



**CAMBRIDGESHIRE  
& PETERBOROUGH**  
COMBINED AUTHORITY

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

DATE: 26<sup>th</sup> March 2018  
TIME: 2pm  
LOCATION: Forli Room, Peterborough City Council, Town Hall, Bridge Street,  
PE1 1HF

### Membership

Council	Member	Substitute
Huntingdonshire District Council	CLlr Robin Carter CLlr Terry Hayward	CLlr Peter Bucknell CLlr Dick Tuplin
East Cambridgeshire District Council	CLlr Mike Bradley CLlr Alan Sharp	CLlr Julia Huffer CLlr Chris Morris
South Cambridgeshire District Council	CLlr Alex Riley CLlr John Batchelor	CLlr Grenville Chamberlain CLlr Philippa Hart
Fenland District Council	CLlr Chris Boden CLlr David Hodgson	CLlr Maureen Davis CLlr Sam Clark
Cambridge City Council	CLlr Dave Baigent CLlr Rod Cantrill	CLlr Mike Sargeant CLlr Ysanne Austin
Cambridgeshire County Council	CLlr Janet French CLlr Lucy Nethsingha	CLlr Lina Joseph CLlr David Jenkins
Peterborough City Council	CLlr David Over CLlr Ed Murphy	CLlr Ray Bisby CLlr Mohammed Jamil

# AGENDA

Item no:		LEAD	PAGE
1.	<b>Apologies</b> To receive apologies and details of any substitute members attending.	A. Gardiner	Verbal
2.	<b>Declaration of Interests</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.	Chair-person	Verbal
3.	<b>Minutes</b>  (a) Minutes of the meeting held on Monday 29 <sup>th</sup> January 2018 and matters arising.  (b) Minutes of the meeting held on Monday 12 <sup>th</sup> February 2018 and matters arising.	Chair-person	Page 4  Page 32
4.	<b>Review of Combined Authority Agenda</b> Members to review the items being taken to the Combined Authority's next board meeting and raise any concerns or issues.  Mayor James Palmer will be in attendance to answer the committee's questions.  Agenda for the CA Board can be found <a href="#">here</a> .	Chair-person	Verbal
5.	<b>Task and Finish Group – Mass Rapid Transport Update</b>	Cllr Cantrill	Page 37
6.	<b>Combined Authority Forward Plan</b> Members to review the items on the Forward Plan and raise any items they may wish to discuss. The CA Forward Plan is regularly updated – the most recent version can be found <a href="#">here</a> .	Chair-person	
7.	<b>Overview &amp; Scrutiny Work Programme Report</b>	Chair-person	Page 42
8.	<b>Date &amp; Location of next meeting: 23<sup>rd</sup> April 2018 at 11am South Cambridgeshire District Council</b>	A. Gardiner	Verbal

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)



**CAMBRIDGESHIRE  
& PETERBOROUGH**  
COMBINED AUTHORITY

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

## **DRAFT MINUTES**

**Date:** 29<sup>th</sup> January 2018

**Time:** 11am

**Location:** Cambridgeshire County Council

**Present:**

Cllr Robin Carter  
Cllr Terry Hayward  
Cllr Mike Bradley  
Cllr Alan Sharp  
Cllr John Batchelor (Chair)  
Cllr Alex Riley  
Cllr Fred Yeulett  
Cllr David Mason  
Cllr Dave Baigent  
Cllr Rod Cantrill  
Cllr Lucy Nethsingha

Cllr David Over  
Cllr Ed Murphy

Huntingdonshire District Council  
Huntingdonshire District Council  
East Cambs District Council  
East Cambs District Council  
South Cambs District Council  
South Cambs District Council  
Fenland District Council  
Fenland District Council  
Cambridge City Council  
Cambridge City Council  
Cambridgeshire County Council (arrived at  
1pm)  
Peterborough City Council  
Peterborough City Council

**Officers:**

Kim Sawyer  
Martin Whiteley  
Keith McWilliams  
Jon Alsop  
Anne Gardiner

Legal Counsel & Monitoring Officer  
Chief Executive Officer  
Director for Transport and Infrastructure  
Interim Project Accountant  
Scrutiny Officer

**Others:**

James Palmer  
Tom Higbee

Mayor of Combined Authority  
Associate Director from Steer Davies Gleave

## **1. Apologies**

- 1.1 Apologies received from Cllr French.

## **2. Declaration of Interests**

- 2.1 No declarations of interests were made.

## **3. Minutes**

- 3.1 The minutes of the meeting held on Monday 18<sup>th</sup> December 2017 were agreed as a correct record.

## **4. Rapid Mass Transport**

- 4.1 The Committee received a presentation from the consultants Steer Davies Gleave (Appendix A)
- 4.2 The Chairman invited the committee to ask questions of the consultants, the Director of Transport and the Mayor of the Combined Authority.

The following points were raised during the discussion:-

- The report that was released in December outlined the emerging findings from the study to get feedback; the current report reflected the final detail of the study; the report belonged to Steer Davies.
- There would be a tunnel station in the centre of Cambridge but the detail around what type this would be was not known yet; the purpose of the study was to provide feasible options.
- The most expensive component of the scheme was the tunnels, so the longer the tunnels were the more expensive the scheme would be.
- It would be possible to use existing infrastructure but no detail was available yet.
- The report was putting forward a concept idea so there was not the detail around how much land may be required but it was acknowledged that land in Cambridge was expensive and highly sensitive.
- There were a number of examples of the suggested technology being trialed and being adopted in the UK. The technology would be available at the time.
- It was recognized that some form of demand management would be required but what format this would take had not been considered other than recognising it would be needed.
- The RMT system would be a dedicated space that could hold up to 500 people and allow travel in comfort and on mass within tunnels.
- Options for a system in Peterborough could be looked at.

- The route was not set yet but the underground would be linked up like the London Underground system. New routes would be where there were significant routes already but further routes across the county could be considered.
- Although the system was Cambridge centric it would be key to getting people from one side of the city to the other side which would relieve congestion in the surrounding area around the city.
- There existed an extraordinary economy across the county but there was increasing pressure on housing prices. There was a need to create growth by having a high-quality transport system, which would in turn create high quality market towns.
- To ensure that the market towns were connected existing infrastructure such as rail stations would be used and interchanges would be created.
- Until the public transport in the area was of high quality the banning of cars within the city of Cambridge could not be considered, however once there was an appropriate public transport system this could be considered.
- The figures for the cost per km came from London Bridge Associates; they have advised that the ground is suitable for tunnelling but full details are not known at this time as it is still early on in the project.
- Highways England would consider interventions from other organisations that would help alleviate traffic and reduce their costs, however funding for the CAM project was more likely to come from outside investors than from central government.
- Funding would not come from a precept levied by the Mayor nor would local district councils be asked to contribute.
- Finance could come from the private sector; elected Mayors had the ability to look for alternative solutions around funding and as Cambridgeshire had high land value this could be captured and used for further financing of major projects.
- This system could only be delivered by the Combined Authority. The system would go into many areas of county and therefore it must be Combined Authority project. Leaders of District Councils sat on the Board so there would always be input from those areas. To maintain the speed required for successful development the project could not be considered by different organisations.
- Existing road developments and planning projects could be affected; some would continue, others may need to change so they aligned with the CAM project and others may need to be dropped but a detailed study of this would need to be done. The Combined Authority would work with colleagues at GCP to identify the different schemes; this was an important piece of work over the coming months.
- The use of busways was felt by the Mayor to be an inappropriate way to

solve the issues of traffic in Cambridge as it just pushed the problem further out of the city. The Mayor was disappointed that the GCP was continuing to invest in this area.

- The Board and Mayor would go through the appropriate processes required to ensure transparency. The Mayor was accountable to the electorate.

4.3 The Chair-person thanked the Mayor and the consultants for attending to give the presentation and answering the committee's questions.

## **5. Budget Consultation**

5.1 The Committee received the budget consultation from the Project Accountant to make any comments on.

5.2 The Committee members raised concern that the budget consultation only contained two pages of information.

5.3 The officer explained that the budget was made up of known expenditure and upcoming budget proposals.

5.4 Cllr Murphy requested that a review of funding for housing in Peterborough was considered in the budget.

The member made reference to the Peterborough University project; Peterborough City Council was looking at selling or leasing Bayard Place while the university project team were looking at accommodation so could the two organisations speak to each other.

5.5 The LEP budget would be brought to the Board separately in March with both budgets being combined once the two organisations had become one.

5.6 The budget had tried to reflect all major programmes and would cross reference the RMT budget as this was currently not reflected.

5.7 The Committee agreed that they would like to hold an additional Overview and Scrutiny meeting before the additional Board meeting in February to scrutinise the budget and the consultation results.

## **6. Review of Combined Authority Board Agenda**

6.1 The Committee reviewed the agenda due to come to the Board on Wednesday 31<sup>st</sup> January 2018.

6.2 In regard to the housing report members were advised that the paper with the next tranche of housing funding would come to the February Board meeting.

6.3 In regard to the report on a 'Stronger Public and Private Sector Partnership in Cambridgeshire and Peterborough' the committee were advised that the Business Board would be a blend of business representatives and public-sector representatives but which organisations would be represented had yet to be decided. Once the Board was established it would be their decision as to who would sit on the Combined Authority Board to represent them.

In regard to the different geography of the two organisations, the Mayor, deputy

Mayor's and the Chief Executive would be working with other authorities and central government to consider this issue. This would be brought back to the Board to decide and would allow for O&S to scrutinise if they wished.

## **7. Communities and Local Government Select Committee Report**

- 7.1 Members queried whether they could scrutinise the Mayor directly or only decisions of the Mayor made through the Board. The Monitoring Officer advised that under the Parliamentary Order the Combined Authority has one role and the Mayor had a separate role. The Mayor could make decisions separately although these could not be key decisions and would have a minor financial impact.

The committee could look at the office of the Mayor but this would need to be focused and the committee would need to define what they wanted to gain from scrutinising the office of the Mayor.

- 7.2 Members raised concern around the amount of time the Board meetings lasted in comparison to the O&S meetings, the Board meetings did not seem to last very long.

The Committee were advised that Board members were fully engaged with all reports prior to them being presented at the public meeting and that there was a robust debate between Board members.

- 7.3 In regard to the RMT tender process the committee were advised that the Combined Authority would need to go through a procurement process.

There was a framework that had been agreed that had been used to select the current provider. The Combined Authority would return to the framework to select the new contract; the current consultant had considerable knowledge so it would be a cost saving by using the same consultant if they met the criteria set out in the framework.

## **8. Overview and Scrutiny Work Programme Report**

- 8.1 The Committee received the report which provided the Committee with the draft work programme for the Overview & Scrutiny Committee for the remainder of the 2017/18 municipal year and asked them for comments and suggestions.
- 8.2 The Committee discussed the RMT report and whether the processes had been followed for the release of information and were advised that the law stated that supportive reports may come out late but must be published as soon as possible.
- 8.3 The Committee agreed they would like to set up a review to consider the work around the Rapid Mass Transport, the terms of reference would be brought back to the additional meeting on the 12<sup>th</sup> February for the committee to consider and agree.

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

- 9.1 The Committee had no comments to make regarding the forward plan of the Combined Authority.

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



- 10.1 The next meeting would be held on the 12<sup>th</sup> February 2018 at location and time to be confirmed.

Meeting Closed: 13:25pm.

# Cambridge Rapid Mass Transit Options Appraisal

## ‘Cambridgeshire Autonomous Metro’ (CAM): The Proposition

Cambridgeshire and Peterborough Combined Authority

January 2018

# Overview

- The case for rapid mass transit
- Option Development and Sifting Process
- Description of shortlisted options:
  - LRT, AVRT, Cambridgeshire Autonomous Metro
- Recommendations:
  - Preferred option
  - Option development
  - Funding mechanisms
  - Delivery

# The Case for Mass Transit

January 2018

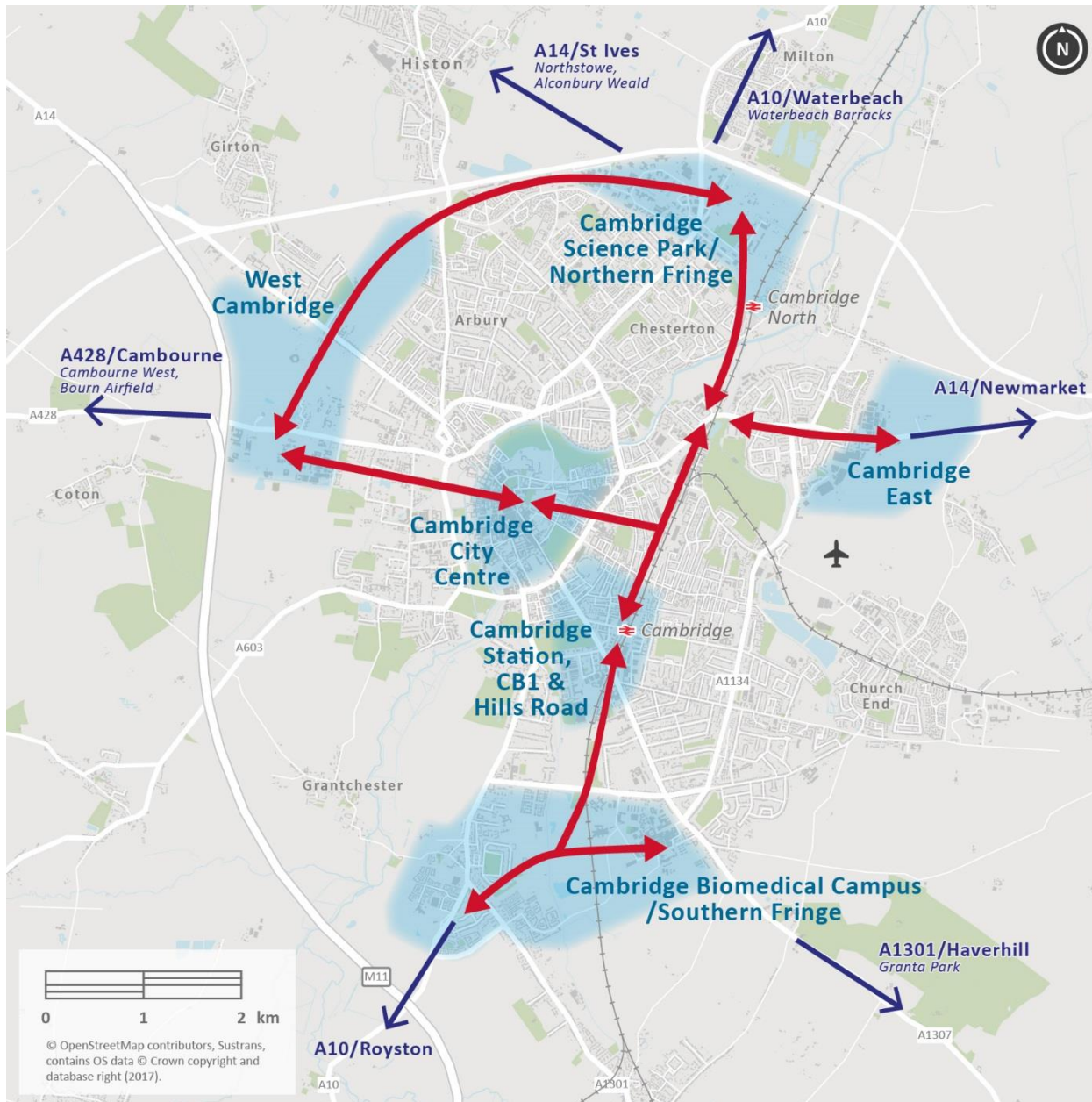
# What is required?

Cambridge requires a transit network which:

- Delivers **high quality, high frequency, reliable** services, attractive to car users:
  - World-leading user experience, with fully-segregated infrastructure, dedicated stops and real time information
- Delivers **maximum connectivity**, network coverage and reliable journey times:
  - Directly linking all key destinations and corridors to one another
  - Minimising the need to interchange
- Provides **sufficient capacity for growth**, and to support Transit Oriented Development:
  - A maximum capacity through City Centre core of 15,000 - 20,000 people per hour each direction
- Is **flexible to adapt** for the future:
  - Responsive to technological advances as they develop and become commercially available
  - Providing capacity for growth, with a network that can be developed incrementally enabling operation to be scaled to support and accommodate future growth
  - Planned for autonomous operation, but can accommodate driver-operated services in the short term
- Utilises **emerging technology**, including connected and autonomous vehicles:
  - Huge opportunity for Cambridge to be a 'city of firsts' in developing a high quality, high capacity automated mass transit system.
- **Must represent value for money, be affordable and deliverable.**

# Network of connectivity

Connects all key destinations and development sites to one other and to radial corridors



# Options Assessment Process

January 2018



## Long list of options considered

- Rail Based Metro
- Rubber Tyred Metro (VAL)
- Light Rail Transit/Tram (LRT)
- Ultra Light Rail
- Affordable Very Rapid Transit (AVRT)
- Bus Rapid Transit (BRT)
- Kerb Guided Bus
- Cambridgeshire Autonomous Metro (CAM)
- Monorail
- Personal Rapid Transit
- Cable Car

Options shortlisted based on providing a capacity commensurate with Cambridge's demand:

LRT

AVRT

CAM

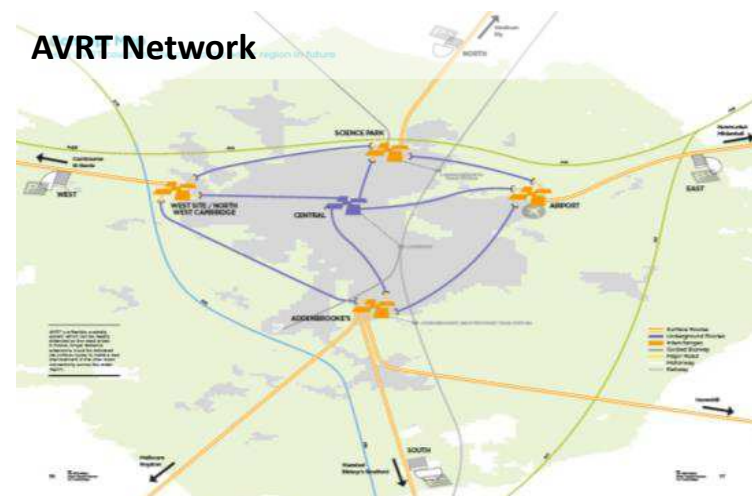
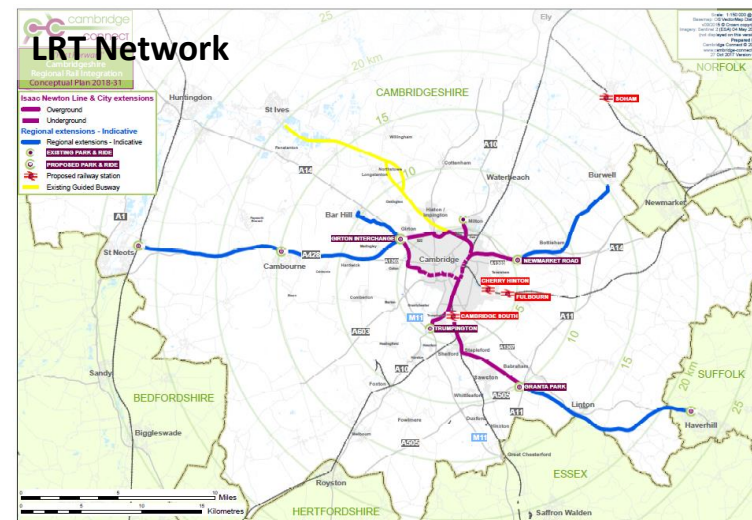
Shortlist subject to more detailed assessment



# Shortlisted Options - Description

- Option developed around concept of:
  - City focused network – with P&R, feeder services
  - Regional network – direct linkages to market towns
  - All options include tunnelling within city centre

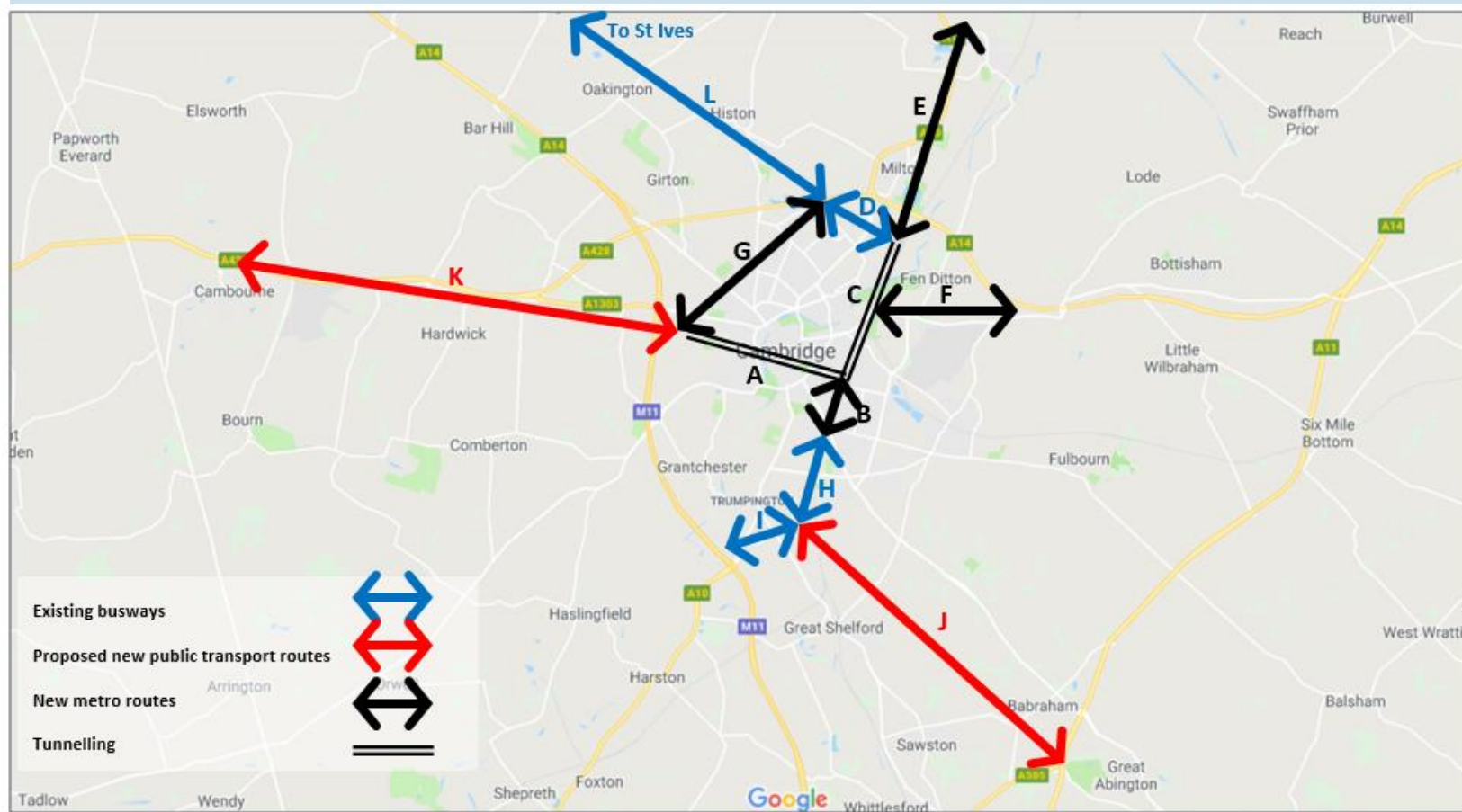
Option	Description - Infrastructure	Capital Cost (indicative)
LRT City Network	<ul style="list-style-type: none"> <li>• <b>42km new infrastructure</b></li> <li>• Corridors served via P&amp;R, bus feeders</li> </ul>	£2.8bn
LRT Regional Network	<ul style="list-style-type: none"> <li>• <b>90km new infrastructure</b></li> <li>• Direct service to hinterland locations</li> </ul>	£4.5bn
AVRT City Network	<ul style="list-style-type: none"> <li>• <b>15km new infrastructure</b></li> <li>• Corridors served via P&amp;R, bus feeders</li> </ul>	£1.1 - £1.7bn
AVRT Regional Network	<ul style="list-style-type: none"> <li>• <b>56km new infrastructure</b></li> <li>• Direct service to hinterland locations</li> </ul>	£2.1bn
Cambridgeshire Autonomous Metro (CAM)	<ul style="list-style-type: none"> <li>• <b>42km new infrastructure</b></li> <li>• Could support direct services across full regional network (i.e. 90km +)</li> </ul>	£1.5 - £1.7bn



# Cambridgeshire Autonomous Metro - Network (infrastructure)

CAM combines the use of existing and planned segregated infrastructure with a short City Centre tunnel to deliver maximum connectivity throughout Cambridge and its hinterland

Ability for the network to expand incrementally, in line with housing growth, or as sufficient demand is established to justify dedicated infrastructure.



# CAM: Indicative vehicle and features



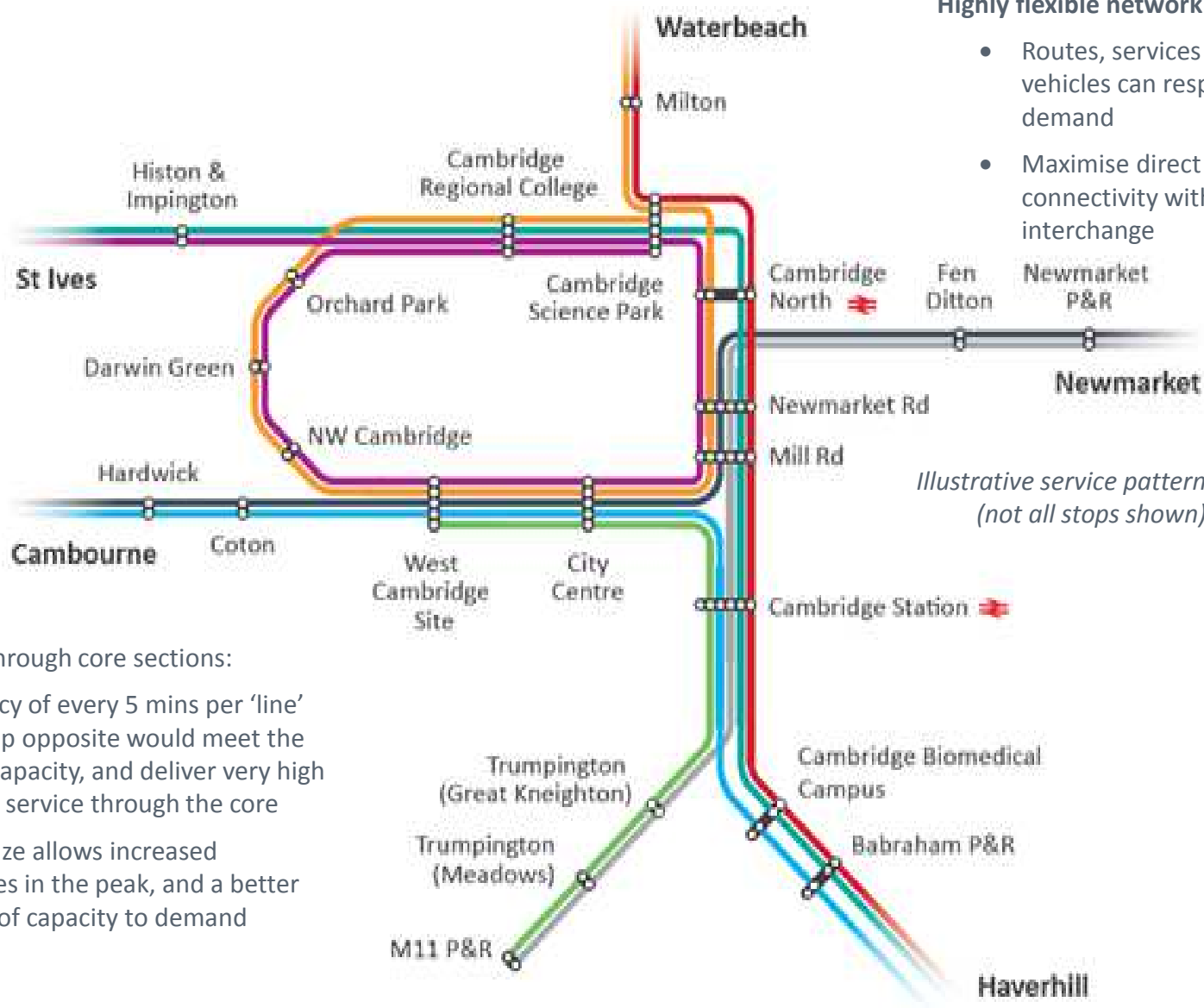
- High capacity and frequency
  - Capacity to support future growth in Cambridge
  - Reduced headways and fleet optimisation
- Electric vehicles
  - Battery operated and charge-at-stop
- Proven technology
  - Already operating elsewhere
- Autonomous capable
  - Can operate with a driver initially until autonomous technology matures
  - Automation using on-board sensors
  - No requirement for rails or physical guidance
  - Platooning of vehicles
- Branding
  - Centrepiece of a Cambridge transport 'brand' integrated with other modes.



# CAM: The vision



# CAM: Operational Concept



## High frequency through core sections:

- A frequency of every 5 mins per 'line' on the map opposite would meet the required capacity, and deliver very high frequency service through the core
- Vehicles size allows increased frequencies in the peak, and a better matching of capacity to demand

# Options Assessment of Shortlist

January 2018

# Strategic Assessment - Approach

- Does it provide the transport outputs and benefits that deliver wider outcomes?
- Is it deliverable?

Transport Benefits	Deliverability risk
<ul style="list-style-type: none"><li>• Network coverage</li><li>• Route flexibility</li><li>• Frequency of service</li><li>• Journey time / reliability</li><li>• Number of interchanges</li><li>• Accessibility</li><li>• Perceived quality</li></ul>	<ul style="list-style-type: none"><li>• Technical feasibility</li><li>• Technology</li><li>• Value for money</li><li>• Affordability</li><li>• Powers / consents / legislation</li><li>• Stakeholder / public acceptability</li></ul>

# Summary of Options Assessment

Feature	LRT	AVRT	CAM	Benefits of CAM
Connectivity	✓✓	✓	✓✓✓	<ul style="list-style-type: none"> <li>Delivers maximum connectivity within Cambridge, to major 'city fringe' employment centres, satellite centres and market towns</li> </ul>
Capacity	✓✓✓	✓✓	✓✓✓	<ul style="list-style-type: none"> <li>Provides capacity and coverage to support growth</li> </ul>
Quality	✓✓✓	✓✓	✓✓✓	<ul style="list-style-type: none"> <li>Segregated routes and high-quality vehicles will benefit passengers and encourage significant modal-shift from car</li> </ul>
Flexible and scalable	✓	✓	✓✓✓	<ul style="list-style-type: none"> <li>Can be planned on basis of automated vehicles, and systems allowing for platooning (capacity) and network management (system optimisation and efficiency)</li> <li>Concept allows flexible operation to support growth over time</li> <li>Operation efficiency through optimising service levels and demand / capacity by corridor, time-period etc.</li> </ul>
Value for Money	X	X	✓✓	<ul style="list-style-type: none"> <li>Most cost-effective means of delivering connectivity, quality and capacity outputs, by making best use of existing and planned infrastructure and taking advantage of opportunities from rapidly advancing technology</li> <li>Most likely meet criteria for, and secure, Government funding contribution</li> </ul>
Affordable	X	?	✓✓	<ul style="list-style-type: none"> <li>Likely to deliver an operational surplus i.e. not require ongoing subsidy</li> </ul>
Deliverable	✓	X	✓✓	<ul style="list-style-type: none"> <li>Elements of proposition can be implemented within next 5 years</li> <li>Delivery of full concept would be quicker than for other options considered</li> </ul>



# Conclusion of Option Assessment

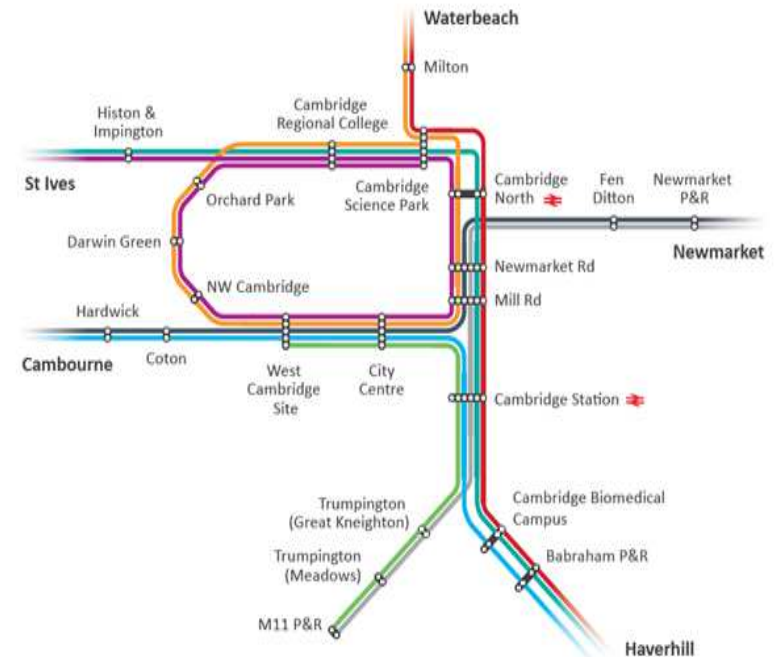
- **CAM offers the potential to deliver the capacity, quality and coverage**, to support wider outcomes related to housing growth, jobs, GVA
  - More cost effective than LRT - **similar benefits at c. 1/3 of the overall cost of LRT**
  - Greater coverage, connectivity and accessibility than AVRT, better meeting the requirements of a Mass Transit system for greater Cambridge - **higher benefits potential at similar or lower cost.**
  - More deliverable, flexible and scalable
- The CAM concept utilises emerging technology, including connected, autonomous / driverless vehicles
  - a great opportunity for Cambridge to be a 'city of firsts' in developing a **high quality, high capacity, world-class automated mass transit system**
- **It could deliver transit-oriented development**, and utilise a range of local funding mechanisms, including **land value capture**, which could support delivery of scheme.

# Recommendations

January 2018

# Development of CAM

- **Development of proposition:**
  - Vehicles and technology
  - Infrastructure, routes, services, hubs
- **Phased development of network:**
  - Utilise existing and proposed segregated alignments
  - Tunnel > step change connectivity and reliability delivering full segregation within the city
  - Future segregation and priority measures can be implemented across wider network (aligned with growth, congestion) are to ensure quality of services
- **Autonomous, connected, driverless:**
  - Could operate on segregated sections within 5 years
  - Full roll out as regulation permits driverless operations on general road network
  - Infrastructure can support high-quality vehicles and services in interim



# Operations

- CAM would be developed as 'private' infrastructure, owned and managed by the Combined Authority
  - CA would have control over quality and service aspects, but could be operated by a third party
- CAM would be fully integrated with other public transport modes and first/last mile solutions - creating one transport 'brand' for Cambridgeshire, and a familiarity and ease of use for passengers similar to TfL and TfGM
- Subject to further analysis, the proposed solution will be viable and is unlikely to require a public subsidy to operate
- Operating costs are dependent on the routes and service patterns adopted. These are flexible:
  - Over time - scale up to accommodate planned growth / growth in demand
  - Between regional corridors and destinations
  - Peak vs. inter-peak (driverless operation better enables this)
  - Allows for mix of vehicle lengths (higher / lower capacity)

# Funding mechanisms

CAM could be funded through a combination of:

- **Existing mechanisms:**

- Community Infrastructure Levy
- Business Rate Supplement
- Council Tax Precept
- Local tax retention
- Workplace parking levy or dynamic charging regime
- Highways England Contribution
- Direct contributions

- **Innovative funding:**

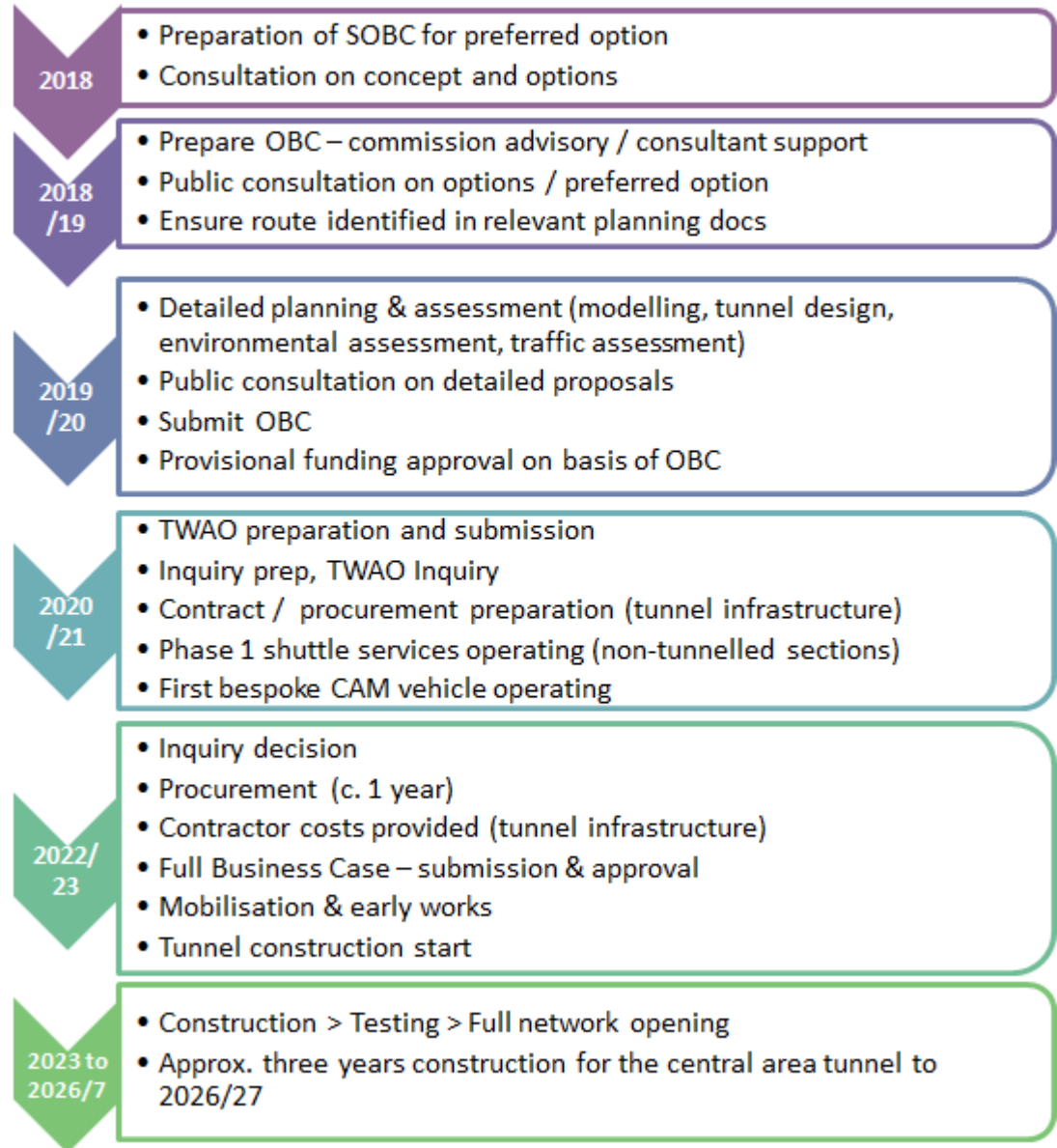
- More flexible approaches to existing land-value capture mechanisms, as proposed by National Infrastructure Commission in November 2017, including:
  - a city-regional CIL and/or pooling of Section 106 agreements
  - ability to forward-fund infrastructure by borrowing against future receipts
- Wholly new land-value capture mechanisms, which fully address the “*significant weaknesses*” of current mechanisms identified by the National Infrastructure Commission, if developed through primary legislation

- **Central Government funding** through existing funding streams

- E.g. Large Local Major Schemes (DfT), Housing Infrastructure Fund (DCLG)

# Indicative Delivery timescales

- **Phase 1 in early 2021:**
  - Bespoke CAM vehicles delivered to Cambridge
  - Adaptation of guideway for autonomous operation
  - Initial shuttle service operating between Biomedical Campus and Cambridge Station
- **Through services via tunnel in 2026/27**



# Thank you

DISCLAIMER: This work may only be used within the context and scope of work for which Steer Davies Gleave was commissioned and may not be relied upon in part or whole by any third party or be used for any other purpose. Any person choosing to use any part of this work without the express and written permission of Steer Davies Gleave shall be deemed to confirm their agreement to indemnify Steer Davies Gleave for all loss or damage resulting therefrom.





**CAMBRIDGESHIRE  
& PETERBOROUGH**  
COMBINED AUTHORITY

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

## **DRAFT MINUTES**

**Date:** 12<sup>th</sup> February 2018

**Time:** 11am

**Location:** East Cambridgeshire District Council

**Present:**

Cllr Robin Carter  
Cllr Terry Hayward  
Cllr Mike Bradley  
Cllr Alan Sharp  
Cllr John Batchelor (Chair)  
Cllr Alex Riley  
Cllr Dave Baigent  
Cllr Rod Cantrill  
Cllr Lucy Nethsingha  
Cllr Janet French  
Cllr David Over

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

**Officers:**

Rachel Musson  
Jon Alsop  
Debbie Forde  
Anne Gardiner

Interim Chief Finance Officer  
Interim Project Accountant  
Governance Advisor  
Scrutiny Officer



## **1. Apologies**

- 1.1 Apologies received from Cllr Yeulett, Cllr Murphy and Cllr Mason.

## **2. Declaration of Interests**

- 2.1 No declarations of interests were made.

## **3. Budget Consultation**

- 3.1 The Committee considered the budget report that would be discussed at the Combined Authority Board meeting on Wednesday 14<sup>th</sup> February.
- 3.2 The Chair invited the Interim Chief Finance Officer and the Financial Project Officer to answer the committees questions; the following point were made during the discussion:-

- The budget that the Committee had to consider was the draft budget report that had been approved by the Board at their December meeting but had taken into account some of the consultation responses received.
- The members noted that the responses that had been received from some constituent councils were more of a plea for funding rather than an actual comment on the budget and that there were no responses from the business sector, despite request being sent to the Chamber of Commerce and others through other routes.
- The budget setting process and consultation was fairly consistent with other combined authority processes, however, next year the finance team would aim to change the timings of the consultation to allow for the Christmas break, as it was felt this may have had an impact on the number of responses received.
- The Chair commented to the committee that the public had not been involved in the list of consultees for the budget and this may want to be reconsidered for next year.
- Members felt that this budget was a historical budget rather than a forward-looking budget as it outlined figures that had already been approved by the Board.
- Members felt it would be useful to see the budget for future years to be able to get a good understanding of the costs around individual projects.
- Members were advised that the Combined Authority were working on and would be providing a Medium Term Financial Strategy in due course, which would provide the information for the budgets for future years.
- The LEP budget was still to be brought to the Board for approval, it was envisioned that this would be brought back in March. There was a legal requirement for the Combined Authority to approve a balanced budget before the beginning of March which was why the two budgets had to be considered separately.

- Members felt that some information regarding the LEP budget should have been included with the budget.
- The estimated figures for the Local Transport Plan had been taken from the budgets which were held by the existing transport teams at Cambridgeshire and Peterborough Councils. The funding had been delegated down from the Mayor to the two councils for the existing teams to deliver the transport plans.
- Members raised concern around the documentation and presentation of the budget report and felt the budget should have a more granular process to enable members to have a better understanding. The Chief Finance Officer advised that she would be happy to work with the scrutiny committee to provide more detailed information, and that the Medium Term Financial Strategy would provide further detail.
- The committee raised concern around the visibility of the income streams and where money was currently being held by the Combined Authority. The officers advised that there is a current Treasury Management Strategy which was considered by the Audit and Governance Committee at their December meeting, and plans to develop this further as the current strategy is based on the Peterborough City Council model. Audit and Governance Committee had asked for this to be reconsidered and a paper would be brought back to the next Audit and Governance Committee meeting in March.
- Cllr Baigent asked a question around the allocation of housing funds to Cambridge City Council and whether approval for funding had to go through the Mayor and where the money was held – officers advised that it was the Board that agreed the allocation in line with the Monitoring & Evaluating and an Assurance Frameworks. The officers would contact the Senior Manager responsible for Housing for a written response to this question.
- Members asked if the changing portfolio holders within the Combined Authority had affected the finance officers, officers confirmed that as they mainly work with the Portfolio Holder for Fiscal Strategy, who has not changed, and with the directors for the other work streams, this was not an issue.
- Members queried the £175m reserves figure for 2018/19 financial year, as it was felt that this did not reflect the available funding by identifying any ringfenced projects, and therefore that money was not freely available to spend on other projects. It was agreed that the report could be clearer and the MTFP would address this.
- Cllr Nethsingha raised a concern about the mayors increasing expenses and asked for more detail to be provided around this. Officers advised this was only a notional figure.

3.3 The Chair-person outlined three areas he felt had been raised during the meeting for him to take forward to the Board meeting on Wednesday.

1) Incompleteness of the budget due to the LEP not being included.

2) Consultation responses were disappointing but understandable due to lack of details in budget.

3) the Committee expected to see a forward budget of three years, reserves analysed in terms of commitments and uncommitted without these it was difficult to make an informed decision.

- 3.4 Cllr Nethsingha proposed, seconded by Cllr Baigent that the committee recommend the following to the Board meeting on Wednesday 14<sup>th</sup> February 2018.

‘The O&S Committee express their concern at the lack of detail made available in the budget papers as they are presented. The Committee expresses particular concern that the budget papers do not reflect the money committed to projects in future years, for example commitments made to Peterborough University. We welcome the commitment to produce a medium term financial plan and ask that this be produced as a matter of serious urgency.’

The Committee unanimously agreed.

#### **4. Mass Rapid Transport Review – Terms of Reference**

- 4.1 The Committee received the report which outlined the points needed to consider the terms of reference for the Mass Rapid Transport review group.

- 4.2 The Committee resolved to appoint the following membership for the task and finish group:

Cllr Cantrill  
Cllr French,  
Cllr Carter,  
Cllr Baigent  
Cllr Riley (until May 2018).

The Committee agreed to appoint Cllr Cantrill as Chairman for the Task and Finish Group.

- 4.3 It was agreed that the Task and Finish Group should meet following the conclusion of the O&S Committee on the 26<sup>th</sup> February at Huntingdonshire District Council.

- 4.4 The Chair-person advised that there were no items of business for the 26<sup>th</sup> February and asked the members if they would still like to meet.

The members asked that the Mayor and the Chief executive be invited to attend the O&S Committee meeting on the 26<sup>th</sup> February to answer some question around the concerns the committee had about the changing Portfolio Holders of the Combined Authority.

Officers to confirm if this would be possible and advise the Chair-person.

#### **5. Date of Next Meeting**

- 5.1 The next meeting would be held on the 26<sup>th</sup> February 2018 at 11am at Huntingdonshire District Council

Meeting Closed: 12:25pm.



<b>OVERVIEW AND SCRUTINY COMMITTEE</b>	<b>AGENDA ITEM No: 5</b>
<b>26<sup>th</sup> MARCH 2018</b>	<b>PUBLIC REPORT</b>

## **TASK AND FINISH GROUP – MASS RAPID TRANSPORT TERMS OF REFERENCE & UPDATE**

### **1.0 PURPOSE**

- 1.1 The Task and Finish Group met on the 26<sup>th</sup> February for a preliminary meeting to agree the terms of reference of the group, which need to be approved by the committee.

<b><u>RECOMMENDATION</u></b>	
<b>FROM:</b>	<b>26<sup>th</sup> March 2018</b>
<b>Lead Officer:</b>	<b>Kim Sawyer, Legal Counsel and Monitoring Officer</b>
Members are recommended to approve the terms of reference from the Task and Finish group.	

### **2.0 BACKGROUND**

- 2.1 At the January Overview and Scrutiny Committee meeting it was agreed by members that they would like to consider in more detail the Mass Rapid Transport project and that they would set up a task and finish group to carry out that review.
- 2.2 The Overview and Scrutiny Committee agreed that the Terms of Reference should be discussed by the Task and Finish group at their first meeting and brought back for the committee to approve.

### **3.0 TERMS OF REFERENCE**

- 3.1 The Task and Finish Group agreed the terms of reference for the Task and Finish Group as follows:

1)To review existing processes and the development of the MRT project to date

2)To ensure that the CAM fits within an integrated transport network: if the busway and park and ride are not to be promoted;

(a) would the passenger transport network function effectively and

(b)would it align with schemes being delivered by GCP?

3)To consider the decision making and consultation processes to arrive at a transport solution based upon the CAM

4)To examine this project within the Local Transport plan development and the development of the Bus Strategy.

3.2 The minutes from the Task and Finish Group outline the other points discussed by the members. (Appendix 1)

#### **4.0 APPENDICES**

4.1 Appendix 1 – Draft minutes Task and Finish Group

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



## **Task and Finish Group: Mass Rapid Transport**

### **DRAFT MINUTES**

**Date:** 26<sup>th</sup> February 2018

**Time:** 11am

**Location:** Huntingdonshire District Council

**Present:**

Cllr Rod Cantrill (Chair)  
Cllr Robin Carter  
Cllr Dave Baigent

Cambridge City Council  
Huntingdonshire District Council  
Cambridge City Council

**Officers:**

Keith McWilliams  
Kim Sawyer  
Debbie Forde  
Anne Gardiner

Director Transport and Infrastructure  
Legal Counsel and Monitoring Officer  
Governance Advisor  
Scrutiny Officer

**1. Apologies**

- 1.1 Apologies received from Cllr French and Cllr Riley

**2. Terms of Reference and Scoping of Review**

- 2.1 The Chair outlined three objectives he considered were important:
- 1) That the review should feed into next stage of the process over the next six months;
  - 2) Review the project to date assessing the component parts including value for money and quality of the proposals.
  - 3) How the project fits with other transport systems and projects happening at the present time.
- 2.2 Members discussed matters that they would wish to consider as part of the review:
- (a) how the project had evolved in the first stage to draw out any lessons that could be taken forward
  - (b) how the CAM project would operate with existing transport systems and how other projects such as the busway would be integrated.

- (c) how the existing and future Local Transport Plan would feed into the CAM project.
- (d) Public consultation arrangements out to ensure there was support from the local community for the CAM project.
- (e) the outcomes of this review could feed into the next stage of the CAM process based on input from the consultants and third parties

The Director of Transport and Infrastructure advised that the current transport plan did not align fully with the Combined Authority plan which was under development. The work on developing the new transport plan would begin in the next month and take 12-18 months to complete. It would run alongside the work being done by the consultants Steer Davies.

2.3 The Task and Finish Group **agreed** the terms of reference for the Task and Finish Group as follows::

- 1) To review existing processes and the development of the MRT project to date
- 2) To ensure that the CAM fits within an integrated transport network: if the busway and park and ride are not to be promoted,
  - a. would the passenger transport network function effectively and
  - b. would it align with schemes being delivered by GCP?
- 3) To consider the decision making and consultation processes to arrive at a transport solution based upon the CAM
- 4) To examine this project within the Local Transport plan development and the development of the Bus Strategy.

### 3. **Support for Review**

- 3.1 The group discussed the capacity of officers at the Combined Authority to support the review and agreed that an independent advisor with relevant experience and understanding of the area and its transport needs should be sought to support the group.
- 3.2 The Task and Finish Group **agreed** that they would prefer to have an independent consultant to assist with the review and the Monitoring Officer and Director of Transport and Infrastructure would identify a short list of independent persons who could assist the Group. Three quotes would need to be obtained.

### 3. **Discussion with Lead Officer and identify information required for review**

- 3.1 The group discussed with the officers the timeframe for the review and agreed that it was important that the review tied in with the next stage of the CAM project so a six-month timeframe was agreed to allow for the review to provide advice and influence the outcome of the next stage.



### 3.2 The Task and Finish group **agreed**

- (a) to meet after the next Overview and Scrutiny Committee meeting to
  - i. Consider CVs of three independent advisors to choose from to support the group and to scope out the role;
  - ii. Decide what evidence the group would like to request to come forward.
  - iii. Propose budget for approval by Combined Authority to support the work of the committee.
- (b) To report to the next meeting of the Overview and Scrutiny Committee to agree these terms of reference.

### 3.3 The members discussed whether the group should meet in public or whether the meetings should be informal and that this should be discussed further once the review was developed. It might want to prepare its work informally, and take evidence in public. Public meetings would be published on the website and minutes would be made available where possible.

It discussed having a drop box and group email for informal communications and storage of key documents.

## 4. **Date of Next Meeting**

### 4.1 The next meeting would be held on the 26<sup>th</sup> March 2018 at the conclusion of Overview and Scrutiny Committee meeting due to be held at Peterborough City Council.

Meeting Closed: 12:30pm.



<b>OVERVIEW AND SCRUTINY COMMITTEE</b>	<b>AGENDA ITEM No: 7</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 the remainder of the 2017/18 municipal year and ask them for comments and suggestions.

<b><u>RECOMMENDATION</u></b>	
<b>FROM:</b>	<b>26<sup>th</sup> March 2018</b>
<b>Lead Officer:</b>	<b>Kim Sawyer, Legal Counsel and Monitoring Officer</b>
That the Committee discusses items that they would like to be added to the work programme for the Overview & Scrutiny Committee for the 2017/18 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.

### 3.0 APPENDICES

- 3.1 Appendix 1 – Work Programme.

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

## Appendix 1

### OVERVIEW AND SCRUTINY WORK PROGRAMME 2017/18

Meeting Date	Item	COMMENTS
26 <sup>th</sup> Mar 2017	<b>Review of the Combined Authority Upcoming Agenda</b> Standing item where the Committee will review the items being taken to the Board meeting for the Combined Authority that month and raise any concerns or issues they would want the Chairman to address. <b>Contact Officer: Anne Gardiner</b>	Mayor of the Combined Authority and Chief Executive to attend.
	<b>Task and Finish Group Terms of Reference &amp; Update</b>	
	<b>Overview and Scrutiny Work Programme</b> To consider the work programme for the year 2017/18. <b>Contact Officer: Anne Gardiner</b>	
	<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>Contact Officer: Anne Gardiner</b>	
23 <sup>rd</sup> Apr 2017	<b>Review of the Combined Authority Upcoming Agenda</b> Standing item where the Committee will review the items being taken to the Board meeting for the Combined Authority that month and raise any concerns or issues they would want the Chairman to address. <b>Contact Officer: Anne Gardiner</b>	

Meeting Date	Item	COMMENTS
	<b>Overview and Scrutiny Work Programme</b> To consider the work programme for the year 2017/18. <b>Contact Officer: Anne Gardiner</b>	
	<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>Contact Officer: Anne Gardiner</b>	
29 <sup>th</sup> May 2017	<b>Appointment of Chair and Vice Chair</b>	
	<b>Cambridgeshire and Peterborough – 4 Year Plan</b> The Mayor and CEO for the Combined Authority to attend to give presentation on the proposed Cambridgeshire and Peterborough 4 year plan and for O&S members to provide an overview.	
	<b>Skill Strategy</b> The Committee will receive a presentation from the Director for Skills to outline the strategy due to be approved by the Board at the June meeting.	
	<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>Contact Officer: Anne Gardiner</b>	

Meeting Date	Item	COMMENTS
	<p><b>Overview and Scrutiny Work Programme</b> To consider the work programme for the year 2017/18.</p> <p><b>Contact Officer: Anne Gardiner</b></p>	