



## Cambridgeshire and Peterborough Combined Authority - Overview and Scrutiny Committee

DATE: Wednesday 16<sup>th</sup> August 2017  
TIME: 11am  
LOCATION: Council Chamber, East Cambridgeshire District Council, The Grange, Nutholt Lane, Ely, CB7 4EE

### Membership

| Council                               | Member                                    | Substitute                                       |
|---------------------------------------|---|--|
| Huntingdonshire District Council      | CLlr Robin Carter<br>CLlr Terry Hayward   | CLlr Peter Bucknell<br>CLlr Dick Tuplin          |
| East Cambridgeshire District Council  | CLlr Mike Bradley<br>CLlr Alan Sharp      | CLlr Julia Huffer<br>CLlr Chris Morris           |
| South Cambridgeshire District Council | CLlr Alex Riley<br>CLlr John Batchelor    | CLlr Grenville Chamberlain<br>CLlr Philippa Hart |
| Fenland District Council              | CLlr Fred Yeulett<br>CLlr David Mason     | CLlr Maureen Davis                               |
| Cambridge City Council                | CLlr Dave Baigent<br>CLlr Rod Cantrill    | CLlr Mike Sargeant<br>CLlr Ysanne Austin         |
| Cambridgeshire County Council         | CLlr Janet French<br>CLlr Lucy Nethsingha | CLlr Lynda Harford<br>CLlr David Jenkins         |
| Peterborough City Council             | CLlr David Over<br>CLlr Ed Murphy         | CLlr Ray Bisby<br>CLlr Mohammed Jamil            |

# AGENDA

| Item no: |  | LEAD        | PAGE   |
|----------|--|-------------|--------|
| 1.       | <p><b>Apologies</b><br/>To receive apologies and details of any substitute members attending.</p>  | A. Gardiner | Verbal |
| 2.       | <p><b>Declaration of Interests</b><br/>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.</p>  | Chair       | Verbal |
| 3.       | <p><b>Call in of Item 1.7 on the Combined Authority Board agenda for the July meeting – 'Officer &amp; Support Structure'</b><br/>The purpose of the meeting is to provide an opportunity for consideration of the request to call in a decision.<br/>A Call-in request has been made in relation to the decision made by Combined Authority Board which was published on 18<sup>th</sup> July 2017 regarding Officer &amp; Support Structure of the Combined Authority.</p> | Chair       | Page 3 |

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

For more information about this meeting, please contact Anne Gardiner at [anne.gardiner@cambridgeshirepeterborough-ca.gov.uk](mailto:anne.gardiner@cambridgeshirepeterborough-ca.gov.uk)



|  |                          |
|--|--------------------------|
| <b>OVERVIEW AND SCRUTINY<br/>COMMITTEE</b> | <b>AGENDA ITEM No: 3</b> |
| <b>16<sup>th</sup> August 2017</b>         | <b>PUBLIC REPORT</b>     |

## **Call in of Item 1.7 on the Combined Authority Board agenda for the July meeting – ‘Officer & Support Structure’**

### **1.0 PURPOSE**

- 1.1 The purpose of the report is to consider a request to call-in a key decision made by the Combined Authority Board regarding the Officer & Support Structure of the Combined Authority.

### **Decision Required**

**Lead Officer: Kim Sawyer, Monitoring Officer**

#### **Recommendations:-**

- 1) The Committee considers the request to call-in a decision taken by the Combined Authority Board regarding Item 1.7 on the Board agenda for the 26<sup>th</sup> July meeting relating to the Officer and & Support Structure of the Combined Authority. (Appendix 1)
  - (a) if they accept the call in then the decision will be referred back to the Board for reconsideration, setting out its concerns.
  - (b) if they do not agree the call in the decision will be implemented.
- 2) The Committee considers any response provided by the Chief Executive of the Combined Authority at the meeting.

### **2.0 BACKGROUND**

- 2.1 On the 26<sup>th</sup> July 2017 the Combined Authority Board made a key decision relating to the Officer and Support Structure for the Combined Authority. In accordance with the constitution this decision was published on the 27<sup>th</sup> July 2017.

- 2.2 A request to call in a key decision requires at least five members of the committee to provide a written request setting out their reasons.

On 2<sup>nd</sup> August 2017, Councillors Baigent, Cantrill, Carter, Hart, Hayward, Murphy, Over and Riley submitted a request to call-in this decision for the following reasons:

1) The Overview and Scrutiny Committee have no wish to hamper the progression of Mayors' and CA plans but believe that it is important that this area of expenditure should be thoroughly examined in order to provide the residents with 'best value for money'. The Committee believes that the level of discussion at the CA meeting was disappointing and the questioning not stringent enough and not commensurate with the importance of the decision.

2) The Committee is concerned that the newly agreed budget figure of £1,800,000 is nearly 25% higher than the original budget figure. This means that the newly elected authority either set a budget that was far too lean or that it did not fully appreciate the tasks that have now apparently emerged.

3) Whilst it is accepted that the suggested salaries will be subject to detailed evaluation they appear to be too high.

4) Insufficient investigation appears to have been carried out to explore how some roles could be shared with other organisations, especially concerning Transport and Infrastructure, Skills and Housing.

5) There are concerns about the level of possible consultants' fees.

- 2.3 A copy of the request to Call-In is attached at Appendix 1 and a copy of the report considered by the Board is attached at Appendix 2.  
A copy of the budget report is attached at Appendix 3.

- 2.4 After considering the request to call-in and all relevant advice, the Committee may either:

- (a) not agree to the request to call-in, the decision shall take immediate effect;
- (b) refer the decision back to the Board for reconsideration, setting out its concerns.

The Constitution states:

(i) A decision which has been endorsed by the Committee may be implemented immediately.

(ii) Where a decision has been referred back, the Combined Authority Board shall hold a meeting to reconsider the decision no later than 10 days after the date on which the recommendations of the Committee were received by the Combined Authority unless it is dealt with under the urgency provisions within the Constitution, where the matter becomes urgent.

(iii) The Combined Authority Board may confirm, amend or rescind the decision.

### 3.0 APPENDICES

- 3.1 Appendix 1 – Request to Call In Form
- Appendix 2 – Board Paper – Item 1.7 Officer & Support Structure
- Appendix 3 – Board Paper – Item 3.1 Budget Update

| <b><u>Source Documents</u></b> | <b><u>Location</u></b> |
|--------------------------------|------------------------|
| None                           |                        |

### Request for a Call In by Overview & Scrutiny Committee

|   |  |
|---|--|
| <b>Decision taker:</b>                  | <b>Combined Authority</b>                |
| <b>Date of publication of decision:</b> | <b>27/07/2017</b>                        |
| <b>Title of Decision Called in :</b>    | <b>1.7 Officer and Support Structure</b> |
| <b>Date Decision Called in:</b>         | <b>2<sup>nd</sup> August 2017</b>        |

|           | <b>Name</b>    | <b>Signature</b> | <b>Date</b>                 |
|-----------|----------------|------------------|-----------------------------|
| <b>1.</b> | Cllr R Carter  |                  | 1 <sup>st</sup> August 2017 |
| <b>2.</b> | Cllr D Baigent |                  | 1 <sup>st</sup> August 2017 |
| <b>3.</b> | Cllr A Riley   |                  | 1 <sup>st</sup> August 2017 |
| <b>4.</b> | Cllr P Hart    |                  | 1 <sup>st</sup> August 2017 |
| <b>5.</b> | Cllr T Hayward |                  | 1 <sup>st</sup> August 2017 |

**Detailed Reason(s) for Call-in.** *Please detail the reasons below why the Scrutiny Committee should review or scrutinise the decision and consider referring it back to the Board.*

1) The Overview and Scrutiny Committee have no wish to hamper the progression of Mayors' and CA plans but believe that it is important that this area of expenditure should be thoroughly examined in order to provide the residents with 'best value for money'. The Committee believes that the level of discussion at the CA meeting was disappointing and the questioning not stringent enough and not commensurate with the importance of the decision.

2) The Committee is concerned that the newly agreed budget figure of £1,800,000 is nearly 25% higher than the original budget figure. This means that the newly elected authority either set a budget that was far too lean or that it did not fully appreciate the tasks that have now apparently emerged.

3) Whilst it is accepted that the suggested salaries will be subject to detailed evaluation they appear to be too high.

4) Insufficient investigation appears to have been carried out to explore how some roles could be shared with other organisations, especially concerning Transport and Infrastructure, Skills and Housing.

5) There are concerns about the level of possible consultants' fees.

**Details of Alternative Course of Action or Recommendations you wish to propose.**

*Please specify what course of action you are proposing should be taken and any recommendations to the Decision Taker that you are proposing should be considered by the Scrutiny Committee.*

It is requested that the decisions agreed at item 1.7 be reconsidered after the CEO has met the Overview and Scrutiny Committee when he can explain the actions and financial implications detailed in his paper to the Combined Authority.



**CAMBRIDGESHIRE  
& PETERBOROUGH**  
COMBINED AUTHORITY

|   |                            |
|---|----------------------------|
| <b>CAMBRIDGESHIRE AND<br/>PETERBOROUGH COMBINED<br/>AUTHORITY BOARD</b> | <b>AGENDA ITEM No: 1.7</b> |
| <b>26 JULY 2017</b>   | <b>PUBLIC REPORT</b>       |

## OFFICER AND SUPPORT STRUCTURE

### 1.0 PURPOSE

- 1.1 The Combined Authority exists to enable economic growth and deliver public service reform. In the next twenty years, it is expected to support the growth of the local economy by over £20bn, oversee the delivery of 100,000 new homes, 70,000 new jobs and a world class public transport system. Furthermore it is tasked with designing and implementing a real transformation in end to end public service delivery. The Combined Authority is responsible for managing a significant investment fund, from the first devolution deal, of more than £1bn, making sound investment decisions and ensuring that programmes are delivered on time and on budget. It has always been intended that the Combined Authority will be small and strategic in its operation, and that it will commission the delivery of its programmes.
- 1.2 To achieve its objectives, the Combined Authority requires an appropriate staffing structure. The purpose of this report is to:
- (a) Consider the proposed officer structure for the Combined Authority
  - (b) Consider arrangements for the provision of support services for the Authority

| <b><u>DECISION REQUIRED</u></b>   |   |
|---|---|
| <b>Lead Member:</b>   | <b>N/A</b>                                    |
| <b>Lead Officer:</b>  | <b>Martin Whiteley, Chief Executive</b>       |
| <b>Forward Plan Ref:</b>  | <b>Key Decision: No</b>                       |
| The Combined Authority Board is requested to:                                       | Voting arrangements                           |
| (a) Approve proposals in respect of the officer structure as set out in this report | Simple majority of the Members of Constituent |

|  |                      |
|--|----------------------|
| (b) Confirm the arrangements for the provision of support services | Councils and the LEP |
|--|----------------------|

## 2.0 BACKGROUND

- 2.1 It is a legal requirement under the Local Government and Housing Act 1989 that the Chief Executive in his capacity as Head of Paid Service prepares a report setting out certain matters relating to staffing. This includes
- a. the manner in which the the different functions of the authority is co-ordinated;
  - b. the number and grades of staff required by the authority for the discharge of their functions; and
  - c. the organisation of the authority's staff.
- 2.2 At its meeting on 28th June 2017 the Combined Authority agreed the establishment and appointment of the following statutory officer roles:
- Legal Counsel (Monitoring Officer) – providing legal advice on the propriety and contract management arrangements appropriate to a £1bn investment programme
  - Finance and Commercial Director (S151 Officer) – responsible for the fiscal strategy for Cambridgeshire and Peterborough including securing substantial investment into the area, and the development of robust business cases to support investment decisions
- 2.3 This report sets out the requirements for a number of key posts to lead on key aspects of the Combined Authority's work programme. The principles underpinning the proposed officer structure are as follows:
- The Authority will have a small officer establishment who will provide policy advice and oversee the development of the core strategies of the Combined Authority area
  - The same officer group will commission and manage projects, programmes and delivery by external providers, and provide the Combined Authority with independent assurance that its investments are being managed efficiently and effectively
  - The Authority will have mixed economy of secondments, direct employment and commissioned services
  - Support services will where appropriate be provided from within constituent bodies
  - The Authority will actively seek to join up activities and functions across the public sector including the Local Authority network, the Greater Cambridge Partnership, and the Local Enterprise Partnership

### 3.0 Proposals

#### Director Roles

3.1 It is proposed that three directors are established to lead the following priority programmes:

- **Housing** – overseeing the development and delivery of a housing strategy for Cambridgeshire and Peterborough; taking lead responsibility for commissioning the programmes that will deliver 100,000 new homes, of which approximately 40,000 will be affordable; developing and implementing initiatives that intervene in the housing system to either accelerate delivery and/or meet specific housing requirements such as housing that enables people to live independently;
- **Skills** – lead responsibility for design and implementation of a new whole system skills system; securing additional powers and resources from central government; joining up a fragmented local delivery model; providing the Combined Authority with assurance about the investment made in the University of Peterborough; and developing a skills strategy for the area;
- **Transport and Infrastructure** – accountable for the development of a future local transport plan for Cambridgeshire and Peterborough – a transport strategy; management of a pipeline of strategic transport and infrastructure programmes; and for overseeing the implementation of a world class public transport scheme, including ambitious plans for Cambridge and Peterborough cities and linkages to market towns and rural communities.

#### Assistant Director

3.2 The Chief Executive will take the lead on the shaping the development of the area's **Economic strategic and the Spatial planning**. This provides overall leadership and ensures that the Director functions are co-ordinated and grounded in an overall strategy and plan for Cambridgeshire and Peterborough. To support this activity a principal officer role of Assistant Director is proposed. This post will be responsible for co-ordinating economic and social evidence gathering, the provision of strategic economic advice to inform decision making; and the Non Statutory Spatial Plan that enables the Combined Authority to reflect spatially across Cambridgeshire and Peterborough its vision, objectives, and growth and investment priorities.

#### Programme Management Office

3.3 In order to support the delivery of the principle functions of the Combined Authority and provide independent assurance about the delivery of major investments a Programme Management Office is required with three Programme Managers. The Programme managers will work flexibly to support Housing, Skills and Transport and Infrastructure programmes.

### Support to Statutory Officers

- 3.4 In addition to the Finance and Commercial Director (S151 Officer) and Legal Counsel (Monitoring Officer) it is proposed that the following posts are established to support these officers:

#### Commissioning and contracts solicitor

- 3.5 This post will be responsible for advising on procurement, joint ventures, company law, contracts and other forms of agreement, contract performance measures and TUPE.

#### Legal officer (trainee)

- 3.6 The post will be primarily responsible for research and advice, exemption notices, decision notices and other practical measures associated with contract management. It is expected that the post will be filled by a trainee lawyer, it will be offered as an apprenticeship and will be career graded.

#### Finance Manager

- 3.7 The Finance manager will be primarily responsible for the management and monitoring of the operating budget for the Authority. The Finance Manager will also support the Financial and Commercial Director will be responsible for the commercial aspects of the Authority's work and this role, will, in addition to supporting the s151 officer will ensure that the operating budget which in effect funds the running of CAPCA is well managed.

#### Finance Officer (trainee)

- 3.8 This will be offered as an apprenticeship and will be career graded. The post will be responsible for supporting staff in day to day budget management, preparing purchase orders, and assisting with contract support.

#### Communication Manager

- 3.9 The Combined Authority's programme will attract a substantial level of interest from residents, businesses, Members of Parliament, public sector partners and media. It will be important that the Authority continues to develop and execute forward plans for engagement, consultation, briefings and presentations. A Communication Manager is required to shape and deliver communication programmes. This role will work closely with the post of the Mayor's political assistant described below.

#### Executive and Administrative Support

- 3.10 There is also a requirement for Executive and Administrative support for the Combined Authority. To enable a senior team of officers to work efficiently and effectively will need an Executive Officer and two Personal Assistants. This team will provide research and briefing, and manage and run the day to

day operation of the Authority.

### Support Services

3.11 In line with the stated aim of having a lean staffing structure support services will be commissioned from constituent bodies. Those already commissioned and in place are as follows:

- Democratic Services - East Cambs District Council
- HR & Payroll - Peterborough City Council
- ICT - Huntingdonshire District Council

These services will be provided to the Combined Authority through a service level agreement.

### Pay & Remuneration

3.12 Formal job evaluations have yet to be carried out in respect of these roles but the salary levels are anticipated to be in the region of:

- Directors, Finance and Commercial Director & Legal Counsel - £105 - £128k pa
- Principal Officer – Economic Strategy and Spatial Planning - £50 - £55k pa
- Programme Managers - £55 - £67k pa
- Contract Solicitor & Finance Manager - £45 - £50k pa
- Legal officer & Finance Officer (Trainees) - £25 - £30k pa
- Executive Support Role - £30-£35k pa
- Communications Manager - £37 - £50k pa
- Personal Assistants - £20 - £25k pa

### Mayoral Office

3.13 The Mayor's office is subject to a separate budget consideration from the Combined Authority. The Mayor has considered the requirements of his office in conjunction with the Chief Executive and determined that there should be a small office of support made up of two posts. These are:

- Political Assistant - £34,986pa (as set by law); and
- Private Secretary - £25 - £30k

## **4.0 FINANCIAL IMPLICATIONS**

4.1 The indicative costs for the roles set out in this paper for the Combined Authority including on costs is £1,817.5k pa in a full year of operation. The additional funding required for approval to fully resource these posts is £946.5k on top of the existing budgetary provision. For the financial year 2017/18 the indicative costs for these roles will be £1,185.9k, an increase of £354.9k on the existing approved budget. The request for increased

budgetary provision for 2017/18 is lower than for 2018/19 and future years, because the new roles will only be filled part way through this financial year

4.2 An organisation chart setting out the structure is contained in Appendix A.

## **5.0 LEGAL IMPLICATIONS**

5.1 These are dealt with in the report.

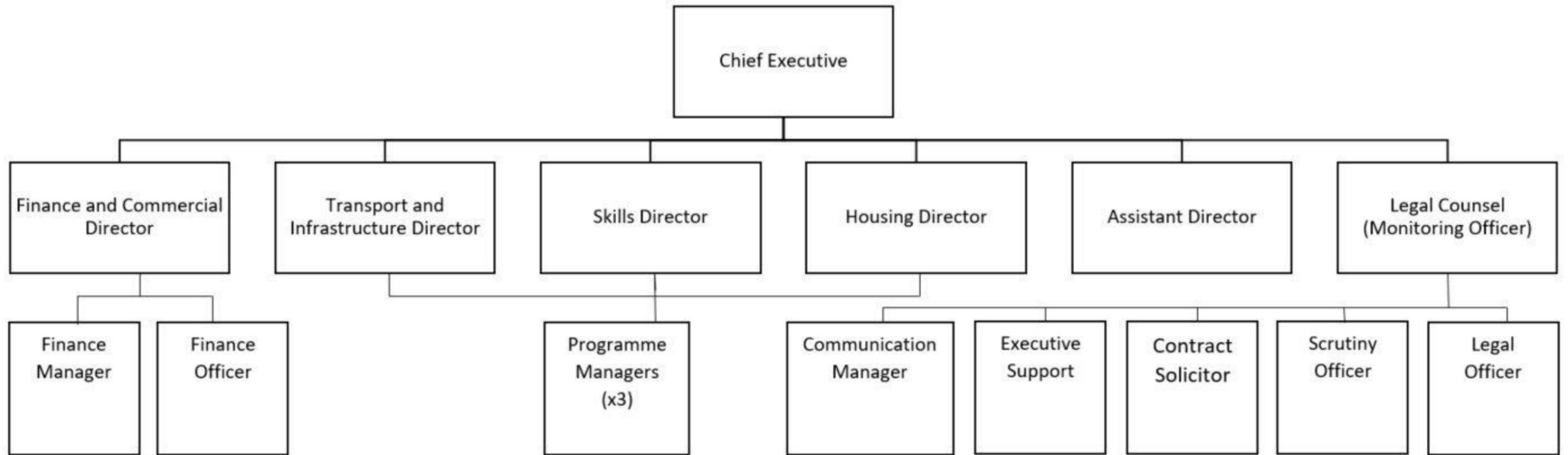
## **6.0 EQUALITIES IMPLICATIONS**

6.1 The roles will be advertised in accordance with the Officer Employment Procedure Rules and the process will comply with all Equalities legislation.

## **7.0 APPENDICES**

7.1 Appendix A - Organisation Chart

| <b><u>Source Documents</u></b>              | <b><u>Location</u></b>     |
|---|----------------------------|
| Agendas, reports and decisions of the Board | Combined Authority website |





|   |                            |
|---|----------------------------|
| <b>CAMBRIDGESHIRE AND<br/>PETERBOROUGH COMBINED<br/>AUTHORITY BOARD</b> | <b>AGENDA ITEM No: 3.1</b> |
| <b>26 JULY 2017</b>   | <b>PUBLIC REPORT</b>       |

## **BUDGET UPDATE REPORT 2017/18**

### **1.0 PURPOSE**

- 1.1 Constituent members when agreeing to the establishment of the Cambridgeshire and Peterborough Combined Authority Board (CPCA) considered the resource allocations from central government and the initial expenditure plans which have since been further developed. This report provides an update of the 2017/18 budget.

|  |  |
|--|--|
| <b><u>DECISION REQUIRED</u></b>  |  |
| <b>Lead Member:</b>  | <b>Cllr Steve Count Portfolio Holder for Fiscal Strategy</b>                       |
| <b>Lead Officer:</b>   | <b>John Harrison, Interim Chief Finance Officer</b>                                |
| <b>Forward Plan Ref: Not applicable</b>  | <b>Key Decision: No</b>  |
| <p>The Combined Authority is asked to approve the following recommendations:</p> <ol style="list-style-type: none"> <li>1. Note the budget updates as requested for approval in other Board reports on this meeting's agenda.</li> <li>2. Note the updated budget and indicative resources for 2017/18 and 2018/19 as set out in Appendix A</li> </ol> | <p>Voting arrangements</p> <p>Simple majority of the members including the LEP</p> |

## **2.0 BACKGROUND**

**2.1** This report is an update to the 'Budget Report 2017/18 to 2018/19' as presented to the Board on 28 June 2017.

## **3.0 MAIN ISSUES**

### **3.1 STATEMENT OF ACCOUNTS 2016/17**

3.1.1 The Combined Authority is required to prepare a Statement of Accounts each financial year, and it must be prepared in accordance with statutory timelines and accounting practices. Since 2010/11 those accounting practices have been based on International Financial Reporting Standards (IFRS) which facilitate the production of accounts in a standardised and consistent format across all industries, public and private sectors, providing greater transparency to all stakeholders.

3.1.2 The Chartered Institute of Public Finance and Accountancy (CIPFA) set out the accounting practices in the 2016/17 Code of Practice (the Code) and are followed in the preparation of the 2016/17 Statement of Accounts.

3.1.3 Legislation requires the Authority to consider and approve its Accounts. The Council's Constitution delegates this matter to the Audit and Governance Committee.

3.1.4 This is in accordance with the Committee's Terms of Reference to review the statement of accounts, specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Combined Authority Board.

3.1.5 The Combined Authority Audit and Governance Committee met on 26th June 2017 and Members were asked to review and comment on the draft Statement of Accounts prior to the Chief Finance Officer's certification by the 30th June 2017. It was resolved to note the draft Statement of Accounts for 2016/17.

3.1.6 The Audit and Governance Committee was also asked to agree the Audit Plan for the external audit of the Statement of Accounts for the period ended 31 March 2017, as presented by Ernst & Young, the external auditors. It was resolved that the Audit plan be agreed.

3.1.7 The Accounts were signed and certified by the due date, 30 June 2017, by the Authority's Interim Chief Finance Officer (CFO), in accordance with the Accounts and Audit Regulations 2015.

3.1.8 The Draft 2016/17 Statement of Accounts were published on the Combined Authority's website on 29<sup>th</sup> June 2017.

3.1.9 The Audit and Governance Committee is required to approve the Accounts no later than 30 September 2017 following, and in the knowledge of, the audit findings.

3.1.10 A final version of the statement of accounts will be presented to the Audit and Governance Committee meeting to be held on 21st September 2017 at which the Committee will be asked to consider the annual external audit of the Combined Authority's accounts, including the Annual Audit Letter and to assess the implications and monitoring managers' response to concerns

## **3.2 VAT**

3.2.1 We have requested the Department for Communities and Local Government (DCLG) for an Order to be laid before parliament to specify the Combined Authority for the purpose of section 33 of the Value Added Tax Act 1994, which will enable CPCA to recover input tax against non-business revenue.

3.2.2 We have engaged Grant Thornton to advise the Combined Authority in relation to the treatment of VAT incurred on costs incurred from the time of its formation until such time as it is classified as a local authority for VAT purposes under the terms of Section 33 of the VAT Act 1994 (Section 33). Once this occurs, the Combined Authority will be able to recover VAT incurred on its statutory activities under the special legal regime applicable to local authorities.

3.2.3 Until then, there is currently no statutory mechanism for allowing the recovery of VAT on Combined Authority purchases. We have met with the HM Revenue & Customs Customer (HMRC) Relationship Manager for Combined Authorities and are working with HMRC and Grant Thornton to agree an interim solution to mitigate the VAT issues, until the Section 33 Order is made.

3.2.4 The Chief Executive of the Combined Authority has also written to the Director General, Decentralisation and Growth asking him to urge HM Treasury and HMRC to arrange a Section 33 VAT Order for Cambridgeshire and Peterborough Combined Authority at the earliest opportunity.

3.2.5 A further report will be brought to the Board in September providing an updated assessment of the potential unrecoverable VAT liability.

## **BUDGET APPROVAL REQUESTS FROM OTHER BOARD REPORTS**

### **3.3 Rapid, Mass Transport Strategic Options Appraisal**

3.3.1 In Agenda paper 2.3, the Board was recommended to commission a strategic options appraisal study into rapid, mass transport options for Cambridge City and the surrounding travel to work area in conjunction with the Greater Cambridge Partnership Board and to agree a total budget allocation of up to **£100,000** in 2017/18 for the delivery of the strategic options appraisal study.

To be funded from: Gainshare - Revenue

### **3.4 Housing Investment Fund Programme – Quick Wins**

3.4.1 The Board paper for agenda item 2.5 recommended the Board to grant funding of **£4.56m** for the initial portfolio of ‘Quick Wins’ affordable housing schemes.

3.4.2 The aggregate of providers best current forecasts of grant drawdown, based upon their delivery programmes and the payment trigger events is as follows:

2017/18    £2.57m

2018/19    £1.82m

2019/20    £0.17m

**Total        £4.56m**

3.4.3 It is recognised that support costs will be incurred as each of the projects commences in the form of overall monitoring and financial control of the delivery of the projects. A paper will be presented to the next meeting of the Board outlining these costs.

To be funded from: Housing - General

### **3.5 Housing Strategy**

3.5.1 The Mayor’s 100 day plan included a commitment to launch the development of a strategy to accelerate delivery and sustainability of 100,000 new homes across the Combined Authority Area.

3.5.2 The Housing Strategy Board paper outlined plans to:

- Articulate the housing and housing-related opportunities and challenges
- Set out the Combined Authority’s objectives
- Establish priorities for action
- Create a SMART action plan

3.5.3 The paper recommended that a budget allocation of **£150k** in 2017/18 is committed to the development of the Housing Strategy.

To be funded from: Gainshare - Revenue

### **3.6 Investment Strategy**

3.6.1 The Investment Strategy Board paper (agenda item 2.7) proposed:

- Approval of the features and principles of the Cambridgeshire and Peterborough Investment Strategy
- Approval of the establishment of a Fund to attract further public and private sector investment

- Agreement that the following key strategic projects in the CPCA pipeline are taken to market to test the principles of the Investment Strategy, at the appropriate point in their development:

1. Phase Two of Peterborough University
2. Dualling of the A47
3. Wisbech Garden Town
4. Cambridge Rapid Mass Transport

3.6.2 For each of these projects it is proposed to carry out soft market testing that will understand the market's ability to put together innovative funding packages that maximise the overall resource available to the Combined Authority at the same time as delivering strategic objectives. A budget of **£25k** is requested for approval by the Board to fund this market testing.

To be funded from: Gainshare - Revenue

### 3.7 Local Transport Plan

3.7.1 Agenda item 2.4 recommends the Board to commission the development of a new Local Transport Plan for the Combined Authority with a total budget allocation of **£500k** with spending in 2017/18 of **£200k** and **£300k** in 2018/19.

To be funded from: Gainshare - Revenue

### 3.8 Non Statutory Spatial Plan

3.8.1 Agenda item 2.8 asked the Board to agree the approach to undertake the development of the Non-Statutory Spatial Plan for the Combined Authority area and budget approval of **£150,000** to support the necessary work to develop the first part of the plan, including sufficient officer capacity and external support.

3.8.2 The Board will be asked to approve any additional budget requirements to cover the costs of developing Phase 2 of the NSSP at a future Board meeting.

To be funded from: Gainshare - Revenue

### 3.9 Centre for Skills

3.9.1 Agenda item 2.1 requested the Board to approve funding of **£692,000** for stage one of the Apprenticeship Training Agency, in order to continue to offer the Apprenticeship Employer Grant (AGE) for Small and Medium Enterprises, across the Combined Authority area with a review 6 months in to assess the impact of the grant and to make a recommendation for future grants.

3.9.2 The **£692,000** is for the period August 2017 to July 2018 and covers the following:

| Activity | Cost (£) |
|----------|----------|
|----------|----------|

|  |                |
|--|----------------|
| Continuation of funding for SMEs to take on an apprentice. | 675,000        |
| Maintenance of the Website                                 | 2,000          |
| Administration cost (administered by an apprentice)        | 15,000         |
| <b>Total</b>   | <b>692,000</b> |

3.9.3 The allocation of costs by financial year on a pro-rata basis is as follows:

2017/18 - £461k

2018/19 - £231k

To be funded from: Gainshare - Revenue

### **3.10 Innovation Pilot**

3.10.1 The Innovation Pilot Board paper (2.2) notes that the Combined Authority has been awarded £5.2m grant funding from Government to deliver a Pay and Progression Pilot for the Health and Care Worker Sector. The funding is being awarded through a grant from the Department of Work and Pensions.

3.10.2 The grant will support the development and delivery of the Innovation pilot to test interventions that will address career progression issues in the Health and Social Care sector and to evaluate their effectiveness at getting people into the sector as well as progressing within it..

3.10.3 The paper requests the Board to note the award of the funding and the Board is asked to approve the expenditure against the funds as they become available.

To be funded from: DWP Grant

### **3.11 Officer Staffing Structure**

3.11.1 The indicative costs for the roles set out in Officer Staffing Structure report (item 1.7) is £1,817.5k for 2018/19. This is £946.5k on top of the existing budgetary provision for the year. For the financial year 2017/18 the indicative costs for these roles will be £1,185.9k, an increase of £354.9k on the existing approved budget. The request for increased budgetary provision for 2017/18 is lower than for 2018/19 and future years, because the new roles will only be filled part way through this financial year.

3.11.2 We will review activities of staff to determine whether the cost of time involvement in Projects can be capitalised

### **3.12 FINANCIAL IMPLICATIONS**

3.12.1 There are no other matters to bring to the Board's attention other than those highlighted in other sections of the report

#### **4.0 LEGAL IMPLICATIONS**

4.1 The Combined Authority is required to prepare a Statement of Accounts each financial year, and it must be prepared in accordance with statutory timelines and accounting practices and in accordance with the Accounts and Audit Regulations 2015.

#### **5.0 EQUALITIES IMPLICATION**

5.1 There are no matters to bring to the Board's attention.

#### **6.0 APPENDICES**

6.1 The updated 2017/18 and 2018/19 budgets are shown at Appendix A

| <b><u>Source Documents</u></b> | <b><u>Location</u></b> |
|--------------------------------|------------------------|
| <b>None</b>                    |                        |