



**CAMBRIDGESHIRE  
& PETERBOROUGH**  
COMBINED AUTHORITY

## OVERVIEW & SCRUTINY COMMITTEE

**Date: Monday, 28 October 2019**

**11:00 AM**

**Democratic Services**  
Dermot Pearson  
Interim Monitoring Officer

The Incubator  
Alconbury Weald  
Cambridgeshire  
PE28 4WX

**Peterborough City Council  
Council Chamber, Town Hall, Bridge Street, Peterborough,  
PE1 1HG**

### AGENDA

**Open to Public and Press**

**1 Apologies for Absence**

**2 Declarations of Interest**

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

**3 Overview & Scrutiny Minutes - 23rd September 2019**

**5 - 10**

**4 Public Questions**

Arrangements for public questions can be viewed in Chapter 5, Paragraphs 18 to 18.12 of the Constitution

which can be viewed here - [Cambridgeshire and Peterborough Combined Authority: Constitution](#)

**5 Mayor of the Combined Authority**

**6 Update from the CAM Metro Task and Finish Group**

Chair of TFG CAM Metro to verbally update the Committee Members.

**7 Governance Review Report**

**11 - 20**

**8 Review of Combined Authority Board Agenda**

Members to review the Combined Authority Board agenda which will be available [here](#) when it is published.

**9 Combined Authority Forward Plan**

Members to review the Combined Authority Board agenda which will be available [here](#), when it is published.

Please click on the button marked 'Forward Plan'.

**10 Work Programme Report**

**21 - 28**

**11 Date of next meeting:**

The next meeting of the Overview and Scrutiny Committee is 25th November 2019 at 11.00am in the Civic Suite 01A, Pathfinder House, Huntingdon.

The Overview & Scrutiny Committee comprises the following members:

Councillor Grenville Chamberlain

Councillor Andy Coles

Councillor David Connor

Councillor Doug Dew

Councillor Lorna Dupre

Councillor Markus Gehring

Councillor Anne Hay  
Councillor Pippa Heylings  
Councillor Patricia Ann Jordan  
Councillor Alex Miscandlon  
Councillor Ed Murphy  
Councillor Kevin Price  
Councillor Jocelynne Scutt  
Councillor Alan Sharp

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

Clerk Name: Emma Powley

Clerk Telephone:

Clerk Email: [emma.powley@peterborough-ca.gov.uk](mailto:emma.powley@peterborough-ca.gov.uk)

<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 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.</p>
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# **CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY – OVERVIEW AND SCRUTINY COMMITTEE**

## **DRAFT MINUTES**

**Date:** 23<sup>rd</sup> September 2019

**Time:** 11am

**Location:** Cambridgeshire County Council

**Present:**

Cllr Andy Coles  
Cllr Ed Murphy  
Cllr Alex Miscandlon  
Cllr Anne Hay  
Cllr Peter Fane  
Cllr Doug Dew  
Cllr Lorna Dupre  
Cllr Alan Sharp  
Cllr David Connor  
Cllr Daniel Summerbell  
Cllr Kevin Price

Peterborough City Council  
Peterborough City Council  
Fenland District Council  
Fenland District Council  
South Cambs District Council  
Huntingdonshire District Council  
East Cambs District Council  
East Cambs District Council  
Cambridgeshire County Council  
Cambridge City Council  
Cambridge City Council

**Officers:**

Kim Sawyer  
John Hill  
Dermot Pearson  
Emma Powley  
Jon Alsop  
Roberta Fulton

Chief Executive  
Chief Executive  
Interim Monitoring Officer  
Interim Scrutiny Officer  
S73 Officer/Head of Finance  
Programme Manager

### **1. Apologies**

Apologies received from:

Cllr Heylings, substituted by Cllr Fane  
Cllr Gehring, substituted by Cllr Summerbell  
Cllrs Chamberlain, Scutt and Morris.

The Chair informed the Committee that Cllr Morris had been appointed to the Overview and Scrutiny Committee in replacement of Cllr Conboy (Huntingdonshire District Council)

## **2. Declaration of Interest**

There were no declarations of interests made.

## **3. Minutes**

The minutes of the meeting held on the 29<sup>th</sup> July 2019 were agreed and signed by the Chair with the following amendments:

That Councillor Connor had submitted an apology for absence.

That Councillor Price be recorded as a member of Cambridge City Council, not South Cambs District Council.

## **4. Public Questions**

The Chair confirmed that there had been no questions received from members of the public.

## **5. Mayor of the Combined Authority**

The Chair informed the Committee that the Mayor had sent his apologies and was unable to attend due to a meeting convened with the Minister for Housing, Communities and Local Government (MHCLG).

The Committee requested that the Mayor attend the next scheduled meeting of the Overview and Scrutiny Committee on the 28<sup>th</sup> October 2019.

The Chair noted that the Chief Executive (Kim Sawyer) was due to attend the meeting with the MHCLG and asked the Committee for their agreement to take Item 8 – Governance Review Report before all other reports. The Committee agreed.

## **8. Governance Review Report**

The Chief Executive submitted her report and elaborated thereon. It was explained that the Combined Authority had undertaken a fundamental review of the organisation and the new governance arrangements reflected the final re-design of the Authority. The proposed changes to the Constitution would see the Board delegate many of their decision-making powers to the three Executive Committees: Transport and Infrastructure Committee, Skills Committee and the Housing and Communities Committee. The proposal would allow the Board to retain strategic control of the Authority and would continue to decide the budget and strategies and set out the key priorities of the organisation.

It was further noted that a significant part of the proposed Governance (decision-making) Review would be the introduction of new rules on public questions. These would include;

- a) Members of the public [residents or people who work in the area] may ask questions of a Member of the Combined Authority at CA Board **or** at an Executive Committee.
- b) Members of constituent Councils who wish to ask questions about matters on the CA Board agenda should submit their questions to the Overview & Scrutiny Committee.
- c) Members of constituent Councils may ask questions of a Member of the Combined Authority at a meeting of the Combined Authority Board provided the question is not substantially the same as a question put by the Chair of Overview & Scrutiny.
- d) Members of constituent Councils may ask questions of Members of the Combined Authority at meetings of Executive Committees.

In response to questions asked by the Committee the Chief Executive explained that the Board would have the ability to call-in all decisions made by the Executive Committees, including both key and non-key decisions. It was reported that this would be done only in exceptional circumstances. It was noted that should the Board call-in a decision of a Committee, this would suspend the decision being made; only when a decision had been made would the Overview and Scrutiny Committee be able to also call-in the same decision.

Responding to further questions raised, the Chief Executive confirmed that the proposed changes would see an increase in the size of the Committees to include a representative from each constituent Council, each Committee being chaired by the Mayor or a Member of the Combined Authority Board nominated by the Mayor. It was reported that the Chairs of the three Executive Committees would act as lead Members but unlike a Cabinet system, they would not be granted any individual decision-making powers. The Mayor would retain the decision-making powers granted under the Order and officers would continue to have limited delegated decision-making powers as set out in the Constitution.

The Overview and Scrutiny Committee made the following comments:

To increase the transparency of the decision-making and public involvement, can information be published on the authority's website signposting where and how questions can be raised.

Whilst Members will be able to continue to view all anticipated decisions to be taken by the Executive Committees and Board [through the Forward Plan] would the Overview and Scrutiny Committee consider the information adequate to scrutinise or participate in pre-decision scrutiny?

Would the Overview and Scrutiny Committee continue to scrutinise and shadow the decision-making of the Board and the Executive Committees with their limited resources or re-consider their approach?

The implications of the decision-making review were immense and further time and consideration would be necessary for the Committee to progress and proceed in the most effective manner.

**AGREED:** That the focus of the next Overview and Scrutiny Committee on the 28<sup>th</sup> October 2019 be on the impact of the Governance (decision-making) Review and the approach the Committee wish to take to enhance and develop their future role.

## **6) Medium Term Financial Plan and Business Plan**

The Head of Finance submitted a report which provided an update to the 2019/20 Budget and 2019-2023 Medium Term Financial Plan (MTFP) to be considered by Board on 25<sup>th</sup> September 2019. It was noted that the report provided an update to the January 2019 Budget and MTFP report and members of the Committee were informed that the Authority continued to have a balanced budget. New sources of revenue had been identified, equivalent to £4.1million in 2019/20 and the staffing structure had been concluded and a 24% reduction reported in January 2019 compared to June 2018 position was highlighted.

**AGREED:**

- a) That the proposed mid-year update to the 2019/20 Budget and the 2019-2023 Medium Term Financial Plan be noted.

- b) That the mid-year update on the 2019-20 Business Plan be noted.

## **7. Project Register**

The Programme Manager submitted a report and explained that the Overview and Scrutiny Committee had requested to receive the list of projects on the Combined Authority's Single Project Register on a quarterly basis. It was noted that the 2019-20 Business Plan identified 12 key projects and as a result of the half year business plan mid-year update, the Board will be invited to add 6 projects to the key project list and to merge to key projects at the meeting to be held on the 25<sup>th</sup> September 2019.

Members raised concerns about the affordable homes trajectory and questioned what the implications to Peterborough and the jobs growth following the collapse of Thomas Cook, which would significantly impact the job market.

**AGREED:** That the full list of projects on the Combined Authority Single Project Register be noted.

## **9. Review of the Combined Authority Board Agenda**

The Committee reviewed the agenda due to come to Board on Wednesday 25<sup>th</sup> September 2019.

The Committee agreed to raise the following questions to the Board:

### **1.8 Quarterly Performance Monitoring Report**

Following the collapse of Thomas Cook, what impact will this have, specifically in Peterborough, on the job growth trajectory?

### **2.2 Business Plan 2019-20 Mid-Year update**

The 2019-20 business plan identified 12 key projects. As a result of the half year Business Plan mid-year update, the September Board will be invited to add 6 projects to the key project list

Does the authority have the capacity to take on 6 more projects and where are the resources coming from for the new projects?

### **3.1 £100m Affordable Housing Programme Scheme Approvals - Whaddon Road, Meldreth, South Cambridgeshire (Settle)**

Peterborough City Council is working on a new Housing Strategy and may reconstitute its Housing Revenue Account with a view to building affordable new homes.

What are the implications for the delivery of affordable homes and the Combined Authority's programme to deliver 2,000 affordable homes by March 2022?

### **3.3 Public Transport to Serve Alconbury**

What assurances can be given to ensure that an interim public transport solution will be in place when Cambridgeshire County Council relocate their headquarters to Alconbury?

### **3.4 Bus Reform Taskforce - Budget Drawdown**



Can we be given an update on bus franchising and what else can be done to drive the bus system forward?

#### **10) Combined Authority Forward Plan**

The Committee considered the Combined Authority Forward Plan; no questions or comments were raised.

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

The Committee received the report which outlined the Work Programme for the Committee for the municipal year 2019/20.

The Committee noted that there would be further consideration given to the Governance (decision-making) Review and the Mayor to be invited to attend the next meeting of the Overview and Scrutiny Committee. Consideration would also need to be given to MTFP Governance Cycle and changes to the Board dates.

#### **12) Date and Location of the next Committee meeting:**

The Committee agreed that the next meeting would be held on the 28<sup>th</sup> October 2019 at 11:00am, Council Chamber, Town Hall, Peterborough City Council.

The pre-meeting on the 28<sup>th</sup> October 2019 at 10:00am, Forli Room, Town Hall, Peterborough.

The meeting concluded at 12.48pm





<b>OVERVIEW AND SCRUTINY COMMITTEE</b>	<b>AGENDA ITEM No: 7</b>
<b>28 OCTOBER 2019</b>	<b>PUBLIC REPORT</b>

## **SCRUTINY IN THE NEW GOVERNANCE ARRANGEMENTS**

### **PURPOSE**

- 1.1. The Overview & Scrutiny Committee's powers to scrutinise the Combined Authority's decision-making mean that proposals to amend the Constitution will have practical implications for the work of the Committee.
- 1.2. At its meeting on 23 September 2019 the Committee received a report on the new governance arrangements for the Combined Authority, which were subsequently approved by the Combined Authority Board at its meeting on 25 September 2019. Committee had a preliminary discussion as to how the approach of the Committee would have to be reviewed in order to ensure effective scrutiny of decision making in the new governance arrangements.
- 1.3. At the meeting on 23 September 2019 the Committee agreed that the focus of the next meeting on 28 October 2019 should be on the impact of the Governance (decision-making) Review and the approach the Committee wish to take to enhance and develop their future role.

<b><u>RECOMMENDATION</u></b>	
<b>Lead Officer:</b>	<b>Dermot Pearson, Interim Legal Counsel and Monitoring Officer</b>
The Overview and Scrutiny Committee are recommended to:  (a) Consider the approach the Committee wishes to take to enhance and develop their role within the new governance arrangements.	

## **2.0 BACKGROUND**

- 2.1. The Combined Authority's Constitution sets out how the Combined Authority works, how it makes decisions and the procedures it follows to make sure its

work is efficient, effective, transparent and accountable to local people. Some of these procedures are set by law, while others are ones the Combined Authority have chosen to follow. Where particular decisions are to be made has implications for the work of the Overview & Scrutiny Committee.

### **3.0 THE AMENDMENTS TO THE CONSTITUTION**

- 3.1 A summary of the key Governance changes agreed by the Combined Authority Board at its meeting on 25 September 2019 forms Appendix 1 to this report. The changes will take effect from 1 November 2019.

### **4.0 THE IMPLICATIONS FOR THE WORK OF THE OVERVIEW & SCRUTINY COMMITTEE**

#### **Timing of Meetings / Tracking Decision Making**

- 4.1 Under the new arrangements the amount of decision making will remain roughly the same but will be distributed between the Combined Authority Board and the Executive Committees. The Board and the Executive Committees will meet every two months and for every month with meetings the Executive Committees will meet around the middle of the month and the Board will meet towards the end of the month. The Calendar of meetings for the remainder of the 2019/20 municipal year forms Appendix 2 to this report.
- 4.2 There will still be a single Forward Plan setting out both key and non-key decisions to be taken and allocating the decision making between the Combined Authority Board and the Executive Committees. This will enable this Committee to see what decisions are coming up and where they will be made. Agendas and reports for the meetings will continue to be published in accordance with the Transparency Rules. Committee Members will be advised of the publication of the Forward Plan, Agendas for the Executive Committees, and Decision Summaries for the meetings of the Combined Authority Board and the Executive Committees to enable them to track decision-making and where appropriate to exercise their power of call-in.
- 4.3 At the meeting of the Committee on 23 September 2019 Members were concerned about how to track the more dispersed decision-making arrangements and whether they had sufficient resources to do so. The timing of the meetings, with every second month being a fallow month without meetings, would create the opportunity for the Committee to use its meetings in the fallow months in a different way. Options would include using those meetings to consider strategic matters and to co-ordinate with the work of the Task and Finish Groups.
- 4.5 With significant decisions being taken by the Executive Committees in the new arrangements it will be important to be able to scrutinise the work of those Committees. Options for doing this would involve inviting the Chairs of the Executive Committees to this Committee to answer questions on the work of their Committees and to help identify lines of inquiry as the Committee already does with the Mayor.

- 4.6 This Committee will also need to consider how it could review the agendas and reports of the Executive Committees to identify what questions it might wish to ask at the meetings of those Committees. This raises some practical issues due to the timing of the meetings of this Committee. At present the Committee meets after the publication of the agenda and reports for the next meeting of the Combined Authority Board and shortly before that meeting. This enables the Committee to consider the reports and formulate its questions in time for them to be asked at the meeting of the Board. If the Committee continues to meet on its current schedule it will not be able to have an equivalent process for the Executive Committees as it would need to meet shortly before those Executive Committees. However, were the Committee to do so, there would be the risk of resources being put into identifying matters upon which to ask questions at the expense of more strategic work.
- 4.7 At the meeting of the Committee on 23 September 2019 Members raised concerns about whether the summaries of proposed decisions in the Forward Plan, without the officer reports, would provide them with sufficient information to effectively scrutinise the decision-making.

#### **Revised Arrangements for the Work of Overview & Scrutiny Committee**

- 4.8 At the meeting on 23 September 2019 Members began to consider whether the Committee would have to change its working arrangements in order to provide effective scrutiny within the new governance arrangements. As above this could include reviewing when the Committee meets in order to better coordinate with the meetings of the Executive Committees.
- 4.9 In order to avoid placing an unreasonable burden on the Chair of the Committee one option would be to appoint members of the Committee to lead in respect of the work of each of the Executive Committees. To preserve political balance there would have to be two lead members [from different political groups and where possible from different parts of the Combined Authority area] to lead for each Executive Committee. This lead role would involve reviewing the Forward Plan in relation to the committee together with the published agendas and reports with a view to identifying issues which might warrant further scrutiny, the asking of questions on behalf of the Committee at meetings of the relevant Executive Committee and potentially identifying decisions which would warrant the exercise of call-in powers.
- 4.10 Where questions were to be asked at meetings of Executive Committees it would be important to have a clear process for deciding on those questions. The timing of meetings of the Committee and of the Executive Committees means that it will not always be possible for the Committee to have sight of the agenda and reports of an Executive Committee at a meeting of the Committee in order to agree any appropriate questions. In those circumstances one approach to agreeing questions would be:
- Committee identifies any decisions on which it might wish to have questions at a meeting of an Executive Committee from the Forward Plan. At that point only the description of the decision and the stated purpose of the report would be available.

- When the relevant report is published, the Lead Members for that Committee would consider the report and formulate draft wording for any question agreed by Committee and any further question arising from the detail of any report and would share this with the Chair.
- The Chair would prepare final wording for the question(s), taking advice from officers as necessary, and would circulate the wording to Members of the Committee.

## **5.0 FINANCIAL IMPLICATIONS**

- 5.1 The Combined Authority is not permitted to pay an allowance to Members attending Combined Authority meetings. There are therefore no financial implications arising from the amendments to the governance arrangements.

## **6.0 LEGAL IMPLICATIONS**

- 6.1 The effective scrutiny of the Combined Authority's decision-making is a key component of good governance.

## **7.0 APPENDICES**

- 7.1 Appendix 1 – Summary of Key Governance changes

- 7.2 Appendix 2 – Calendar of Meetings 2019/20

<b><u>Background Papers</u></b>	<b><u>Location</u></b>
Report to Combined Authority Board meeting on 25 September 2019 on Governance (Decision-making) Review	<a href="#"><u>Governance Report 25 Sep 2019</u></a>

## **Appendix 1**

### **Previous Reviews of the Combined Authority's Governance**

Since March 2018 there have been four reviews of the Combined Authority's governance. The reviews were:

- Review of Governance / Independent Budget Review [Internal Audit] [March 2018]
- Independent Budget Review by CIPFA C Co [March 2019]
- Governance Review [Internal Audit] [May 2019]
- LEP Governance Review [Internal Audit] [May 2019]

When completed these reviews were presented to the Audit & Governance Committee on the dates given.

#### Review of Governance / Independent Budget Review [Internal Audit] [March 2018]

The purpose of this review was to provide an overview to the Combined Authority on the assurance framework; policies and processes introduced; and governance arrangements adopted to ensure delivery of its key activities and mitigate its key risks. The review looked at the following themes:

- Financial Governance.
- Organisational Structure / Roles and Responsibilities.
- Decision Making
- Strategy and Planning
- Risk Management and Project Management

The outcome was a Reasonable Assurance opinion across the themes. On the whole, assurance arrangements were working effectively, management are aware of their streams of assurance and this was supported by corporate and third party evidence. A number of areas were identified for improvement, primarily due to the organisation being in its infancy and developing all the time.

#### Independent Budget Review by CIPFA C Co [March 2019]

CIPFA C.Co Ltd were commissioned by the Combined Authority to undertake an independent assurance review related to the production of the Authority's 2019/20 budget. The Combined Authority was specifically seeking to ensure that:

- The process for completing the budget met all statutory and, internal, constitutional requirements
- The assumptions made within it were suitable and robust
- Appropriate control and governance were in place to support its delivery

CIPFA C.Co Ltd, having reviewed the relevant documents and discussions with key officers, were satisfied that:

- The Combined Authority had prepared and was in the process of signing off its 2019/20 Budget and Medium Term Financial Plan in accordance with its own policies and procedures as outlined in its Constitution.
- That the 2019/20 Budget's content, including assumptions and revenue/capital split, was clear and appropriate.
- The Authority had in place robust and comprehensive budget monitoring and reporting processes and procedures that will now include regular reporting to the Combined Authority Board including regular monthly reports and a detailed mid-year review.

No material findings and/or failings were identified as part of this review. Six non-material recommendations were made to support the enhancement of processes already in place.

#### Governance Review [Internal Audit] [May 2019]

The overall objective of the review was to provide assurance that the systems of control in respect of Corporate Governance were adequate and being consistently applied. The areas of focus were:

- Organisational Structure / Roles and Responsibilities: To confirm that the Authority has an open and transparent organisational structure and that roles and responsibilities are clearly defined and communicated across the organisation
- Decision Making: To confirm that there is a clear and transparent decision making process within the Authority and decisions taken adhere to these processes as set out in the assurance framework
- Strategy and Planning: To confirm that the Authority's strategies are up to date and communicated across the organisation. To confirm that strategies complement and support each other and are linked to key aims and priorities.

Together with verification that Human Resources processes were robust and followed best practice.

The main findings of the review were that improvements had been made to the governance arrangements as the Combined Authority had evolved and previous actions had been progressed. Following extending the review to other areas of governance the part of the business requiring most attention was that of Human Resources. While the audit focus was primarily to look at the recruitment process – which the auditors were unable to place any reliance on – the audit also touched upon the performance management framework and similarly there was nothing in



place in relation to employees. A detailed action plan was required to take this key business activity forward.

Of the fifteen activity areas reviewed two received substantial assurance ratings, twelve received reasonable assurance ratings and one [HR] received no assurance rating.

A report on progress with the Human Resources recommendations was taken to the meeting of the Audit & Governance Committee on 19 July 2019 and progress continues to be monitored.

#### LEP Governance [Internal Audit] [May 2019]

This was a review of the LEP / Business Board's compliance, or otherwise, with the requirements set out in the National Assurance Framework following the amalgamation of the LEP / Business Board into the Combined Authority.

The matters under review included that:

- The LEP has a local assurance framework in place, as required by the Government's National Assurance Framework
- The LEP is operating under a clear governance framework.

The main findings of the review were that there has been good progress in establishing a clear framework which brought together the previous arrangements. A number of areas were identified which need to be addressed to ensure governance was effective. Those identified as requiring attention included:

- Increased transparency in relation to data available and how value for money is achieved;
- Development of a consistent brand identity; and
- Processes in place for the recovery of funds should any project be deemed to have misused public monies etc.

The findings of the audit give Reasonable Assurance on the effectiveness of the governance arrangements that has been established within the Assurance Framework.

Eight recommendations were made to tighten up the assurance framework and the implementation of these recommendations continues.



**CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY MEETING CARD - 2019/20**

MEETING	2019									2020				
	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		26	31		25	[30]	27	[18]	29	[26]	25	[29]	
<b>Annual Combined Authority Board</b>	10.30 am	29												3 June
<b>Committees</b>														
<b>Transport and Infrastructure</b>	10.00 am		26					7		9		6	29 (PM)	
<b>Skills</b>	10.00 am			10				11		8		9	27	
<b>Housing and Communities</b>	14.00 pm			10			9	11		13		9	27	
<b>Overview and Scrutiny</b>	11.00 am	31 (14.00pm)	24	29		23	28	25	16	27	24	23	27	
<b>Audit and Governance</b>	10.00 am	[31]	14	19		27			13			27		[26]
<b>Employment Committee (unscheduled)</b>														
<b>Business Board</b>	14.30 pm	28		22		23		25		27		23		26
<b>Other Bodies</b>														
<b>Fire Authority</b>			20					7			5			
<b>Cambridgeshire Public Service Board</b>	9.30 - 12.00	17	14	12	16	13	11	15	13	10	14	13	17	15
<b>GCP Joint Assembly</b>	14.00 pm		6			12		21			27			4 June
<b>GCP Executive Board</b>	16.00 pm		27				3		12			19		25 June
<b>Cambridgeshire CC Full Council</b>	10.30 am	14		23			15		10		11 [14]	17		19
<b>Cambridge City Council Full Council</b>	18.00 pm	23 (11 am)		18			17				20		9	28
<b>East Cambridgeshire DC Full Council</b>	18.00 pm	30		18			17			[16]	20		16	21
<b>Fenland DC Full Council</b>	16.00 pm	23		18		19		7	12		20			11
<b>Huntingdonshire DC Full Council</b>	19.00 pm	15		24			16		18		26			
<b>Peterborough CC Full Council</b>	18.30 pm	20		24			16		18	22		4		1 June
<b>South Cambridgeshire DC Full Council</b>	14.00 pm	16		18		26					20		2	21
<b>Conferences</b>														
<b>Conservative Party Annual Conference</b>						29 -	2							
<b>Labour Party Annual Conference</b>						22 - 25								
<b>Liberal Democrat Annual Conference</b>						14 - 17								

Board meets Bi Monthly on a Wednesday

Overview and Scrutiny to meet the Monday before the Board

CA leader Strategy meetings - twice monthly Wednesday meetings

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>OVERVIEW AND SCRUTINY COMMITTEE</b>	<b>AGENDA ITEM No: 10</b>
<b>28<sup>th</sup> October 2019</b>	<b>PUBLIC REPORT</b>

## **OVERVIEW AND SCRUTINY WORK PROGRAMME**

### **1.0 PURPOSE**

- 1.1 To provide the Committee with the draft work programme for the Overview & Scrutiny Committee for 2019/20 municipal year and to ask the committee to comment and make suggestions.

<b><u>RECOMMENDATION</u></b>	
<b>Lead Officer:</b>	<b>Dermot Pearson, Interim Head of Legal Services</b>
That the Committee discuss items that they would like to be added to the work programme for the Overview & Scrutiny Committee for the 2019/20 municipal year attached at Appendix 1.	

### **2.0 BACKGROUND**

- 2.1 In accordance with the Constitution, the Overview & Scrutiny Committee is responsible for setting its own work programme.
- 2.2 A draft work programme which shows the items to be considered over the forthcoming year is attached at Appendix 1.
- 2.3 Members of the Committee are asked to consider and discuss the role of the Overview and Scrutiny Committee and the prioritisation of work to be included on their work programme, paying due regard to the resources available to them for the next municipal year.

### **3.0 APPENDICES**

- 3.1 Appendix 1 – Work Programme.



## Overview and Scrutiny Work Programme 2019/2020

Meeting Date	Item	COMMENTS
<b>29<sup>th</sup> July 21019, Fenland District Council</b>	<b>Pre-meet update</b> The Committee asked that the previous Vice-Chair of the Committee be invited to the next Overview and Scrutiny Committee pre-meet to update members on the work that he had accomplished in relation to the CAM metro	
	<b>Minutes</b> Committee to approve the minutes for accuracy from the last meeting.	
	<b>Public Questions</b> Committee to receive any questions received from members of the public in line with the public question scheme set out in the Combined Authority constitution.	
	<b>Combined Authority Forward Plan</b> Standing item where the Committee can review the Combined Authority's Forward Plan and identify any relevant items for inclusion within their work programme.	
	<b>Member Update on Combined Authority Activity</b> Members allocated to each theme covering the work of the Combined Authority to provide an update to the committee.	

Meeting Date	Item	COMMENTS
23 <sup>rd</sup> September 2019, Huntingdonshire District Council	<b>Minutes</b> Committee to approve the minutes for accuracy from the last meeting.	
	<b>Public Questions</b> Committee to receive any questions received from members of the public in line with the public question scheme set out in the Combined Authority constitution.	
	<b>Governance Review</b> Kim Sawyer (CEO) to update the Committee on the Governance Review re new Executive Committees to be discussed at September CA Board.	
	<b>Mayor of the Combined Authority</b> Mayor James Palmer to attend to respond to questions submitted from the committee.	
	<b>Budget Update report</b> Committee to receive a budget update report	
	<b>Project Register</b> Committee to receive quarterly report on the project register.	
	<b>Combined Authority Forward Plan</b> Standing item where the Committee can review the Combined Authority's Forward Plan and identify any relevant items for inclusion within their work programme.	



	<b>Member Update on Combined Authority Activity</b> Members allocated to each theme covering the work of the Combined Authority to provide an update to the committee	
<b>Meeting Date</b>	<b>Item</b>	<b>COMMENTS</b>
<b>28<sup>th</sup> October 2019, Peterborough City Council</b>	<b>Minutes</b> Committee to approve the minutes for accuracy from the last meeting.	
	<b>Public Questions</b> Committee to receive any questions received from members of the public in line with the public question scheme set out in the Combined Authority constitution.	
	<b>Update from the Task and Finish Group</b> Chair of TFG to update the Committee members.	
	<b>Governance (decision-making) Review</b> Committee to discuss the Governance Review and examine future options and the way forward for the Committee	
	<b>Mayor of the Combined Authority</b> Mayor James Palmer to attend to respond to questions submitted from the committee.	
	<b>Combined Authority Forward Plan</b>	

	Standing item where the Committee can review the Combined Authority's Forward Plan and identify any relevant items for inclusion within their work programme.	
	<b>Member Update on Combined Authority Activity</b> Members allocated to each theme covering the work of the Combined Authority to provide an update to the committee	
<b>Meeting Date</b>	<b>Item</b>	<b>COMMENTS</b>
<b>25<sup>th</sup> November 2019, Huntingdonshire District Council</b>	<b>Minutes</b> Committee to approve the minutes for accuracy from the last meeting.	
	<b>Public Questions</b> Committee to receive any questions received from members of the public in line with the public question scheme set out in the Combined Authority constitution.	
	<b>Affordable Housing Update</b> Committee requested an update on the progress of development of Affordable Housing following the meeting on the 24 <sup>th</sup> June 2019.	
	<b>Combined Authority Forward Plan</b> Standing item where the Committee can review the Combined Authority's Forward Plan and identify any relevant items for inclusion within their work programme.	
	<b>Member Update on Combined Authority Activity</b>	

	Members allocated to each theme covering the work of the Combined Authority to provide an update to the committee	
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