited to submit bids against the Investment prospectus.
- 3.2. All funding applications will be assessed in accordance with specific call specifications & criteria (including match funding and value for money), set against delivery and implementation of approved Masterplan priorities and actions, and interventions to support Covid-19 economic recovery.
- 3.3. Combined Authority funding will be provisionally shared across the remaining 10 market towns, with applicants able to bid for up to £1m of capital funding for each town.
- 3.4. Consideration will be given to a variety of funding proposals and applicants will have the opportunity to bid for one or few investments or may want to fund several smaller scale interventions.
- 3.5. St Neots Masterplan - the Combined Authority Board has also agreed to recycle **£3.1m** market town investment back into St Neots and this will be administered through the Investment Prospectus process. This makes the total Combined Authority investment being pledged to support delivery of Market Town masterplans is **£13.1m** across the 11 market towns.

### **STRATEGIC CONTEXT**

- 3.6. Many of the market towns and villages surrounding Cambridge have rich visitor opportunities, which if developed into a more coordinated offer can bring in revenue and create real economic opportunities. Business tourism is very important as well and has an important impact on the growth and productivity of other sectors in the economy, especially in knowledge intensive industries.
- 3.7. A third of our population lives in market towns, with nearly as many again living in surrounding areas. Although links with our core cities are vital, investment and attention has often favoured cities and forgotten the role that market towns play for our region.
- 3.8. Alongside this under-investment towns are facing many external pressures like the declining town centres and high streets, an ageing population, and a reduction of in-town job opportunities leading to more outward commuting.
- 3.9. The Combined Authority is committed to the future prosperity and success of every market town in the county and is investing in making this a reality by supporting market towns as economic and social hubs. This approach gives each town its own starting point, and the evidence base in order to tailor and customise interventions to meet the distinctive needs of each local economy.

3.10. There is no one-size-fits-all solution and the Combined Authority has provided investment that adds value by helping towns clarify and reassess their priorities for future growth. In this way the identity and role of each town will be brought to prominence and enable each town to grow their economies and contribute to the overall doubling of our GVA over the next 25 years.

### **PROGRAMME CRITERIA**

3.11. The following additional Combined Authority funding criteria are proposed:

- Market Town funds are allocated for East Cambridgeshire, Fenland, and Huntingdonshire.
- Funding must be spent at the latest by 31 March 2022, or earlier as specified within the funding agreement. Deliverability of projects will be an important factor in appraising proposals.
- Proposals are invited to support the mobilisation of each Masterplan and against activities which address the needs and those interventions identified as required to drive targeted growth and regeneration of each town.
- Proposals will be required to set out how they can support the tailoring of local economic policy for each market town to increase the attractiveness of towns for the new generation of lifestyle entrepreneurs.
- Furthermore, proposals will also be required to set out how market towns can support Covid-19 recovery for Cambridgeshire & Peterborough, focusing on the anticipated changes in behaviour around the use of public transport, commercial and public community space, and High Streets. How market towns can support Government measures based on new econometrics around increased homeworking, and improved public transport systems, cycleways, and footpath connectivity.
- The prospectus is seeking proposals for capital investment only. There is no revenue funding available through this prospectus.
- The maximum investment to be provided as a proportion of total project cost will vary from project to project, and the prospectus will seek that applicants demonstrate value for money and where possible secure additional funding in match to Combined Authority investment.
- Applicants should seek their own advice on State Aids implications of the proposed project, and evidence of this will be sought as a condition of funding. Combined Authority funding cannot be used towards State Aids or other legal costs incurred by the project delivery body as part of the application process. The Combined Authority will not reimburse legal or other costs incurred during applications, whether the application successful or unsuccessful in seeking funding.

## **APPLICATION PROCESS, DUE DILIGENCE AND APPRAISAL**

- 3.12. The application process and outline guidance will be set out within the Investment Prospectus. The Combined Authority Assurance Framework sets out how investment decisions are made for funds in a transparent and accountable way in accordance with Government guidance.
- 3.13. Applicants will have the opportunity to have initial discussions with relevant Combined Authority officers regarding eligibility and the suitability of the proposed project.
- 3.14. The process will be a one-stage application process and applicants will be invited to complete and submit a full Business Case to the Combined Authority. Business Cases for Growth Deal funding are expected to conform with the Treasury 'Green Book' guidance and the Combined Authority 10-point project guide.
- 3.15. Due diligence and appraisal will be initially managed by the Combined Authority, where the strategic need, economic and commercial case for the projects will be examined based on proposed interventions for each town. All proposals will be assessed against an agreed set of appraisal metrics, and independent appraisals will be commissioned if needed for complex projects.
- 3.16. Appraised applications will be scored and ranked based of the programme criteria set out above. This approach will help manage any oversubscription of programme funds.
- 3.17. Recommendations will be brought to the Business Advisory Panel for consideration from July 2020 onwards and it is expected that the first tranche of projects will be brought to Combined Authority Board in July 2020 for approval.

## **4.0 FINANCIAL IMPLICATIONS**

- 4.1. There are Combined Authority funds allocated within the MTFP budget of £500k in 2019/20 and £4.5m in 2020/21. The 2019/20 underspend is requested to be rolled over in to 2020/21 budget. An additional £5m CPCA capital is allocated in 2020/21 and 2021/22. The total budget available for the Investment Prospectus in £13.1m.

## **5.0 LEGAL IMPLICATIONS**

- 5.1. The Combined Authority, as the Accountable Body, maintains the legal agreements with project delivery bodies.
- 5.2. The Legal Team shall be responsible for placing any required contractual arrangements, usually through its current partnering arrangements with the Local Authorities

## 6.0 OTHER SIGNIFICANT IMPLICATIONS

- 6.1. The Market Towns Programme is a substantial commitment being made between the Combined Authority and the local areas, with scope for significant impacts on the growth of the local sub-economies. Successful delivery will have positive benefits to residents, businesses and workers within the CPCA area.

## 7.0 APPENDICES

- 7.1. None

<b><u>Source Documents</u></b>	<b><u>Location</u></b>
Cambridgeshire and Peterborough Independent Economic Review	<a href="http://www.cpier.org.uk/interim-report/">http://www.cpier.org.uk/interim-report/</a>
Cambridgeshire & Peterborough Local Industrial Strategy	<a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/818886/Cambridge_SINGLE_PAGE.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/818886/Cambridge_SINGLE_PAGE.pdf</a>
CPCA Assurance Framework	<a href="https://cambridgeshirepeterborough-ca.gov.uk/assets/Assurance-Framework-Publication-Nov-2019.pdf">https://cambridgeshirepeterborough-ca.gov.uk/assets/Assurance-Framework-Publication-Nov-2019.pdf</a>
Treasury Green Book – Central Government Guidance on Appraisal and Evaluation	<a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/685903/The_Green_Book.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/685903/The_Green_Book.pdf</a>
Combined Authority Board reports 29 January 2020	<a href="https://cambridgeshirepeterboroughcagov.cmis.uk.com/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/851/Committee/63/SelectedTab/Documents/Default.aspx">https://cambridgeshirepeterboroughcagov.cmis.uk.com/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/851/Committee/63/SelectedTab/Documents/Default.aspx</a>
Mayoral decision making meeting reports 25 March 2020	<a href="https://cambridgeshirepeterboroughcagov.cmis.uk.com/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/853/Committee/63/SelectedTab/Documents/Default.aspx">https://cambridgeshirepeterboroughcagov.cmis.uk.com/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/853/Committee/63/SelectedTab/Documents/Default.aspx</a>



<b>CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY BOARD</b>	<b>AGENDA ITEM No: 3.5</b>
<b>3 JUNE 2020</b>	<b>PUBLIC REPORT</b>

## COMBINED AUTHORITY RETRAINING SCHEME PILOT

### 1.0 PURPOSE

- 1.1 To seek approval to develop and launch a new Retraining Scheme Pilot, as part of the Government's National Retraining Scheme (NRS). Responding to the needs of business who require new staff to be retrained or to retrain staff for new roles as business diversify as a result of COVID-19. For individuals who may have been made redundant to retrain and direct them into new sectors.
- 1.2 To ask for approval to spend the allocated funding received from Department for Education (DfE) of £80,100 for the Retraining Scheme Pilot.

<b><u>DECISION REQUIRED</u></b>	
<b>Lead Member:</b>	<b>Councillor John Holdich, Lead Member for Skills</b>
<b>Lead Officer:</b>	<b>John T Hill, Director Business and Skills</b>
<b>Forward Plan Ref: n/a</b>	<b>Key Decision: No</b>
<p>The Combined Authority Board is recommended to:</p> <p>(a) Approve the development and launch of the Cambridgeshire &amp; Peterborough Retraining Scheme Pilot.</p> <p>(b) Give approval to spend the allocated budget of £80,100 from the Department for Education.</p>	<p><b>Voting arrangements</b></p> <p>Simple majority of all Members</p>

## **2.0 BACKGROUND**

- 2.1 This paper is to seek approval to develop the Combined Authority's Retraining Scheme Pilot and to propose the launch and approval to fund using the allocated budget from Department for Education (DfE).
- 2.2 The Combined Authority will bring forward the planned development of a Retraining Scheme Pilot that was due to be developed over the summer months to launch in September 2020. However, due to the unprecedented situation and effect to the labour market a localised Retraining Scheme to respond to COVID-19 is in development by the Project Manager, working with a number of Partners to develop a Retraining Scheme that will build economic resilience in this challenging time.
- 2.3 A detailed design will be developed that satisfies local needs and DfE objectives, to demonstrate the Combined Authority's ability to manage the full budget upon potential devolution. An evidenced based analysis of needs will take place over the next few months as the pilot evolves.
- 2.4 It is proposed that training courses are developed taking into account business needs to begin mid-June 2020, or sooner if demand is great. Initial courses will be delivered via online learning due to the current situation. A social media campaign and press release is being created by the Communications Team in readiness to launch the Pilot.
- 2.5 The allocated funding received from DfE for the Retraining Scheme Pilot is not currently within the Medium-Term Financial Plan (MTFP), as notice was only received by Officers in mid-February 2020 that this funding would become available. The Finance Team will be adding this budget line to the next restatement of the MTFP, as noted within the financial implications section.

## **3.0 BACKGROUND TO THE GOVERNMENT NATIONAL RETRAINING SCHEME**

- 3.1 The Government announced at the 2017 Autumn Budget that it would introduce a National Retraining Scheme (NRS), to help workers retrain as the economy changes.
- 3.2 This was followed up in the 2018 Autumn Budget, by the Chancellor who announced a £100 million commitment to start the initial roll out of the NRS. This funding allowed DfE to start delivering parts of the service to the public from 2019 and also them to substantively test, evaluate and learn as they build the service.
- 3.3 The National model of the NRS is being developed by a Partnership between Government, Confederation of British Industry and the Trade Union Congress, working closely with potential users of the Scheme and providers.

- 3.4 Cambridgeshire and Peterborough Combined Authority were selected by Ministers as an area to test and help shape the NRS model. This was launched on 16 October 2019, and as a result the Combined Authority was considered to develop their own localised pilot alongside the National Pilot.
- 3.5 The Scheme needs to respond to the current situation of COVID-19, structural trends, which will impact on the labour market and drive the need for lifelong training (for example, automation, longer working lives and productivity challenges).
- 3.6 COVID-19 and automation has the potential to cause a significant impact on the economy, with the most disruption for people who are low skilled and are least able to adapt. Both workers and employers face barriers to learning (motivation, cost and time).
- 3.7 With the disruption to the economy, labour market and workforce, the NRS is perceived by Officers as an excellent opportunity to develop sooner by responding to those changes and adapting to business needs as the Pilot is developed.

#### **4.0 THE RATIONALE FOR A LOCALISED RETRAINING SCHEME**

- 4.1 Whilst the real impacts of managing COVID-19 are unclear at this stage, it is likely we will see challenges across all sectors of the employment market. We can already see some sectors that are going to be dramatically influenced by economic downturn. The severity and therefore how we prioritise scarce resources, will depend on the effectiveness of stimulus and support packages to maintain each sector and the economy beyond the duration of the control measures.
- 4.2 New working practices will be developed over this period and continue beyond the COVID-19 measures. This will influence the skillset needed by managers and teams. The areas of the country which have strength in these areas will recover more effectively.
- 4.3 This raises the challenge of how we provide support and options for those who are coming to terms with the new situation. We are already seeing individuals and businesses entering a problem solving and experimentation phase as to how best to manage.
- 4.4 Leaders are already adjusting business models and looking for opportunity. This should be supported with skills development of a positive solution-based focus to upskill or retrain employees or individuals. Those not yet in that stage may need skills development as a lever to get them moving to a positive mind set in tackling the difficulties business is dealing with. Hence the timing of a Retraining Scheme should facilitate some of that.

## **5.0 ALLOCATED FUNDING FOR A LOCALISED PILOT**

- 5.1 DfE recognise that the demand for adult training is expected to increase following the national roll-out of the NRS Get Help to Retrain service. The NRS has the potential to increase in demand and can be met via local areas developing their own pilots.
- 5.2 Additional funding of £80,100 has been made available and will be received with the Adult Education Budget (AEB) allocation for one year only (2020/21). The NRS Get Help to Retrain service will continue to develop during 2020/21 based on engagement with service users. NRS colleagues want to collaborate further to understand how this additional funding can be used to develop a more localised training offer, to take account of local labour market and skills needs.
- 5.3 Working with the AEB Team to develop and further enhance the offer to ensure that both programmes are complimentary to each other. Connecting employers and individuals to the AEB Funded Providers via the NRS to give a broader offer to the recipients in any gaps that each programme doesn't deliver.
- 5.4 Discussions are ongoing with Officers around the AEB Innovation Fund and how the NRS can link to this fund to augment the portfolio offered by the Combined Authority to support retraining.
- 5.5 The Apprenticeship Levy will be used as a source of funding as part of the Combined Authority Retraining Scheme Pilot. The Levy will be used when progression routes are advanced through the scheme. The Combined Authority Levy Pooling Virtual Wallet will be used to support non-levy employers and small and medium sized enterprises (SME's).
- 5.6 The Apprenticeship marketplace has already shown signs of reducing, major disruption to the sector will need an intervention to support regrowth. Connecting employees with the Apprenticeship programme as part of the NRS and funded via the Apprenticeship Levy should support that growth and in turn retrain a potential workforce.

## **6.0 POTENTIAL DEVOLUTION FOR NATIONAL RETRAINING SCHEME (NRS) AND THE NATIONAL SKILLS FUND (NSF)**

- 6.1 The devolution of the NRS is a unique and invaluable opportunity for Cambridgeshire and Peterborough. If the NRS is devolved to the Combined Authority, it will have the powers and responsibility to determine the funding priorities and retraining needs of employers and individuals.
- 6.2 The Retraining Scheme Pilot should be targeted on what makes the most difference to our people and economy. This can provide the framework which clearly shows the advantages of further skills devolution and other potential Skills Funds that could be devolved i.e. the National Skills Fund.



- 6.3 To help address some of the rising challenges set to impact the economy and labour market throughout the 2020s and beyond, the Conservative Government promised in their General Election manifesto to introduce a National Skills Fund from 2021. This fund would provide £3 billion over five years, to contribute towards retraining and upskilling the adult workforce.
- 6.4 We will be monitoring progress on a monthly basis and measuring impact to present to DfE to use as the evidence needed to demonstrate that the Combined Authority can develop and implement a robust, sustainable and scalable Retraining Scheme. This will create opportunities for a strong, productive and thriving economy that will see us through the challenges post COVID-19.

## **7.0 RETRAINING SCHEME TRAINING AND COURSES**

- 7.1 The Retraining Scheme will have step on courses as introductions and then have progression routes via longer courses or Apprenticeships, utilising funding via the Combined Authority's Apprenticeship Levy Pooling and aligning with the devolved AEB.
- (i) Project Management
  - (ii) Leading Change
  - (iii) Digital Finance Skills
  - (iv) Team Leadership
  - (v) Operational Leadership
  - (vi) CMI and ILM Management Courses either funded as an Apprenticeship
  - (vii) Full cost CMI or ILM qualification (funded via the employer)
  - (viii) Digital Skills to upskill all levels (Potential Digital Skills Pilot with DfE)
  - (ix) Support to change careers, change employers (if facing redundancy),
  - (x) Upskill, Reskill, Retrain, Level-up

## **8.0 FINANCIAL IMPLICATIONS**

- 8.1 Confirmation has been received from the Department of Education (DfE) for the allocation of the £80,100 for payment to the CPCA via the AEB funding. Due to the potential of future funding, a new budget line will be created to ensure full tracking of the funds. The funding will be paid across the 2020/21 academic year with 7/12th received during the 2020/21 financial year and 5/12th in April 2021.
- 8.2 Expenditure on the pilot will be restricted to the funds received and therefore have no wider impact on the CPCA budget. However, as the proposed pilot's expenditure does not exactly match the timing of the grant funding being received, due to the split across financial years, the timing difference is small and therefore the Combined Authority can withstand this cashflow delay with no significant impacts.

## 9.0 LEGAL IMPLICATIONS

- 9.1 The recommendation within the Report accords with CPCA's powers under Part 2 of the Cambridgeshire and Peterborough Combined Authority (Adult Education Functions) Order 2018 (SI 2018/1146)."

## 10.0 APPENDICES

<u>Background Papers</u>	<u>Location</u>
None	



<b>CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY BOARD</b>	<b>AGENDA ITEM No: 3.6</b>
<b>3 June 2020</b>	<b>PUBLIC REPORT</b>

## **SURRENDER OF LEASE: ALCONBURY**

### **1.0 PURPOSE**

- 1.1. This report seeks to advise the Combined Authority Board of, an opportunity to realise a significant revenue budget saving by surrendering the lease of the Alconbury Weald Enterprise Campus, Incubator 2, office site (the Alconbury site), the work undertaken by officers to realise that opportunity and the initial work to examine future premises need including agile working arrangements.
- 1.2. The report further seeks to obtain authority for the surrender of the lease on the terms described in this report, and to terminate agreements which apply specifically to the Alconbury site, which are no longer necessary.

<b><u>DECISION REQUIRED</u></b>	
<b>Lead Member:</b>	<b>Mayor James Palmer</b>
<b>Lead Officers:</b>	<b>Kim Sawyer and John Hill, Chief Executive Officers</b>
<b>Report Author:</b>	<b>Robert Parkin, Chief Legal Officer and Monitoring Officer</b>
<b>Forward Plan Ref: KD2020/048</b>	<b>Key Decision: Yes</b>
<p>The Combined Authority Board is recommended to:</p> <p>(a) Agree to the surrender of the Lease of the Alconbury site, and to approve the payment of £151,537.50 in respect of the cost of the surrender.</p> <p>(b) Note the updates provided in this report relating to the work to engage with staff on approaches to agile working, and to identify possible alternative sites,</p>	<p><b>Voting arrangements</b></p> <p>Simple majority of all Members</p>

<p>(c) Note that a further report will be brought back to the Combined Authority Board proposing a shortlist of locations for a permanent HQ for the Cambridgeshire and Peterborough Combined Authority.</p>	
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## 2.0 BACKGROUND

- 2.1. The CPCA took a lease of the Alconbury site on 14 August 2018 for a term of 15 years. The annual rent is £174,262.50 (exclusive of VAT, service charges, and insurance, and subject to indexation).
- 2.2. The CPCA is under a duty to continually secure the economic, efficient, and effective use of resources in support of its functions and activities, and following negotiations with Urban and Civic, an opportunity has arisen to realise a significant saving by a negotiated release from the lease.
- 2.3. This report sets out that opportunity, and describes related activities taking place for agile working and to look at alternative accommodation solutions for the CPCA.

### **Contractual obligation and negotiated alternative**

- 2.4. The CPCA entered into the Lease for a term of 15 years, with a break option on the fifth, and tenth anniversary of its commencement. Without a negotiated exit, the Lease terms specify that the landlord would be entitled to a sum equivalent to three years, and four months of rent.
- 2.5. There are a number of other costs, including service charges and business rates, which together with the annual rent, represent a significant sum. These are on an annual basis, £307,651.
- 2.6. For the three-year period to the point of the next break (July 2023), these amount to £922,952.

### **Negotiated exit**

- 2.7. The CPCA will be able to surrender the lease at a cost of £151,537.50 (exclusive of VAT) by way of a reverse premium, with a surrender date of 31 July 2020.
- 2.8. Accordingly, the negotiated sum represents a considerable margin of saved cost: £922,952 - £151,537.50 = £771,414.50.

### **Interested third party**

- 2.9. Heads of Terms are being negotiated between the third-party, the landlord, and the CPCA, in which the CPCA would surrender its Lease, and pay the negotiated sum.

### **Alternative sites**

- 2.12 Work has started to consider requirements for an accessible permanent accommodation within the area, with the aim of presenting a shortlist for future Board consideration. It is expected that an alternative site will be significantly lower in cost than the Alconbury site.

### **Agile working and future need**

- 2.14 Responding to COVID 19, the CPCA has asked officers to work remotely, and has not used the Alconbury site, which has stood empty since the commencement of the lockdown period. The agile working arrangements and remote meetings have been successfully implemented. Work is underway, led by the CPCA's HR team to develop a comprehensive understanding of how to best work in an agile way and to explore options relating to the possible use of shared meeting spaces.
- 2.15 To provide temporary accommodation and facilitate a phased return to work, after the lease surrender, options for flexible office-space across existing local authority buildings are being identified.

## **3.0 FINANCIAL IMPLICATIONS**

- 3.1. It is proposed to pay, by way of settlement, the sum of £151,537.50 (exclusive of VAT) and meet any necessary costs (legal etc) in completing the surrender.
- 3.2. Noting that annual rent is, currently, £174,262.50 (exclusive of service charges and insurance), without an agreed exit the landlord would be entitled to 3 years and 4 months rent, which totals £580,875. (£174,262.5 x 36m/12m).
- 3.3. Accordingly, the proposed exit represents an opportunity for a saving of around £430k. (£580,875-£151,537.50).
- 3.4. However, as the total cost to CPCA includes service charges and business rates, the annual sum due is £307,651. Accordingly, the saving would be £922,952 over the negotiated three-year period.
- 3.5. The negotiation therefore represents a total potential cost saving of £771,414.50. (£922,952 - £151,537.50).

#### **4.0 LEGAL IMPLICATIONS**

- 4.1. The terms of the surrender will be captured in an agreement in the form as that at Appendix 1.

#### **5.0 APPENDICES**

- 5.1. Appendix 1 – Draft Agreement (to follow)

<b><u>Background Papers</u></b>	<b><u>Location</u></b>
None	



<b>CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY BOARD</b>	<b>AGENDA ITEM No: 4.1</b>
<b>3 JUNE 2020</b>	<b>PUBLIC REPORT</b>

## **LOCAL HIGHWAYS MAINTENANCE CAPITAL GRANT ALLOCATION 2020/2021**

### **1.0 PURPOSE**

- 1.1. The Mayor has been notified by the Department of Transport of the capital funding allocations towards local transport for the 2020/21 financial year. The Mayor must consult the Combined Authority before making a Mayoral decision to allocate this funding to Cambridgeshire County Council and Peterborough City Council in line with the Department for Transport formula.
- 1.2. This funding includes the Integrated Transport Block, the Highway Maintenance Block needs element and the Highway Maintenance Block incentive element.

<b><u>DECISION REQUIRED</u></b>	
<b>Lead Member:</b>	<b>Mayor James Palmer</b>
<b>Lead Officer:</b>	<b>Jon Alsop, Head of Finance (S73)</b>
<b>Forward Plan Ref: 2020/031</b>	<b>Key Decision: Yes</b>
<p>a) The Combined Authority Board is consulted regarding the Mayor's intention to allocate grants totalling £22,554,000 to Cambridgeshire County Council (CCC) and Peterborough City Council (PCC) in line with the Department for Transport formula as set out below.</p> <p>b) Subject to a), the Mayor is recommended to allocate the grants as set below:</p> <p>CCC - £17,781,000 PCC - £ 4,773,000</p> <p><b>Total - £22,554,000</b></p>	<p><b>Voting arrangements</b></p> <p>No vote is required – allocation of Highways grant funding is a Mayoral decision.</p>

## 2.0 BACKGROUND

- 2.1. In accordance with the Cambridgeshire and Peterborough Combined Authority Order 2017, the Mayor is responsible for the payment of grants to Cambridgeshire County Council and Peterborough City Council to meet expenditure incurred by them as highways authorities. Before making that decision, he is required to consult the Combined Authority.
- 2.2. On 11 May 2020 the Combined Authority received notification from the Department for Transport (DfT) advising that local transport capital funding allocations for 2020/21 had been granted to the Combined Authority within the Local Transport Capital Block Funding (Integrated Transport and Highway Maintenance) Specific Grant Determination (2020/21) No.31/5036
- 2.3. Allocations were made from the Integrated Transport Block and Highways Maintenance Block (incentive and needs elements) and were paid in full on 24 April 2020.
- 2.4. This funding allocation is made up of a number of different financial grants covering Integrated Transport Block; Highway Maintenance Block needs element and the Highway Maintenance Block incentive element.
- 2.5. The allocations of these to the constituent councils, Cambridgeshire County Council (CCC) and Peterborough City Council (PCC) is set out below in line with the Department for Transport formula.

Grant Stream	CCC	PCC	Total
Integrated Transport Block	£3,190,000	£1,407,000	£4,597,000
Highway Maintenance Block needs element	£12,076,000	£2,786,000	£14,862,000
Highways Maintenance Block incentive element	£2,515,000	£580,000	£3,095,000
<b>Total Payment</b>	<b>£17,781,000</b>	<b>£4,773,000</b>	<b>£22,554,000</b>

- 2.6. The Incentive Fund scheme is to reward councils who demonstrate they are delivering value for money in carrying out cost effective improvements. The Combined Authority allocation has been included at the top band, reflecting DfT's commitment to reward places that are reforming their local governance arrangements through devolution deals.

## 3.0 FINANCIAL IMPLICATIONS

- 3.1. There are no additional financial implications beyond those set out above. All grant expenditure proposed is fully covered by the income received from the Department for Transport.



## **4.0 LEGAL IMPLICATIONS**

- 4.1. The proposal is in line with appropriate Regulations including governance requirements in The Cambridgeshire and Peterborough Combined Authority Order 2017 on the basis that prior to any grant the Mayor must consult with the Combined Authority Board as set out in the Constitution

## **5.0 OTHER IMPLICATIONS**

- 5.1. There are no ongoing financial risks to the Combined Authority arising from the allocation of this funding. Each constituent council will provide an annual certification as to the use and application of these funds and will be responsible for their own risk management arrangements in delivering the services associated with this funding.
- 5.2. The Chief Executive(s) and Chief Internal Auditor of the Combined Authority are required to sign and return a declaration to DfT by 30 September 2021 to provide an opinion that the conditions attached to the funding have been complied with.
- 5.3. A condition of the funding allocation to the Highways Authorities is for each of them to provide the necessary assurances in writing to the Combined Authority to enable the Chief Executive and the Chief Internal Auditor to sign and return the declaration by the due date.

## **6.0 APPENDICES**

- 6.1. None

<b><u>Source Documents</u></b>	<b><u>Location</u></b>
Formal grant letter detailing local transport capital funding allocations for 2020/21, dated 11 <sup>th</sup> May 2020.	Cambridgeshire and Peterborough Combined Authority.





<b>CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY BOARD</b>	<b>AGENDA ITEM No: 5.1</b> <i>(The report to the Business Board contains two appendices which are exempt from publication under Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, as amended, in that it would not be in the public interest for this information to be disclosed - information relating to the financial or business affairs of any particular person (including the authority holding that information)).</i>
<b>3 JUNE 2020</b>	<b>PUBLIC REPORT</b>

## **LOCAL GROWTH FUND PROGRAMME MANAGEMENT MAY 2020**

### **1.0 PURPOSE**

- 1.1. The Greater Cambridge and Greater Peterborough Local Enterprise Partnership (GCGP LEP) negotiated three successive Growth Deals with Government between 2014 and 2017, securing £146.7m to deliver new homes, jobs and skills across the LEP area. This report provides an update on the programme's performance since April 2015 for the Local Growth Fund (LGF).
- 1.2. To provide the Business Board with operational updates on the LGF from July 2014 to 1 May 2020 based on the following items:
  - a) 2020/21 LGF annual grant payment to Combined Authority from Cities and Local Government Unit (CLGU)
  - b) Financial update on programme spend
  - c) Q4 2019/20 Quarterly Growth Deal return to MCHLG
  - d) Pipeline of projects currently in delivery including pre-contract
  - e) Update new COVID Business Capital Grant scheme
  - f) Eastern Agri-Tech Growth Initiative update
  - g) Proposed allocation of returned LGF to Adult Education Budget (AEB) Innovation Fund to support the FE Sector for Apprenticeships and Retraining
  - h) LGF pipeline assessment for Allocation of remaining funds
  - i) LGF Monitoring and Evaluation update
- 1.3. The report to the Business Board will be considered when the Business Board meets on 26 May 2020 and can be viewed at:

[https://cambridgeshirepeterboroughcagov.cmis.uk.com/Meetings/tabid/70/ctl/Vi  
ewMeetingPublic/mid/397/Meeting/877/Committee/69/SelectedTab/Documents/  
Default.aspx](https://cambridgeshirepeterboroughcagov.cmis.uk.com/Meetings/tabid/70/ctl/Vi<br/>ewMeetingPublic/mid/397/Meeting/877/Committee/69/SelectedTab/Documents/<br/>Default.aspx)

<b><u>DECISION REQUIRED</u></b>	
<b>Lead Member:</b>	<b>Austen Adams, Chair of the Business Board</b>
<b>Lead Officer:</b>	<b>John T Hill, Director of Business and Skills</b>
<b>Forward Plan Ref: n/a</b>	<b>Key Decision: No</b>
<p>The Combined Authority Board is recommended to:</p> <p>(a) approve of an allocation of £320,000 returned Local Growth Funding into the new Adult Education Budget Innovation Fund as capital match to that fund to support the Further Education Sector plus Apprenticeships and Retraining.</p>	<p><b>Voting arrangements</b></p> <p>A simple majority</p>

## **2.0 CONSIDERATIONS**

2.1 n/a

## **3.0 APPENDICES TO THE BUSINESS BOARD REPORT**

3.1 Appendix A – Local Growth Fund Project Issues Log

3.1 Exempt Appendix B – Covid-19 Business Capital Grant Scheme successful awards as at 5th May 2020

3.3 Appendix C – Skills Committee Report - Adult Education Budget - Innovation Fund

3.4 Appendix D – Adult Education Budget Innovation Fund Criteria

3.5 Exempt Appendix E – Local Growth Fund Pipeline Analysis - May 2020

Public appendices to the Business Board report can be viewed via the link below. Item 2.2 refers:

<https://cambridgeshirepeterboroughcagov.cmis.uk.com/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/877/Committee/69/SelectedTab/Documents/Default.aspx>

<b><u>Background Papers</u></b>	<b><u>Location</u></b>
i. Local Growth Fund Documents, Investment Prospectus, guidance and application forms	<a href="https://cambridgeshirepeterborough-ca.gov.uk/business-board/growth-funds/">https://cambridgeshirepeterborough-ca.gov.uk/business-board/growth-funds/</a>
ii. Eastern Agri-tech Growth initiative guidance and application forms	<a href="https://cambridgeshirepeterborough-ca.gov.uk/business-board/eastern-agri-tech-growth-initiative/">https://cambridgeshirepeterborough-ca.gov.uk/business-board/eastern-agri-tech-growth-initiative/</a>
iii. List of funded projects and MHCLG monitoring returns	<a href="https://cambridgeshirepeterborough-ca.gov.uk/business-board/opportunities/">https://cambridgeshirepeterborough-ca.gov.uk/business-board/opportunities/</a>
iv. Local Industrial Strategy and associated sector strategies	<a href="https://cambridgeshirepeterborough-ca.gov.uk/business-board/strategies/">https://cambridgeshirepeterborough-ca.gov.uk/business-board/strategies/</a>
COVID Business Capital Grant Scheme	<a href="https://capitalgrantscheme.co.uk/">https://capitalgrantscheme.co.uk/</a>





<b>CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY BOARD</b>	<b>AGENDA ITEM No: 5.2</b>
<b>3 JUNE 2020</b>	<b>PUBLIC REPORT</b>

## **BUSINESS BOARD CONSTITUTION REVIEW**

### **1.0 PURPOSE**

- 1.1. In the interests of good governance, the Business Board reviews its Constitution annually.
- 1.2. These proposals will be discussed at the Business Board meeting on 26 May 2020. The report to the Business Board can be viewed at:

<https://cambridgeshirepeterboroughcagov.cmis.uk.com/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/877/Committee/69/SelectedTab/Documents/Default.aspx>

Item 3.2 refers.

<b><u>DECISION REQUIRED</u></b>	
<b>Lead Member:</b>	<b>Austen Adams, Chair of the Business Board</b>
<b>Lead Officer:</b>	<b>Rochelle White, Deputy Monitoring Officer</b>
<b>Forward Plan Ref: n/a</b>	<b>Key Decision: No</b>
The Combined Authority Board is recommended to:  (a) Approve the amendments to the Constitution set out in Appendix 1	<b>Voting arrangements</b>  A vote in favour, by at least two-thirds of all Members (or their Substitute Members) present and voting

## 2.0 CONSIDERATIONS

- 2.1 A number of changes to the Constitution are suggested in Appendix 1 to the Business Board report and are shown via tracked changed amendments. The changes include the amendments proposed by the governance review, reported to the Business Board and the Combined Authority in March 2020.
- 2.2 A future paper will be taken to the Business Board proposing amendments to the Assurance Framework to ensure that both the Constitution and the Assurance Framework align.

## 3.0 APPENDICES

- 3.1 Appendix 1 – Business Board Constitution – Tracked changes (copy attached)

<b><u>Background Papers</u></b>	<b><u>Location</u></b>
Constitution	<a href="https://cambridgeshirepeterborough-ca.gov.uk/assets/Uploads/Constitution-2019-10-24.pdf">https://cambridgeshirepeterborough-ca.gov.uk/assets/Uploads/Constitution-2019-10-24.pdf</a>



## Appendix 5 - Business Board

### Part 1 – Functions and Membership

#### 1. Governance

- 1.1. Local Enterprise Partnerships (LEPs) are private sector led voluntary partnerships between local authorities and businesses set up in 2010 by the Department of Business Innovation and Skills to help determine local economic priorities and lead economic growth and job creation within the local area.
- 1.2. The Business Board is a non-statutory body which is the Local Enterprise Partnership for its area. It is independent of the Combined Authority operating as a private-public sector partnership, focusing on the key business sectors to provide strategic leadership and drive growth in the Cambridgeshire and Peterborough and wider Local Enterprise area.

#### 2. Current Geographical area (under review)

- 2.1. The current geographical area is under review. The Department for Business Enterprise and Industry are considering proposals for a coterminous boundary with the Combined Authority.
- 2.2. The geographical area of the **Business Board** is set out in the table below:

District	Areas	Council
Cambridgeshire		Cambridgeshire County Council
Cambridge		Cambridge City Council
East Cambridgeshire	Ely, Littleport and Soham	East Cambs DC
Fenland	Wisbech, March Whittlesey & Chatteris	Fenland DC
Huntingdonshire	Huntingdon, St Ives, St Neots and Ramsey	Huntingdonshire DC
South Cambridgeshire	Cambourne	South Cambs DC
Peterborough		Peterborough City Council
North Hertfordshire	Royston	North Hertfordshire DC

South Kesteven (Lincs)	Grantham, Stamford, Bourne and Market Deeping.	South Kesteven DC
Rutland	Oakham	Rutland County Council
West Suffolk	Bury St Edmunds, Haverhill, Newmarket and Mildenhall	West Suffolk Council
Uttlesford (Essex)	Saffron Walden, Great Dunmow, Stansted Mountfitchet and Thaxted	Uttlesford DC
West Norfolk & King's Lynn	King's Lynn, Downham Market and Hunstanton	BC of King's Lynn and West Norfolk
South Holland (Lincs)	Spalding, Crowland, Donington, Holbeach, Long Sutton and Sutton Bridge	South Holland DC

### 3. Functions

- 3.1. In Mayoral combined authorities, there is a requirement to have a single local industrial strategy. The strategy provides the basis for investment decisions for the Cambridgeshire and Peterborough Combined Authority as the accountable decision-making authority.<sup>1</sup> The Business Board has a vital leadership role to play in its development and is the custodian of the strategy. The Mayor will work in partnership with the Business Board to jointly develop and agree the strategy<sup>2</sup>, and the Combined Authority will be responsible for its delivery.
- 3.2. The Business Board will allocate local growth funds to improve economic opportunity in the area and will monitor the delivery of funded projects.
- 3.3. Working in conjunction with the Combined Authority the Business Board will develop initiatives to address the local skills challenges and will play a key role in developing the University of Peterborough as an employer focused provider of higher education.
- 3.4. The Business Board will act as an enabler for delivery of sector deals at local level.

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<sup>2</sup> See Industrial Strategy: Building a Britain fit for the future, DBE&IS 27 November, 2017

- 3.5. The Business Board will support applications for the Industrial Strategy Challenge Fund programme and will work collaboratively with the Combined Authorities universities, businesses and research organisations to produce programmes which impact productivity.
- 3.6. In accordance with the Single Pot Assurance Framework National Guidance, the Business Board and the Combined Authority Board, as the accountable ~~decision-making~~decision-making body, have agreed a single local assurance framework ~~which was approved by, and have submitted it to the~~ the Ministry of Housing, Communities and Local Government ~~for approval~~. The Assurance Framework will be reviewed annually. All decisions must comply with the framework.

#### 4. Terms of Reference

- 4.1. The purpose of the Business Board is set out below<sup>3</sup>:

##### Strategy:

- (a) In collaboration with the Cambridgeshire and Peterborough Combined Authority, develop and deliver an evidence-based Local Industrial Strategy that identifies local strengths and challenges, future opportunities and the action needed to boost productivity, earning power and competitiveness across their area.
- (b) Set strategy and commission interventions to drive growth, jobs and private sector investment to deliver the strategy.

##### Allocation of funds

- (c) Identify and develop investment opportunities; prioritising the award of local growth funding; and monitoring and evaluating the impacts of its activities to improve productivity across the local economy.
- (d) ensure that bids for public funding made available by government support economic growth.
- (e) ensure any decisions which are made in contravention of the process will be invalid.

##### Co-ordination

- (f) Use its Business convening power, for example to co-ordinate responses to economic shocks; and bringing together partners

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<sup>3</sup> These four roles are set out in Strengthening Local Enterprise Partnerships, MHC&LG, July 2018

from the private, public and third sectors.

- (g) Ensure Business Board and Combined Authority policy and decisions receive the input and views of key business leaders and take account of the views of the wider business community.
- (h) Engage with local businesses to understand the needs of different sectors and markets.

## Advocacy

- (i) Collaborate with a wide-range of local partners to act as an informed and independent voice for business across their area.
- (j) Engage businesses, opinion formers and policy makers at a national and international level in promoting economic growth in the region.

4.2. In pursuit of this role the Business Board will:

- (a) In collaboration with the Cambridgeshire and Peterborough Combined Authority develop local agreements which clearly set out their respective roles, responsibilities and accountability
- (b) Produce an annual delivery plan and end of year report in accordance with Government guidance;
- (c) Develop, agree and review a joint Combined Authority and Business Board Assurance Framework
- (d) Support the supply of skills to an area as they respond to the Skills Advisory Panels programme
- (e) capture and communicate business requirements for changes to, and development of, economic policy and commission associated appropriate interventions
- (f) work collaboratively with all partners, including the Combined Authority and Local Authorities, to address barriers to growth and drive efficiency
- (g) bring together intelligence and expertise to identify priorities and develop solutions to maximise private sector investment in the local enterprise and combined authority area, and secure sustainable growth
- (h) work to create an environment for business growth ensuring appropriate mechanisms exist through which, as a co-ordinated

voice, the private sector can inform and influence the shape and future direction of local and national government policy.

- (i) have strategic oversight for the delivery of the Enterprise Zone Programme

4.3. To ensure the Business Board is effective in this role it has the authority to:

- (a) engage in dialogue with Government and respond to policy, proposals and opportunities to bid for funding in support of economic growth
- (b) engage with investors, businesses and advisors to secure growth opportunities
- (c) develop and consult on regional economic policy, programmes and interventions designed to maximise growth in the region
- (d) provide leadership in key themes and priorities to promote growth
- (e) raise the profile, image, reputation and influence of the Business Board and Combined Authority area at a regional, national and international level.

## **5. Legal Status**

5.1. The Business Board is an informal partnership. It does not have legal status to enter into contracts and will act through the Cambridgeshire and Peterborough Combined Authority as the Accountable Body.

## **6. The Business Board's accountable body**

6.1. Cambridgeshire and Peterborough Combined Authority ('the Combined Authority') is the accountable body for funding allocated to the Business Board; that is the Combined Authority is responsible to Government for complying with any conditions or requirements attached to any such funding.

## **7. Role of Members and Accountability**

7.1. Irrespective of his or her background or geography, it is the duty of a Business Board member to act in the best interests of the Local Enterprise area and in accordance with the policies of the Business Board.

7.2. All private sector members of the Business Board act in their individual capacity and not as representatives of their respective organisations.

- 7.3. All Business Board members are expected to discharge their duties in line with the Nolan Principles for Standards of Public Life<sup>4</sup> and the Code of Practice for Board Members of Public Bodies<sup>5</sup>. Members must comply with the Business Board Code of Conduct. Political Leaders who are Members of the Combined Authority must also comply with the Business Board Code of Conduct in addition to that of the Combined Authority.
- 7.4. All Business Board and sub-committee or sub-group members will make decisions on merit having taken into account all the relevant information available at the time.

## 8. Membership

- 8.1. The Business Board membership will comprise of up to 14 members; two public sector members and up to 12 business representatives as follows:

### Public Sector Representatives

- 8.2. The Mayor and the Lead Member for Economic Growth of the Combined Authority shall be members of the Business Board by virtue of their office. The Combined Authority may appoint at least one Substitute Member to act in their absence. These shall be non-voting members of the Board.

### Private Sector Representatives

- 8.3. Up to 12 business representatives— one member will be appointed specifically to represent the interests of the Small and Medium Sized Enterprises (SME) sector, one member will represent the education sector and one member will be appointed as an international business representative.
- 8.4. The Business Board membership meets the requirements for two thirds of the Business Board members to be private sector representatives and does not exceed the maximum of 20 members<sup>6</sup>.
- 8.5. Whilst all appointments to the Business Board will be on merit, in accordance with Government requirements, the Business Board will aim to improve the gender balance and representation of those with protected characteristics on its board with the following aims:
  - (a) that women make up at least one third of Business Board by 2020
  - (b) with an expectation for equal representation by 2023, and

<sup>4</sup> <https://www.gov.uk/government/publications/the-7-principles-of-public-life>

<sup>5</sup> [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/409604/code-of-conduct\\_tcm6-38901.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/409604/code-of-conduct_tcm6-38901.pdf)

<sup>6</sup> Strengthening Local Enterprise Partnerships, MHC&LG, July 2018

- (c) ensure its Board is representative of the businesses and communities they serve<sup>7</sup>.

## 9. Recruitment, Appointment and Termination of Private Sector Members

9.1. The private sector representatives, the Chair and the Vice Chair of the Business Board shall be appointed following an open, transparent and non-discriminatory recruitment process which assesses each candidate on merit carried out in accordance with the Business Board's diversity statement, Government Guidance and the Nolan Principles. This will include a public advertisement and an interview process conducted by a Business Board's appointments panel.

9.2. Formal appointment panels will be constituted as follows

Position	Panel
Appointment of a Chair	Mayor of Cambridgeshire and Peterborough Combined Authority, <u>the</u> <del>or the</del> Combined Authority's Lead Member for Economic Growth plus <del>three</del> <u>two</u> private sector Business Board members supported by the Director of Business and Skills or his/her nominee.
Appointment of private sector board Members	Chair <u>and or</u> Vice-Chair of the Business Board Mayor of Cambridgeshire and Peterborough Combined Authority or the Combined Authority's Lead Member for Economic Growth.
Vice-Chair <del>(where there is more than one candidate)</del>	<u>Mayor of Cambridgeshire and Peterborough Combined Authority or the Combined Authority's Lead Member for Economic Growth plus two private sector Business Board members supported by the Director of Business and Skills or his/her nominee.</u> <del>Chair of the Business Board and Mayor of Cambridgeshire and Peterborough Combined Authority or the Combined Authority's Lead Member for Economic Growth.</del>

Interview panels will be advised by the Director of Business and Skills.

## Requirements for Private Sector Representatives

<sup>7</sup> Strengthening Local Enterprise Partnerships, MHC&LG, July 2018

- 9.3. The Private Sector Board members must not:
- (a) be a member, officer of the Combined Authority, or a County Council, Unitary Council, District tier Council within the area served by the Business Board, or otherwise employed under the direction of a local authority;
  - (b) be a non-executive director or officer of an NHS Trust;
  - (c) be subject to a bankruptcy restriction order or interim order;
  - (d) be subject to a sexual risk order or be on the sexual offender's register;
  - (e) be subject to a civil injunction or criminal behaviour order;
  - (f) be disqualified from acting as a director, a charter trustee or charity trustee
  - (g) within five years before the date of submission of application, have been a director or person of significant control of a company subject to a creditor's compulsory liquidation
  - (h) within five years before the date of submission of application, have been convicted of any offence and have had passed on them a sentence of imprisonment, whether suspended or not, for a period of not less than three months without the option of a fine.
  - (h)(i) be an active member of parliament, serve as an officer in any recognised political party or make substantial personal contributions to any recognised political party

~~9.4. Private Sector Members should not have made substantial personal contributions to any recognised political party and must not serve as an officer in any recognised political party.~~

~~9.5:~~9.4. Members should be employed by, or have a substantial interest (by virtue of ownership / control) in businesses in the area served by the Business Board

~~9.6:~~9.5. The Appointments Panel shall appoint the **private sector representatives** to the Business Board following an interview process and completion of the induction programme.

~~9.6.~~ Each private sector representative on the Business Board is appointed in their individual capacity, and not as a representative of their employer or any other organisation. No substitute members will be appointed for private sector representatives.

9.7. Following a recruitment process, where there are more appointable candidates than vacancies, a reserve list of suitable candidates for the positions of Chair, Vice Chair and private sector representative will be maintained for 12 months.

## Appointment

9.8. A formal offer will be made to successful candidates. On appointment Board members are required to sign a declaration affirming their understanding and commitment to the Code of Conduct.



9.9. Within the period of 28 days of the appointment being made to the Business Board, the Business Board shall publish a notice on its website which:

- (a) states that it has made an appointment;
- (b) identifies each Business Board member who has been appointed and any substitute members; and
- (c) specifies the term of office of those appointed
- (d) Publishing the members' and substitute members' register of interest form.

### Term of Appointment

9.10. The term of office for **private sector representatives** will normally be a maximum of three years, and subject to a maximum of one consecutive term, unless

- (a) they cease to qualify to be a member of the Business Board;
- (b) they resign from their membership and communicate this in writing to the Monitoring Officer; ~~or~~
- (c) the Business Board terminates the membership of any private sector representative which it may do at any time or;
- (d) upon receipt of a vote of no confidence by the Combined Authority Board, the Board must consider whether to terminate the terms of office of the Chair at the next meeting of the Board.

9.11. The term of office of **public sector** members and substitute members appointed by the Combined Authority is at their discretion; the Combined Authority Board may terminate their appointment or appoint a representative at any time, to be of effect on receipt of a notice by the Combined Authority's Monitoring Officer.

9.12. The Business Board may appoint co-opted members as necessary to complement the skills and expertise on the Board. Membership may not exceed 20 members.

## 10. Chair and Vice-Chair of Business Board

10.1. The Business Board will appoint a private sector representative as Chair and Vice Chair.

- 10.2. The ~~Chair~~ Chair and Vice Chair shall be appointed following an open, transparent and non-discriminatory recruitment process which assesses each candidate on merit carried out in accordance with the Business Board's diversity statement, Government Guidance and the Nolan Principles. This will include a public advertisement and an interview process conducted by a Business Board's appointments panel. The Business Board will consult widely and transparently with the business community before appointing a new Chair and Vice Chair~~Chair~~.
- 10.3. The terms of the appointment will be set out in an appointment letter from the Combined Authority to the Chair and Vice Chair~~Chair~~. A person ceases to be Chair or ~~Deputy Vice~~ Chair if they cease to be a Business Board member.
- 10.4. The terms of office of the Chair and Vice Chair will be for two (2) years with one consecutive term permitted upon unanimous vote of the Board members present and voting.
- 10.5. The Chair and Vice Chair ~~are~~will be a voting memberss of the Combined Authority Board.
- 10.6. ~~The Business Board shall appoint a vice chair from amongst its membership. A member may only be appointed as vice chair if they have secured membership through an open recruitment process.~~ The Vice-Chair will be the Chair's substitute on the Combined Authority Board.

#### **Resignation of the Chairmanship Mid-Term**Private Sector Representatives

- 10.7. Where there is a resignation of the ~~chairmanship~~ Chair, the Vice Chair will assume all responsibilities of the Chair until the appointment of a permanent Chair, from the reserve list or following an open, transparent and non-discriminatory recruitment process.

#### **Resignation of the Vice Chair**

- 10.8. Where there is a resignation of the Vice Chair, the Chair may appoint any private sector representative into position of Vice Chair, on an interim basis until a permanent appointment is made from the reserve list or following an open, transparent and non-discriminatory recruitment process.

#### **Resignation of private sector representative**

- 10.9. Where there is a resignation of any private sector representative, an appointment will be made from the reserve list or following an open, transparent and non-discriminatory recruitment process.  
~~mid-term following a full recruitment process, existing members of the Business Board shall be invited to apply for the position. Applicants will be~~

~~interviewed and appointed by the Business Board's recruitment panel. The appointment will take effect immediately on an interim basis. The business community then will be consulted widely and transparently before formally appointing the new chair. The appointments panel shall consider any representations from the business community before formally confirming the appointment. The appointment shall continue until the end of the (retired) chair's term.~~

~~10.7.—~~

## **11. Code of Conduct and Register of Interests**

- 11.1. Every Business Board member must sign and comply with the Business Board member code of conduct.

## **12. Co-opted Members**

- 12.1. Where specific skills or abilities are required which are not available among existing members co-optees may be appointed to the Business Board. The appointment will be made by the Chair, in consultation with the Board, for 12 months. Co-opted members will not have voting rights and will not count towards the quorum. In accordance with Government Guidance, the maximum number of co-opted members should not exceed five.

## **13. Committees**

- 13.1. The Business Board may establish committees or sub-committees as it thinks fit to discharge its functions. The Business Board has established the following committee:
- (a) Eastern Agri-Tech Programme Board (a sub board of the Business Board);
- 13.2. The terms of reference and membership are appended at Appendix 1 and their delegation of powers are set out in Part 3.

## **14. Working Groups**

- 14.1. The Business Board may appoint informal non-decision making working groups. Any such subordinate body set up by the Business Board shall include one or more Business Board Members, as nominated by the Board. With the consent of the Chair, any such group may also co-opt onto it any independent person with the relevant expertise - judged against pre-determined criteria - on the issues within the remit of these groups.
- 14.2. The remit and terms of reference for any such subordinate body shall be approved by the Business Board.

- 14.3. The Business Board has established the following working group:
  - (a) Local Growth Fund Entrepreneur Assessment Panel.
- 14.4. The terms of reference and membership are appended at Appendix 2.
- 14.5. The Business Board has established the following working groups to oversee Enterprise Zone delivery and management
  - (a) Enterprise Zone Programme Board (Alconbury Weald) and
  - (b) Enterprise Zone Project Boards (Cambridge Compass).
- 14.6. The terms of reference and membership are appended at Appendix 3.

## **15. Scrutiny Arrangements**

- 15.1. The Combined Authority's Overview and Scrutiny Committee may review or scrutinise any Combined Authority decision in its role as accountable body for the Business Board. The Combined Authority's Scrutiny Officer shall ensure that this includes appropriate scrutiny of Business Board decision-making and achievements.
- 15.2. Any Business Board member may be asked to attend, or otherwise contribute to, a meeting of the Combined Authority's Overview and Scrutiny Committee.
- 15.3. The Combined Authority's Audit and Governance Committees will also review the local assurance framework and how the local assurance frameworks are operating in practice.

## **16. Complaints and Whistleblowing**

- 16.1. Any complaint received about the Business Board will be dealt with under either the Combined Authority and Business Board's Complaints or Confidential Complaints Policy.
- 16.2. Any complaint about an individual Business Board member alleging a breach of the Code of Conduct will be dealt with in accordance with paragraph [16.17](#) above.
- 16.3. Any whistleblowing concerns raised about the Business Board will be dealt with under the Combined Authority and Business Board's Whistleblowing Policy.

- 16.4. Each of these procedures or policies shall be published on the Combined Authority web-site and accessible from the Business Board's web-site.

## **17. Remuneration**

- 17.1. Allowances or expenses shall be payable to ~~any~~ Business Board members, in accordance with a scheme approved from time to time by the Combined Authority.

## **18. Secretariat Arrangements**

- 18.1. In accordance with Government requirements to have a secretariat independent of local government to support the Chair and Board, a S73 Chief Finance Officer and Monitoring Officer has been appointed to advise the Board who ~~is~~ are independent of the Cambridgeshire and Peterborough Combined Authority.

## **19. Local Area Agreement**

- 19.1. In accordance with Government requirements for mayoral areas there is a requirement for a Local Agreement between the Business Board and the Combined Authority and the Accountable Body setting out the responsibilities of the Chair, Board and Accountable Body. (To be developed).

## **20. Amendments to the Constitution**

- 20.1. These terms of reference will be reviewed annually. The Business Board will recommend any proposed changes to the Constitution to the Combined Authority.
- 20.2. The Combined Authority's Monitoring Officer is authorised to make any changes to any constitutional or governance documents which are required:
- (a) as a result of any government guidance, legislative change or decisions of the Business Board, or
  - (b) to enable the documents to be kept up to date, or
  - (c) for the purposes of clarification only.

## **21. Publication of constitution and other governance documents**

- 21.1. This constitution and other governance documents shall be published on the Combined Authority website and accessible from the Business Board website.

## Part 2 – Procedure Rules

### 1. Meetings

- 1.1. The Business Board shall have at least one public meeting a year which will be its Annual General Meeting.
- 1.2. The Business Board will hold annual general meetings open to the public to attend to ensure the communities that they represent can understand and influence the economic plans for the area<sup>8</sup>.
- 1.3. With the exception of 1.1 above, meetings of the Business Board shall not be open to the public unless determined otherwise by the Chair.
- 1.4. An extraordinary meeting of the Business Board may be called by the:
  - (a) Chair of the Business Board; or
  - (b) any two Members of the ~~Committee~~Business Board;
  - (c) Chief Executive of the Combined Authority.

### 2. Agendas and Minutes

- 2.1. Agendas and reports for the Business Board will be available on the Cambridgeshire and Peterborough Combined Authority website at least five clear working days before the meeting to which they relate in accordance with the Transparency rules in chapter 6 of the Combined Authority constitution. Any funding decisions shall be ratified by the Combined Authority as accountable body for the Business Board.
- 2.2. The public ~~may~~ will have access to agenda, reports and minutes of public and private meetings except where they are exempt from disclosure under the Freedom of Information Act 2000 (FOIA).

### Freedom of Information

- 2.3. Reports will be released with the agenda, except in those cases where the information contained in the reports is exempt from disclosure under the Freedom of Information Act 2000 (FOIA). These papers will be classed as reserved papers.
- 2.4. Likely exemptions that are likely to make information reserved include but are not limited to:
  - Commercial sensitivity
  - Information provided in confidence
  - Personal data
  - Legal professional privilege

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<sup>8</sup> Strengthening Local Enterprise Partnerships, MHC&LG, July 2018

- Information intended for publication at a future date

### 3. Attendance

- 3.1. Business Board members may participate in meetings remotely e.g. through video conferencing or Skype. They must be able to see and hear the meeting proceedings, and be heard, and as far as possible seen, by the other Board members attending the meeting at the venue. Board members who participate in this way may vote and count towards quorum. These arrangements would not apply to the annual meeting of the Business Board or any other Business Board meetings which are held in public.
- 3.2. The membership of pPrivate sector Business Board members who fail to attend a third or more of the total number of annual scheduled Business Board meetings, the scheduled Board meetings in a 12-month period shall be reviewed ed ed byby the Chair, who may recommend termination of -and their membership to the Business Board may be terminated.

### 4. Quorum

- 4.1. No business is to be transacted at a meeting of the Business Board unless a majority of the total number of Members of the Board are present (either at the venue or remotely) which should include the majority of private sector members and at least one public sector member.
- 4.2. During any meeting if the Chair counts the number of members present and declares there is not a quorum present, then the meeting will adjourn immediately. Remaining business will be considered at a time and date fixed by the Chair. If the Chair does not fix a date, the remaining business will be considered at the next ordinary meeting.

### 5. Decision Making and Voting

- 5.1. Wherever possible, decisions of the Board will be by consensus, without the need for a vote. Where this is not possible a vote may be taken where the Chair considers it to be necessary to establish whether a consensus exists.
- 5.2. Each private sector Member of the Business Board is to have one vote and no Member (including the Chair) is to have a casting vote. The public sector members of the Board shall be non-voting members.
- 5.3. The vote will be by way of a show of hands and recorded in the minutes.
- 5.4. Any questions that are to be decided by the Business Board are to be decided by a simple majority of the Members present and voting. If a vote is tied on any matter it is deemed not to have been carried.

### 6. Conflicts of Interest

## **Register of Interests**

- 6.1. It is the responsibility of Board members to ensure an up to date Register of Interests is maintained. Each Business Board member must complete and keep up to date a register of interest form required under the code of conduct. The register of interest form will be published on the Combined Authority's website within 28 days from the date of the appointment and is a condition of appointment. A member must within 28 days of becoming aware of any change in their interests provide written notification of this.
- 6.2. It is the responsibility of Board members to declare any interest on any item of business being conducted at a Business Board or working group meeting. Any declarations of interest made by a Business Board member at a meeting and any action taken, (such as leaving the room, or not taking part), will be recorded in the minutes for that meeting. The member should update their register of interest form within 7 days of the meeting if a new interest has been declared.
- 6.3. Any alleged breach of the Business Board member code of conduct will be dealt with under the Combined Authority's Member Complaints Procedure.

## **Declaration of Interests at a meeting**

- 6.4. It is the responsibility of Board members to declare any interest on any item of business being conducted at a Business Board. Where a 'pecuniary interest is declared Members will leave the meeting, where a 'non- pecuniary interest is declared, Members may remain at the meeting but not participate in business in accordance with the Board members' code of conduct.

## **7. Decisions of the Business Board**

- 7.1. The draft minutes of each meeting of the Business Board will be posted on the Combined Authority and Business Board website within 10 clear working days of the meeting taking place. The agreed minutes of each meeting will be published within two clear working days after approval at the subsequent meeting.
- 7.2. All decisions of the Business Board will be ratified at the next meeting of the Combined Authority Board. Where the Combined Authority does not agree with the recommendations, they will refer the matter back to the Business Board with the reasons and ask the Business Board to reconsider.

## **8. Urgency procedure**

- 8.1. In order to ensure that the Business Board is able to progress its business in an efficient manner, comments on urgent matters may be sought by the Chief Executive or other Statutory Officer outside the meeting cycle.



### Process for urgent decision making

- 8.2. Members will receive email notification which identifies:
- (a) Details of the matter requiring comment and/or endorsement and the reason for urgency (including an explanation as to why an emergency meeting is not proposed ~~to be held~~ to conduct the business);
  - (b) The date responses are required by;
  - (c) The name of the person or persons making or putting forward the proposal/decision
- 8.3. Two working days after the close of responses, the following will be circulated to all Business Board Members:
- (a) The outcome of the decision taken by Statutory Officers (including responses received in agreement and responses received in disagreement); and the date when any decision comes into effect; and
  - (b) Any mitigating action taken to address Members' stated views or concerns.

Decisions and actions taken will be retrospectively reported to the next meeting of the Business Board.

## **9. Forward Plan**

- 9.1. The Business Board will set its own work programme and its forward plan will be published in accordance with the Transparency rules in Error! Reference source not found. Chapter 6 – Transparency Rules, Forward Plan and Key Decisions of the Combined Authority constitution.

## **Part 3 – Sub Committees - Delegations**

### **1. Delegations to Committees and Boards**

- 1.1. Delegated authority has been granted to the Eastern Agri-Tech Programme Board (a sub board of the Business Board) to make decisions about applications for grant funding on behalf of both the CA/BB and NALEP (New Anglia Local Enterprise Partnership). The terms of reference and membership are appended at Appendix 1.
- 1.2. Delegated authority has been granted to the Greater South East Energy Hub to assume the Rural Community Energy Fund management role.

## **Part 4 – Delegations**

## 1. Officer Scheme of Delegation and Proper Officers

- 1.1. In addition to the delegations set out in the Cambridgeshire and Peterborough Combined Authority, the following delegations have been granted to the following by the Business Board:
- 1.2. Delegated authority to the Director of Business & Skills, in consultation with the Chair of Business Board to approve small grants to SMEs ~~between £2,000 and £20,000~~ 150,000 subject to Section 73 Officer approval and reporting all approvals to the next scheduled d meeting of the Business Board.
- 1.3. Delegate the appointment of the Energy Hub Board member (representative of the Business Board) to the Director of Business, Skills & Energy.
- 1.4. Delegated authority to **the Head of Transport**, in consultation with the Chair of the Transport Committee, at key gateway stages to deliver the agreed Wisbech Access Strategy Package works on behalf of the Business Board.

### Version Control

Version 1	24 September 2018	Constitution approved by Business Board and CA Board
Version 2	28 May 201 <del>9</del> <sup>8</sup>	Constitution approved by Business Board and CA Board <b>(July 2019)</b>
Version 3	2 August 2019	Amended to take account of decision of Business Board and Combined Authority Board and to include terms of reference of Enterprise Zone Programme and Project Boards.
<u>Version 4</u>		

## Eastern Agri-Tech Programme Board

### Terms of Reference

#### Background

1. The Eastern Agri-Tech Growth Initiative brings together leading agriculture, research, science and technology assets in the East of England to strengthen a nationally significant, vibrant cluster that brings a truly global reach and impetus to the emerging UK Agri-tech sector. The (grant) funding provides a significant boost to the food, drink and horticulture sector by supporting businesses looking to invest in specialist equipment, new market and supply chain development, ways to improve productivity and efficiency, and the application and commercialisation of Research and Development.
2. The Eastern Agri-Tech Growth Initiative operates across both the Cambridgeshire and Peterborough Combined Authority (CPCA)/Business Board (BB) and New Anglia Local Enterprise Partnership (NALEP) areas and is run by the CPCA. It is promoted both directly to businesses across the food, drink & horticulture sector as well as working through key intermediaries including banks; accountants and sector specific consultants.
3. The Eastern Agri-Tech Growth Initiative has two main funds:
  - (a) An **Agri-Tech Growth Fund** which provides grants of between £10,000 and £150,000 to enhance business and jobs growth, and support product development. The Fund is aimed at supporting improvements in agricultural productivity through the introduction of new products or processes and encourage improvements to existing product/ processes and energy efficiency. The Growth funds supports the creation of new jobs and the protecting existing jobs.
  - (b) An **R&D and Prototyping Fund** which provides financial assistance to attract innovative and novel technologies. Planned research critical to the development of new products or processes within the Agri-Tech sector can be supported with grants of between £10,000 and £60,000 to cover the costs of research and development.
4. The Programme Board has been given the delegated authority to undertake this role, on behalf of the CPCA and NALEP Boards. Both the CPCA/BB and NALEP are represented on the Programme Board and will receive regular updates on the operation of the programme. A representative of the Business Board will Chair the Programme Board.

5. The CPCA is responsible for delivering the Agri-Tech scheme across the two geographical areas. A CPCA representative chairs the Programme Board. Agri-Tech Programme Manager CPCA, manages the scheme across the two geographical areas and acts as the Secretariat to the Programme Board. The CPCA is the Accountable Body for the programme.
6. The Programme Board's main task is to consider and take decisions on applications for grant support. The Programme Board should only see and consider an application once an application is deemed eligible and has been assessed by one of the independent team of assessors. Agri-Tech Programme Manager is responsible for ensuring that the assessors deliver quality assessments, undertake the necessary due diligence and in a timely way.
7. The Programme Board will have access to the agenda and supporting documents about each project proposal at least five days before meetings. This includes a report on each application which contains a suggested recommendation to approve or decline the application and, if approved, whether there should be any conditions to be placed on the project and/or applicant. For each meeting, the Programme Manager will record the decisions taken by the Programme Board on each application.
8. All applicants are invited to the meeting where their particular project will be considered. Each applicant will have the opportunity to give a short presentation and take questions from/provide clarification to the Programme Board. The Programme Board will judge each application fairly and on its own merits. The final decision about each application rests with Programme Board, unless the application is deemed ineligible during the assessment process in which case the Programme Manager will notify the applicant. The Programme Manager will notify all applicants of the decisions taken by the Programme Board.
9. The assessors will, if possible, attend the relevant meeting to introduce the projects for which they have assessed.
10. The Programme Board will receive regular updates from the Programme Manager on the progress of the Agri-tech programme, which will include the overall take up of the funding and the numbers of jobs created and protected.

### **Membership**

11. The membership of the Programme Board shall be appointed by the Business Board. Membership of the Programme Board will include eight members, to include:
  - (a) A representative of the CPCA Business Board representatives to be appointed by the Business Board (Chair)
  - (b) A Councillor representative and substitute representative from Cambridgeshire County Council to be decided by the County Council

- (c) A Councillor representative and substitute representative from Norfolk County Council to be decided by the County Council
- (d) A representative from Agri-Tech East
- (e) A representative from New Anglia LEP
- (f) Three experts with experience and knowledge of agriculture and the food, drink and horticulture industry, including research, farming and food processing to include
  - i. A representative from Syngenta UK
  - ii. A representative from National Institute for Agricultural Botany
  - iii. A representative from John Innes Centre

Board Members were recruited based on their expertise and knowledge of the sector and in particular from the research and scientific community. Membership of the Programme Board will be kept under review.

12. In attendance will be:

- (a) CPCA Agri-Tech Programme Manager
- (b) Officer from Norfolk County Council
- (c) Officer New Anglia LEP

13. Whilst all appointments to the Board will be on merit, the Board will aim to maintain the gender balance and representation of those with protected characteristics on its board with the following minimum requirements:
- (a) that women make up at least one third of Board by 2020
  - (b) with an expectation for equal representation by 2023, and
  - (c) ensure its Board is representative of the businesses and communities they serve.

### **Appointments to the Programme Board**

14. The Agri-tech Programme Board Members shall be appointed following an open, transparent and non-discriminatory recruitment process which assesses each candidate on merit carried out in accordance with the Business Board's diversity statement, Government Guidance and the Nolan Principles.
15. Given the specific nature of the sector, a number of activities shall be undertaken to attract the right people with the specialism required in an open and transparent way. This will include
- (a) a public advertisement
  - (b) writing to all organisations with specialism in Agri-Tech knowledge in the Combined Authority area.
16. A selection panel will be constituted to include:
- (a) two representatives from the Agri-Tech Programme Board and

- (b) a Business Board member.
17. The selection panel shall make recommendations to the Business Board which would make the final decision.
  18. A quorum shall be four Programme Board members. The Programme Board shall meet at appropriate intervals, ideally monthly, provided a quorum is available and there are enough applications ready for the Programme Board to consider.
  19. If a Programme Board member cannot attend a meeting, they can send written comments using the assessment sheets on an application(s) to the Programme Manager who will ensure they form part of the discussion and decision taken.
  20. If the Chair is unable to attend a meeting, providing that the meeting is quorate, those Board Members attending the meeting can agree a substitute chair at the beginning of the meeting.
  21. When a quorum is unavailable and project decisions cannot be held over until the next available meeting, a "Virtual Meeting" can be called. In these circumstances, the Programme Manager will provide Programme Board Members with access to the project papers and invite and co-ordinate comments. The Programme Manager will provide the Chair, with a summary of the comments received and a recommendation based on these comments. The Programme Manager will then provide Programme Board Members with written confirmation of the Board's decision whether to support or decline the application(s) in question.

### **Conflicts of Interest**

22. Every Board member must sign and comply with the Business Board member code of conduct.
23. Once an application passes the assessment and is deemed ready for the Programme Board's consideration, the Programme Manager provides the applicant(s) with the names of all Programme Board Members, in writing, and asks each applicant to confirm if any Programme Board Member is conflicted. If so, those Programme Board Members do not have access to the relevant project papers.
24. Similarly, and in the event that the applicants have not recognised that a Board Member(s) is conflicted, a Programme Board Member must declare at each meeting if a conflict of interest arises, especially where an application is received from a competitor business or from a Programme Board Member's own organisation. In either of these circumstances, the Programme Board Member(s) will not be asked for their views about the application in question and must abstain from commenting on that particular application. It must be left to the other Programme Board Members to take the appropriate decision.

## **Confidentiality**

25. All the information provided by the applicants will be treated in confidence and protected accordingly.

## **Equal Opportunities**

26. The Board should comply with the Business Board's diversity statement. The members of the Programme Board shall at all times take into consideration the principles of equal opportunity irrespective of age, gender, race, nationality, ethnic origin, sexual orientation or disability

## **Procedure rules**

27. The procedure rules for the Business Board should apply to the Programme Board where applicable

## **Local Growth Fund – Entrepreneur Assessment Panel**

### **Terms of Reference**

#### **1. Purpose**

- 1.1. The Local Growth Fun – Entrepreneur Assessment Panel (EAP) is a formally formed sub-committee of the Business Board with delegated authority to make recommendations for funding to the Combined Authority board, which makes the final decision as the Managing Authority of the Business Board (which has no legal status or standing).
- 1.2. The Entrepreneur Assessment Panel has responsibility to provide a business focused appraised assessment and a recommendation for funding (or not) to the Combined Authority Board via a presentation made by the applicants. Applicants will be invited to make presentations to the Entrepreneur Assessment Panel, only in the event that their written application has been recommended for funding by an independent evaluator as part of the formal appraisal process.
- 1.3. The Panel aims to ensure the projects have clearly defined rationale, strategic fit, and clearly defined, measurable outputs. A report based on the Panel evaluation will be included in the final recommendation reports presented to the Combined Authority Board, by the Chair of the Business Board for ratification.

#### **2. Roles & Responsibilities**

- 2.1. Members of the Entrepreneur Assessment Panel will be nominated and elected by the Business Board. Their responsibilities are to:
  - (a) Attend bid presentation meetings – these will be presentations from projects totalling over £500k
  - (b) Produce feedback based on a pre-agreed evaluation matrix – the matrix will be provided for each project and members will be required to complete the scoring inserting comments against each score.
  - (c) Contribute to a formal report produced by the Business Board for the Combined Authority Board for ratification.

#### **3. Meeting Arrangements**

- 3.1. Agenda and relevant papers will be produced and circulated five working days before the EAP meet.
- 3.2. A report will be produced based on the scoring matrix. This report will remain in draft form until agreed by the EAP chair.



- 3.3. The final report will be included in the Business Board papers for note and circulated to Business Board members on a bi-monthly basis.

#### **4. Frequency of Meetings**

- 4.1. The Entrepreneur Assessment Panel will meet as a minimum bi-monthly, the frequency may increase depending on the number of bids submitted in the current funding cycle.

#### **5. Membership**

- 5.1. The members of the Entrepreneur Assessment Panel are:
- (a) Mayor (Chair)
  - (b) Up to three other members of the Business Board
  - (c) Up to three further representatives of the business community
  - (d) Combined Authority officer advisor (none scoring rights)

#### **6. Declaration of Interest**

- 6.1. Declaration of Interest will be made in accordance with the Business Board's Conflict of Interest Policy.

#### **7. Confidentiality**

- 7.1. All the information provided by the applicants will be treated in confidence and protected accordingly.

#### **8. Code of Conduct**

- 8.1. Every Entrepreneur Assessment Panel member must sign and comply with the Business Board member code of conduct.

## **9. Decisions of the Entrepreneur Assessment Panel**

- 9.1. Applications will have been independently appraised prior to being invited to present to the Entrepreneur Assessment Panel.
- 9.2. Only applications over £500k will be required to present to the Entrepreneur Assessment Panel.
- 9.3. Each member of the Entrepreneur Assessment Panel will be required to evaluate and score the bid.

## **10. Appeals**

- 10.1. The decision made by the Entrepreneur Assessment Panel is final. There is no appeals process. If a complaint is raised it is dealt with through the CPCA complaints procedure.

## Enterprise Zone Programme

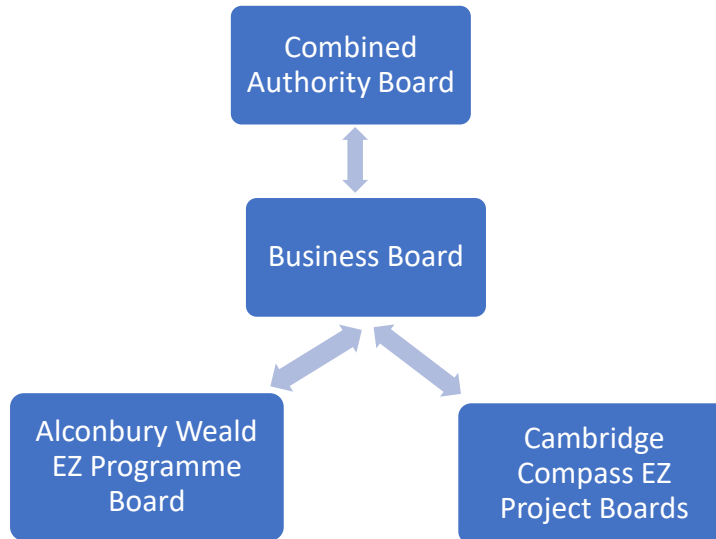
### Terms of Reference

#### 1. Executive Summary

- 1.1. Set out below is the governance arrangements between the Cambridgeshire & Peterborough Combined Authority and key stakeholders in relation to Enterprise Zone programme, for which the Business Board is responsible and the Cambridgeshire & Peterborough Combined Authority Board has overall accountability.

#### 2. Governance Structure

- 2.1. The Business Board retains strategic oversight for the delivery of the Enterprise Zone Programme and will report to the Combined Authority Board as accountable body.
- 2.2. Overseeing Enterprise Zone delivery and management is delegated to Enterprise Zone Programme Board (Alconbury Weald) and Enterprise Zone Project Boards (Cambridge Compass).
- 2.3. The following diagram sets out how the Enterprise Zone Programme Boards align within the CPCA governance structure:



### **3. Alconbury Weald Enterprise Zone Programme Board**

#### **Purpose**

- 3.1. To co-ordinate the delivery of development, regeneration and management of the Enterprise Zone, focusing largely on operational matters and is responsible for co-ordinating proposed project activity from the agreed Enterprise Zone Investment & Delivery Plan for Alconbury Weald Enterprise Zone.
- 3.2. Decisions on the use of the 'Enterprise Zone and Infrastructure Fund' monies as set out at 6.1.3 of the Cambridgeshire and Peterborough Combined Authority (CPCA)/Huntingdon District Council (HDC) Alconbury Weald Enterprise Zone Memorandum of Understanding (MOU) will be decided solely by the CPCA and HDC and can only be approved by joint agreement.

#### **Constitution and Membership**

- 3.3. The Board will be made up of an elected member of both HDC and CPCA and an appropriate senior officer of each. The Chair should be elected by Board member and alternate on a 3-year cycle between the parties. The group may include, by invitation, representatives from local Government (BEIS), Cambridgeshire County Council the developer/land owner. Membership of the Alconbury Weald Enterprise Zone Programme Board will be published on the Business Board website.

#### **Accountability**

- 3.4. The Alconbury Weald Enterprise Zone Programme Board is responsible for reporting to both the Business Board and CPCA Board as accountable body.

### **Terms of Reference**

- 3.5. The Alconbury Weald Enterprise Zone Programme Board will:
- (a) Develop and maintain the Alconbury Weald Enterprise Zone Investment & Delivery Plan on behalf of the Business Board;
  - (b) Update financial reports to set-out Enterprise Zone-related business rate retention, income streams and cost commitments;
  - (c) Provide quarterly output figures to inform monitoring obligations back to Government;
  - (d) Agree on managing the identity and communication of activity taking place on the Enterprise Zone in supporting the overarching programme branding;
  - (e) Maximise the benefits of the Enterprise Zone and to identify potential sources of funding to support site delivery and occupancy; and
  - (f) Prepare site updates and briefing documents for the Business Board; and
  - (g) Escalate and report on any high-level risks and conflicts to the Business Board that cannot be resolved at the Enterprise Zone Programme Board level.

### **Meetings**

- 3.6. The Alconbury Weald Enterprise Zone Programme Board will meet on a quarterly cycle or at such other intervals as the Board may agree. The Chair of the Alconbury Weald Enterprise Zone Programme Board may decide to cancel meetings or call additional meetings as required.

## **4. Cambridge Compass Enterprise Zone Project Board**

### **Purpose**

- 4.1. Project Boards are individual officer-level working groups representing each site and responsible for overseeing delivering the Enterprise Zone and to co-ordinate the delivery of developments, regeneration and management of the Enterprise Zone. The Boards will focus largely on operational matters and report to the Business Board.

## Constitution and Membership

- 4.2. The Cambridge Compass Enterprise Zone Project Boards will comprise of CPCA and Local Authority officers and, in an advisory capacity, representatives from the developer or landowner/agent. The group may include, by invitation, representatives from local Government (BEIS), Cambridgeshire County Council the developer/land owner. Membership of each Cambridge Compass Enterprise Zone Project Boards will be published on the Business Board website.

## Terms of Reference

- 4.3. The Cambridge Compass Enterprise Zone Project Boards will:
- (a) Develop and maintain Enterprise Zone Investment & Delivery Plan on behalf of the Business Board;
  - (b) Update financial reports to set-out Enterprise Zone -related business rate retention, income streams and cost commitments;
  - (c) Provide quarterly output figures to inform monitoring obligations back to Government;
  - (d) Agree on managing the identity and communication of activity taking place on the Enterprise Zone in supporting the overarching programme branding;
  - (e) Maximise the benefits of the Enterprise Zone and to identify potential sources of funding to support site delivery and occupancy;
  - (f) Prepare site updates and briefing documents for the Business Board; and
  - (g) Escalate and report on any high-level risks and conflicts to the Business Board that cannot be resolved at the Enterprise Zone Project Board level.

## Meetings

- 4.4. The Cambridge Compass Enterprise Zone Project Boards will meet at least on a quarterly basis ahead of the Business Board to allow enough time for the submission of reports and Board papers.