

CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY
OVERVIEW & SCRUTINY COMMITTEE

Review Topic (Name of review):

Combined Authority Accommodation Strategy

Relevant links/decisions/FP reference:

- August 2021 paper to Board re iMET building: option (not agreed) to retain premises for Combined Authority's own use
- Invitation by Interim Chief Executive to Overview & Scrutiny Committee to assist in development of an accommodation strategy for the Combined Authority

Terms of Reference of the Review:

To investigate the current and future accommodation needs of the Combined Authority for its own use and activities, and to make recommendations to the Board to assist the development of an Accommodation Strategy.

Lead Member:

Cllr Mark Goldsack

Task and Finish Group membership (where appropriate):

Chair and Vice Chair support

Review type (T&F, Full Committee etc.):

Rapporteur investigation

Key Officers:

- Eileen Milner, incoming Chief Executive
- TBA (as advised by officers—human resources, finance)

Combined Authority Portfolio Holder(s) (where appropriate):

TBA (as advised by officers)

Timescales:

TBA following discussion with officers and initial scoping of current information—two to four months depending on availability of information

Rationale for the Review:

To assist in the development of an accommodation strategy for the Combined Authority, and make recommendations to the Combined Authority to plan to meet its current future premises requirements.

Scope of the Review (in scope, outside scope etc.):

In scope:

- Current and future needs and uses for premises, including effect of COVID and expectations regarding home and mobile working
- Current and future staffing complement and travel patterns
- Audit of public estate in Cambridgeshire and Peterborough and potential options for leasing, shared use of spare premises capacity
- Financial impact of premises options, both capital and revenue
- Carbon impact of premises options and contribution to meeting net zero aspirations
- Equality, diversity and inclusion impact of premises options
- Legal and contractual impact of premises options

Outside scope:

- Premises owned or leased by the Combined Authority solely for use by others

Key Lines of Enquiry (specify the key lines of enquiry that will underpin the initial planning of the review questions):

What primary/new evidence is needed for the scrutiny review? (identify what information is required to take the review forward, and what information is not already available):

- Incoming Chief Executive plans for Combined Authority staffing and organisational structure
- Likely future premises needs to support Combined Authority's future activities
- Current spare premises capacity among member local authorities and public sector partners
- Financial impact of different options across MTFP, both capital and revenue

What secondary/existing information will be needed? (identify background information, performance indicators, complaints, existing reports, legislation, central government information and reports etc.):

- Current numbers on Combined Authority payroll
- Current home and work locations, broadly expressed
- Current budgetary provision for accommodation costs
- Current Combined Authority premises assets
- Accommodation strategies produced by other public bodies for ideas and comparison

What briefings and site visits will be relevant to the review?

- Chair's meeting with incoming Chief Executive (Wednesday 13 October)

Who are the witnesses who should be invited to provide evidence for the review?

- Incoming Chief Executive
- Human resources officer
- Finance officer

Implications of reviewing the topic, have the following matters been taken into consideration in the planning of this review:

Legal implications	Yes
Financial implications	Yes
Equality and diversity issues	Yes

What resources are required for this review

- Access to information from officers
- Access to examples of accommodation strategies from other authorities

What are the indicators of Success?

What overview and scrutiny role is the committee performing in this case?

Making recommendations to the Board as invited by the Interim Chief Executive

What factors would tell you what a good review should look like in this case?

- Usable factual information
- A better shared understanding of the Combined Authority's accommodation requirements
- Practical recommendations

What are the potential outcomes of the review e.g. service improvements, policy change, etc

- A strategy to meet the Combined Authority's accommodation requirements

What value is being added by undertaking the review?

- Fresh data, and existing data in context
- Information drawn together from partner authorities and public bodies
- Focus on an area of the Combined Authority's finances not previously addressed in a systematic and planned way