



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

DATE: 21<sup>st</sup> September 2017  
TIME: 2pm  
LOCATION: Cambridge City Council, Council Chamber, The Guildhall, Market Square, Cambridge CB2 3QJ

### Membership

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

# AGENDA

Item no:		LEAD	PAGE
1.	<p><b>Apologies</b> To receive apologies and details of any substitute members attending.</p>	A. Gardiner	Verbal
2.	<p><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.</p>	Chair	Verbal
3.	<p><b>Minutes</b> (a) Minutes of the meeting held on Monday 24<sup>th</sup> July 2017 and matters arising.  (b) Minutes of the extraordinary meeting held on Wednesday 16<sup>th</sup> August 2017 and matters arising:- (i) Chairman's Update - Cabinet Call In Meeting held 4<sup>th</sup> September 2017.</p>	Chair	Page 4  Page 13  Page 19
4.	<p><b>Interview – Portfolio Holder for Homes and Communities</b></p>	Chair and relevant Shadow Portfolio Holder	Page 22
5.	<p><b>Amendment to Standing Orders for the Overview &amp; Scrutiny Committee – Public Question Scheme</b></p>	Chair	Page 24
6.	<p><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. Agenda for the CA Board can be found <a href="#">here</a>.</p>	Chair & Shadow Portfolio Holders	Verbal
7.	<p><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>.</p>	Chair	Verbal
8.	<p><b>Overview &amp; Scrutiny Work Programme</b></p>	Chair	Page 35
9.	<p><b>Date &amp; Location of Next Meeting</b> 23<sup>rd</sup> October - East Cambridgeshire District Council</p>	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 – OVERVIEW AND SCRUTINY COMMITTEE**

### **DRAFT MINUTES**

**Date:** 24<sup>th</sup> July 2017

**Time:** 2pm

**Present:**

Cllr Robin Carter	Huntingdon District Council
Cllr Terry Hayward	Huntingdon District Council
Cllr Alan Sharp	East Cambs District Council
Cllr Alex Riley	South Cambs District Council
Cllr Philippa Hart	South Cambs District Council
Cllr Fred Yeulett	Fenland District Council
Cllr David Mason	Fenland District Council
Cllr Dave Baigent	Cambridge City Council
Cllr Rod Cantrill	Cambridge City Council
Cllr Jan French	Cambridgeshire County Council
Cllr Lucy Nethsingha	Cambridgeshire County Council
Cllr David Over	Peterborough City Council
Cllr Ed Murphy	Peterborough City Council

<b>Officers present –</b> Kim Sawyer	Monitoring Officer
Martin Whiteley	Chief Executive Officer
Debbie Forde	Governance Advisor
Anne Gardiner	Scrutiny Officer

#### **1. Apologies**

- 1.1 Apologies received from Cllr Batchelor, substituted by Cllr Hart and apologies received from Cllr Bradley.

## **2. Declaration of Interests**

2.1 There were no declarations of interest.

## **3. Minutes of the meeting held on Monday 26<sup>th</sup> June 2017.**

3.1 Committee members requested that 'Matters Arising' be added to the minute item on the agenda.

3.2 Committee members requested that in reference to the issue of public questions that was discussed at the last meeting, that a report be brought to the September committee meeting for the members to discuss.

3.3 The Committee agreed the minutes from the June meeting.

## **4. Interview – Portfolio Holder for Transport and Infrastructure**

4.1 The Councillor Charles Roberts, Portfolio Holder for Transport and Infrastructure, introduced the work related to his portfolio area, and responded to questions from Members of the Committee.

The following points were made:-

- The interim transport plan was a combination of the Peterborough City Plan and the Cambridgeshire County Plan; there were limitations to this as both plans were put together in isolation. They were also unable to anticipate the scale of investment that would come through the Combined Authority nor able to fully anticipate the scale of the ambition for housing development and job creation. Therefore, those plans by their nature were limited but necessary following the establishment of the Combined Authority.
- The Combined Authority was an opportunity to influence many things that have previously frustrated constituent councils. There was more learning to be done and considerable opportunities to be had. The Mayor's 100 day plan was very much about commissioning studies to understand those opportunities and the needs across the entire area. It was about setting the scene, setting the context and tempo for the Combined Authority going forward.
- A new integrated Transport Plan had been commissions to complement the other feasibility studies and to encompass the wider combined authority area. The new plan would help to maximize the wider ambitions for the whole of the combined authority area and the extra funding that would be.
- The work of the Independent Economic Commission and the non statutory Spatial Plan would inform the work of the new Transport Plan to understand the current situation and to maximize future economic opportunities, social movement and changes to work patterns and variations across the county, both in the its cities, market towns and

rural villages; it needed to understand its future economy and population.

- Relationships with neighboring counties had to be considered as people travel within and through the county on key trunk roads. It was important to understand how a major project such as the expansion of the M11 corridor might impact the rest of the counties roads before going forward with the other projects - smaller, short term improvements planned would still continue. The A1 will be included as it was a key route.
- Talks were already ongoing with Suffolk regarding the six junctions and jointly funded study had been agreed; the results of which could have a major impact on the south of the county.
- Wisbech Town was an exciting opportunity but it must be connected to the rest of the country, not just to Cambridge, by both road links and rail links. The existing industries could be very attractive especially after Brexit and having heavy rail infrastructure in place would be key to bringing economic prosperity to the area.
- The Combined Authority was aware of issues surrounding the use of cars by most of the population in rural areas and the isolation of communities but building bigger roads was not necessarily the solution. Understanding the movement of people would be key when considering the franchising of the bus services together with other different mechanisms.
- In response to a question regarding whether a 'Transport for Cambridge and Peterborough' similar to the models of London and Manchester authorities had been considered, this was one of the options being considered but London and Manchester were metropolitan cities and therefore very different to the area of the Combined Authority. The Cornwall/Devon modal would be more likely to be considered.
- The Combined Authority understood the frustrations over the long lead in times for larger projects but engagement with the rail operators and use of the information that would be gathered by the Combined Authority could be used to influence and speed up the process and deliver some quick, simple fixes. East Coast rail and the development of Alconbury were under consideration by officers.
- In response to a question about the Mayor's ability to use his influence in regards to the rail providers the Committee were told that the Mayor would use his power to ensure the rail operators would get on board.
- Wisbech Rail development was key to spreading the economic prosperity across the county. Network Rail have selected the consultants for the next stage and these would be formally appointed in August and would start work in September.
- Smaller transport infrastructure projects would still be done and it would be up to the representatives from the constituent authorities to bring

forward any urgent plans that needed to be looked at and how the Combined Authority could take these forward. It was important for the flow of information between the Board and Committee and the constituent councils on any items that were of importance to local people. Local MP's were on board with the Mayor's plans.

4.2 The Chair thanked the Portfolio Holder for attending to highlight the work of his portfolio area and to answer the committee's questions.

## **5. Interview – Portfolio Holder for Strategic Planning**

5.1 Councillor Lewis Herbert, the Portfolio Holder for Strategic Planning introduced the work related to his portfolio area, and responded to questions from Members of the Committee.

The following points were made:-

- 5.2
- This portfolio lead on the non-spatial plan; some authorities had a statutory plan, the Combined Authority did not, The Combined Authority Order ensured the Local Plans were sovereign.
  - The Combined Authority's non-statutory spatial plan would be in addition to the existing local plans that go through major community engagement. The non statutory spatial plan could add value to the local plans as it combined the ability of the Combined Authority to invest its own money and generate other investment in infrastructure and work with other organisations such as Network Rail or Highways England to develop opportunities. It would include work from the Independent Economic Commission and the LEP .
  - The output would be a focused spatial plan in terms of it policies but stage two would discuss specific sites.
  - Several of the Local Plans had been unable to deliver on their local plans, for example with stalled sites. The non-statutory special plan would be looking at areas of the county that had challenges, stalled sites or threshold sites and would help bring forward the next generation of local plans. A land commission would be established building on the work of 'Making Assets Count' to maximize the use of public land holdings.
  - The Combined Authority should focus on areas of disadvantage by focusing on inclusive growth and geographically recognising the urban/rural divisions.
  - It would hinge on choices of the scale of site and nature of the existing communities, primarily it would start by looking at housing. There was an obstacle with housing and ensuring people's ability to commute to work, there would need to be good public transport links.
  - In terms of deprivation the Combined Authority cannot be overly ambitious. It was in the interest of the county that growth was distributed across the county and the extent to which the Combined Authority's interventions could assist with this. The Combined Authority would

need to take ownership of some of the challenging sites in partnership with the districts and making sure that any obstacles were unblocked.

- The Combined Authority did not have Compulsory Purchase Order powers; the Portfolio Holders advice would be to over allocate on the sites to tackle this but the decision would be down to individual authorities.
- The non-statutory and the Transport Plans must work as a partnership; transport infrastructure investments must enable growth occurs on a wider geography and if housing was going to be added then there must be improvements in transport to enable this.
- The Mayor does not have the power to put a cap on land prices; there would need to be a change in local legislation to allow that to happen and would probably be in regards to transport planning.
- The influence that the Combined Authority could exert over employment and businesses was different to the influence it could exert on housing and transport. The work of the Independent Economic Commission would be key to understanding the economy and come up with scenarios on how many jobs could be created. We can get jobs to move away from Cambridge but it would not be the high-tech jobs but rather other smaller firms.
- In regards to creating jobs more affordable housing needed to be created, which would enable people to live closer to where they worked. However there was a real challenge in the north of the county because viability is much harder the further you move away from Cambridge.
- Cleaner energy and growth was a priority; engaging with the utilities companies would be key as they were the main obstacles. There was a commitment for more sustainable and renewable energies but a discussion was needed with the utility companies.
- The LEP had good relationships with other organisations and it would be good to see better integration of the Combined Authority and the LEP to utilise those relationships.
- In response to a question regarding potential conflicts between current plans of the City Deal and the Mayor's plans. the Portfolio Holder advised that he would be discuss this with the Mayor. There would be a lot of analysis and evidence based decisions.
- The Portfolio Holder agreed to provide a note for committee members examples of this modal of a non-spatial planning was used anywhere else in the country.

5.3 The Chair thanked the Portfolio Holder for attending to highlight the work of his portfolio area and to answer the committee's questions.

## **6. Shadow Portfolio Holders**

6.1 The Committee received the report which outlined the role of the proposed shadow portfolio holders and asked members to decide if they would like to allocate members to undertake these roles.

6.2 The members resolved to allocate members of the committee to the roles of shadow portfolio holders. See Appendix A.

## **7. Combined Authority Agenda**

7.1 The Committee considered the agenda that had been published for the upcoming Combined Authority Board meeting on 26 July and were asked to comment on any issues they felt should be raised by the Committee.

7.2 The Committee agreed that now we have appointed shadow portfolio holders they would be able to look at the relevant reports on future agendas.

7.3 The Committee noted the agenda of the Combined Authority Board meeting on 26<sup>th</sup> July.

## **8. Combined Authority Forward Plan**

8.1 The Committee had no comments to make at this time regarding the forward plan of the Combined Authority.

## **9. Overview and Scrutiny Work Programme**

9.1 The Committee received the work programme and were asked to comment or make any amendments.

9.2 The Committee discussed how they would like to structure their meeting going forward with various suggestions being put forward in regards to what type of scrutiny the committee should undertake and the timing of the meetings in regards to the Board meetings.

The Committee discussed the roll of call in and the need to have the meeting after the Board meeting rather than before – the Monitoring Officer advised that if the Committee continued to meet before the Board meeting that members could prepare a draft call in report outlining the committees concerns and any recommendations. The Chair would then attend the Board meeting to put forward the committee's recommendations. If the Board chose to ignore these then the committee members would contact the Monitoring Officer to ask for the call in report to be activated and start the call in process.

It was resolved that the Committee would continue to hold their meetings before the Board meeting and would review the structure after the November meeting and after training with the Centre for Public Scrutiny.

9.3 The Committee agreed that an action sheet be produced after each meeting to show what actions had been agreed either by the committee or the board members and officers invited to attend.

9.4 The Committee resolved that they would like to invite the Chief Executive for the Combined Authority be invited to attend the September meeting.

9.5 The Committee resolved that they would like there to be an item on the Board agenda to enable the Overview and Scrutiny Committee to provide feedback on items that had been discussed at their meeting held beforehand and that the Chair would attend the Board meeting on Wednesday 26<sup>th</sup> July to present the Committee's proposal and other issues that had been raised at this meeting.

9.6 The Committee resolved to put forward the below recommendation to the Board:

'The Overview and Scrutiny Committee recommends to the Board of the Combined Authority that at the end of the Mayor's 100 Day Plan (August 16<sup>th</sup> 2017) that should a further Combined Authority Plan be proposed, that plan is developed with involvement from the Overview and Scrutiny committee and that all future similar plans brought forward are developed in Consultation with the Overview and scrutiny Committee.'

9.7 The Overview and Scrutiny Committee resolved to ask the Board to note that the Committee has agreed to appoint shadow portfolio holders from within the Overview and Scrutiny Committee membership.

9.8 The Committee resolved to highlight to the Board that the committee has heard from the Mayor and two portfolio holders at their last two meetings and welcomes discussions with the portfolio holders and would propose that for future meetings:

a) the Portfolio Holders should prepare a 10 minute presentation for the Committee;

b) the Committee will send questions to portfolio holders in advance of the meeting but may ask a number of supplementary questions.

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

10.1 The Committee asked for officers to look into moving meetings to a 10am start.

10.2 The Committee agreed that the next meeting would be held at Cambridge City Council on the 21<sup>st</sup> September 2017.

## **Appendix 1**

<b>CABINET</b>	<b>Key Areas of Responsibility</b>	<b>Portfolio Holder</b>	<b>O&amp;S Shadow Member</b>
Mayor	Chair of Combined Authority Securing more power & investment into Cambridgeshire & Peterborough – including future devolution deals Public service reform	James Palmer	Cllr Batchelor
Deputy Mayor (Statutory)	Chair of Investment Group Economic & Productivity Strategy International trade, inward investment and business development	Cllr Robin Howe	Cllr Hayward
Deputy Mayor (Constitutional)	Working with the LEP to develop the future industrial sectors of Cambridgeshire & Peterborough Tourism	Cllr John Holdich	Cllr Hudson Cllr Murphy
Fiscal	Strategic fiscal planning Investment strategy Budget setting and monitoring Vice Chair of Investment Group	Cllr Steve Count	Cllr Sharp Cllr Cantrill
New homes and communities	Housing Strategy Housing Programmes to drive up housing supply Strategic relationship with housing providers, developers and builders Sustainable communities and community infrastructure Vice Chair of Delivery Group	Cllr Peter Topping	Cllr Mason Cllr Riley
Transport and infrastructure	Delivery of growth Infrastructure including the key route network Key Transport Partnerships including Network Rail & the private sector Safe, secure and sustainable transport including buses Member of Delivery Group	Cllr Charles Roberts	Cllr Baigent Cllr Carter
Employment and Skills	Skills Strategy - matching skills to high quality jobs Promoting skills and apprenticeship excellence Key Partnerships with Universities & Higher Education Cambridgeshire & Peterborough Apprenticeships Member of Delivery Group	Cllr John Clark	Cllr Nethsingha Cllr Over
Strategic Planning	Non-statutory spatial plan Chair of Land Commission - supply of public sector land	Cllr Lewis Herbert	Cllr Bradley Cllr Yeulett

	Supporting disadvantaged communities and individuals to benefit from growth and prosperity Energy and Clean Growth Member of Investment Group		
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## **CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY – OVERVIEW AND SCRUTINY COMMITTEE**

### **Call In Meeting**

### **DRAFT MINUTES**

**Date: 16<sup>th</sup> August 2017**

**Time: 11am**

**Present:**

Cllr Robin Carter	Huntingdon District Council
Cllr Terry Hayward	Huntingdon District Council
Cllr Alan Sharp	East Cambs District Council
Cllr Alex Riley	South Cambs District Council
Cllr John Batchelor	South Cambs District Council
Cllr Fred Yeulett	Fenland District Council
Cllr David Mason	Fenland District Council
Cllr Dave Baigent	Cambridge City Council
Cllr Rod Cantrill	Cambridge City Council
Cllr Jan French	Cambridgeshire County Council
Cllr Lucy Nethsingha	Cambridgeshire County Council
Cllr Ray Bisby	Peterborough City Council

<b>Officers present –</b> Martin Whiteley	Chief Executive Officer
Paul Smith	HR Director – Peterborough City Council
Debbie Forde	Governance Advisor
Anne Gardiner	Scrutiny Officer

**Others in attendance: -**

Cllr Robin Howe – Deputy Mayor Combined Authority

## **1. Apologies**

1.1 Apologies received from Cllr Over, substituted by Cllr Bisby.

## **2. Declaration of Interests**

2.1 There were no declarations of interest.

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

3.1 Cllr Hayward as spokesperson for the members who requested the call in outlined the reasons in the request as set out in the notice attached to the covering report (Appendix A).

3.2 The Chair invited the Chief Executive Officer for the Combined Authority, Martin Whiteley to present his response to the committee.

The following are a summary of the main points highlighted during the presentation:-

- Combined Authorities were the first new authorities to be created since 1974 so this was very much a learning curve and an important point of context to understand that the authority was starting from a very different point to other local authorities.
- The Combined Authority would be small and strategic with the ability to work flexibly; with only 15 members of staff the structure would not be a bureaucracy and would not operate as a normal local authority in terms of the employment of its staff; it would be more flexible and would employ staff using secondments and on interim contracts where appropriate.
- The Combined Authority must work with its partners recognizing the capacity and the necessary skills that would be required.
- The Combined Authority would develop strategies and policies for the entire Cambridgeshire and Peterborough area and would advise on best investments and commissioning services to ensure effective delivery.
- The Combined Authority for Cambridgeshire and Peterborough has a very large job to do with a remit to grow an economy by £20 billion and therefore the staffing must reflect this.
- The Combined Authority had and would continue to receive its funding straight from central government on agreement of achieving certain goals – this was a contract between the authority and central government and should be reflected in the way relationships with partner organisations were dealt with.
- The Combined Authority budget for the current financial year was £100m and for next year could be £152.5m.

- The Housing Director would have control of a budget amounting to £61m.
- The Skills Director would have control of a budget amounting to over £12m.
- The Transport Director would have control of a budget amounting to £12.5m for this year but projects could run into £100m.

3.3 The Chair invited the HR Director to address the Committee regarding the process carried out for assessing the remunerations for the roles, the following points are a summary of what was presented:-

- The salaries outlined in the report that went to the CA Board meeting in July were indicative.
- The Hays scheme was used to assess the job role; this scheme produced a score based on three factors, knowledge, problem solving and management of resources.
- The score indicated that Band 3 - a range from £104k to £128k would be appropriate.
- In comparison to other councils these roles were similar to third tier directors.

3.4 The Chair invited the Deputy Mayor for the Combined Authority to address the Committee, the following points are a summary of the main points raised:-

- When the order for the Combined Authority was signed the shadow board set up some infrastructure and governance arrangements that had put in place a good structure for going forward but could not put in specifics until the Mayor was elected in May 2017.
- When the Mayor announced his 100 day plan it was a high intensity plan that had kept the Board and staff extremely busy and some communications had been lost – the report of the staffing structure was not circulated as thoroughly as usual.
- The Mayor had agreed to an increase in engagement with Board members in the future.
- The Board members were committed to delivering this staffing structure.

3.5 The Chair asked for Committee members to pose any questions they had to the Chief Executive, HR Director and the Deputy Mayor.

The following points are a summary of the issues discussed:-

- Although the report on the officer structure was not circulated as well as usual all Portfolio Holders were involved in previous discussions around the provision of resources for the Combined Authority.
- To ensure the lack of communication did not occur again members of the Board would be involved in an extended debating process and more

informal meetings and the shadow portfolio holders of the Overview & Scrutiny Committee would be involved.

- The suggested staffing appointments would need further work and the figure suggested in the report would be the maximum remuneration for those roles; the final appointments would be decided by the Employment Committee.
- The Combined Authority's suggested staffing structure was smaller than every other Combined Authority.
- The funding for the Mayor's staff would come from the Combined Authority budget this year. The salary for the post of Political Assistant was set by central government and was not externally advertised as the Mayor can appoint his own staff.
- The staffing structure proposed was the full staffing structure; no further proposals would come forward.
- There were no plans for the Combined Authority to have new offices and staff would work flexibly where they can.
- The Combined Authority may contract out certain projects to constituent authorities but the Combined Authority would remain the accountable body and would therefore need to ensure that the assurance framework was in place.
- The Combined Authority would utilise existing resources.
- The use of officers from the constituent councils would be decided on a case by case basis and most constituent councils felt that the resource utilised would be returned by the success of the Combined Authority schemes.
- Currently the Combined Authority was using the services from constituent councils and partners as follows:-
  - HR, Finance and Legal services from Peterborough City Council
  - Housing from South Cambs District Council
  - Skills development – LEP
  - Transport – The Greater Cambridge Partnership.
  - Accommodation from East Cambs District Council
- The differences between what was originally envisioned by the Shadow Board when first setting up the infrastructure was that central government had invited the Combined Authority to invest in new bids and the Mayor's priorities were known. All new items on the Combined Authorities agenda should attract new money being invested into the area.
- The Chief Executive Officer outlined the process taken to decide on these roles; firstly an assessment of necessary staff was undertaken by the Chief Executive officer, these suggested roles were then assessed

through the Hays scheme with the HR Director – these were then benchmarked through discussions with the CEO's of other Combined Authorities across the country and then with constituent authority CEO's and other partner organisations.

- The Chief Executive had spoken with the Greater Cambridgeshire Partnership to see if the Transport Officer could take on the role for the Combined Authority and had been advised the officer was fully employed and could not take on a further remit.
- The statutory responsibility for transport delivery would now sit with the Combined Authority and a new Transport Plan would need to be written which would involve the Transport Directors at Cambridgeshire County Council and Peterborough City Council working together; an officer at the Combined Authority would need to oversee this work.
- The Housing Director would need to liaise with partners across the constituent councils to ensure there was coordination and that all partners were working together.
- Public Service reform would be something that the Combined Authority would look into but no strategy had been formed yet.

3.6 The Committee debated the Call In with the following points discussed:-

- Concerns were raised regarding the amount of work expected of the Board Portfolio Holders.
- Concerns were raised around the quality of debate at the Board meeting.
- One councilor felt that the impact on the recruitment process was minimal in regards to time and that the committee could therefore ask for more detail around these roles and their relationships with the other constituent councils to be provided.
- Although this was an important issue it should not have led to a call in – it was important for the Combined Authority to get the staff in place.
- It was important to have had this discussion as it had highlighted some issues around lack of information and information being provided at the appropriate time for members to scrutinise; a better procedure was needed and better communications.
- Some members stated that the report should have come to the Overview & Scrutiny Committee earlier in the process for feedback.
- Members raised concerns around how the Combined Authority was operating and suggested it should operate with more transparency.
- There was a concern raised by members that important decisions were being taken without sufficient information, support or debate.

3.7 The Chair called for a vote on the request to Call In the decision of the Board to approve the Officer and Support Structure for the Combined Authority.

The Committee **RESOLVED** to uphold the call in request with 7 votes for and 6 votes against.

3.8 The Committee **RESOLVED** that the Overview and Scrutiny Committee recommend that the Combined Authority Board reconsider their decision to approve the proposals in respect of the officer structure as set out in the report that went to the July Board meeting until:-

- a) A higher level of detail is provided around the roles set out in the report and it is clearly defined how these roles will differ to those already carried out by similar officers at the constituent councils and how these officers will work together.
- b) A report of the process that has been undertaken to create these roles to be provided to ensure that there has been a thorough consultation with constituent councils and that there will be no duplication of existing roles.

Meeting Closed 1pm.



<b>OVERVIEW AND SCRUTINY COMMITTEE</b>	<b>AGENDA ITEM No: 3b (i)</b>
	<b>PUBLIC REPORT</b>

## **CHAIRMANS UPDATE - CABINET CALL IN MEETING 4<sup>TH</sup> SEPTEMBER 2017**

### **1.0 PURPOSE**

- 1.1 The purpose of the report is to provide an update for the Committee on the decisions taken by the Board meeting held on the 4<sup>th</sup> September 2017.

<b><u>DECISION REQUIRED</u></b>	
<b>FROM:</b>	<b>21<sup>ST</sup> SEPTEMBER 2017</b>
<b>Lead Author:</b>	<b>Cllr Batchelor</b>
The Committee is recommended to note the report.	

### **2.0 BACKGROUND**

- 2.1 On the 16<sup>th</sup> August the Overview & Scrutiny Committee agreed to call in the decision taken by the Board on 26 July 2017 in relation to the officer and support structure.
- 2.2 The Overview & Scrutiny Committee made the following recommendations to the Board:

The Committee recommended that the Combined Authority Board reconsider their decision to approve the proposals in respect of the officer structure as set out in the report that went to the July Board meeting until:-

- (a) A higher level of detail is provided around the roles set out in the report and it is clearly defined how these roles will differ to those already carried

out by similar officers at the constituent councils and how these officers will work together.

(b) A report of the process that has been undertaken to create these roles to be provided to ensure that there has been a thorough consultation with constituent councils and that there will be no duplication of existing roles.

Although not part of the recommendations, the Committee also requested that information be provided to the Overview & Scrutiny Committee earlier so that they had more time to scrutinise and comment on Board reports.

The minutes from the Overview & Scrutiny Call in meeting can be found [here](#).

2.3 An extraordinary meeting of the Combined Authority Board was held on the 4th September to consider the recommendations made by the Overview & Scrutiny Committee.

The agenda for the Board meeting on the 4th September can be found [here](#)

2.4 The Board, following receipt of additional information provided by the Chief Executive agreed to:-

(a) consider the recommendations of the Overview and Scrutiny Committee;

(b) note the additional information provided by the Chief Executive in relation to the request of the Overview and Scrutiny Committee;

(c) approve the revised proposals in respect of the officer structure as set out in the report;

(d) approve the following posts on the basis of the additional information set out in the report:

- 1) Director of Transport and Infrastructure
- 2) Interim Director of Skills
- 3) Housing Director
- 4) Assistant Director

(e) approve an additional budget allocation for staffing for 2017/18 as set out in the report.

The minutes from the Extraordinary meeting of the Combined Authority Board can be found [here](#).

### **3.0 APPENDICES**

3.1 None

<b><u>Source Documents</u></b>	<b><u>Location</u></b>
<b>Overview and Scrutiny Call In meeting minutes</b>	<a href="#">Minutes</a>
<b>Combined Authority Board Extraordinary meeting Agenda</b>	<a href="#">Agenda</a>
<b>Combined Authority Board Extraordinary meeting minutes</b>	<a href="#">Minutes</a>



<b>OVERVIEW AND SCRUTINY COMMITTEE</b>	<b>AGENDA ITEM No: 4</b>
	<b>PUBLIC REPORT</b>

## **INTERVIEW – PORTFOLIO HOLDER NEW HOMES AND COMMUNITIES – CLLR PETER TOPPING**

### **1.0 PURPOSE**

- 1.1 The purpose of the report is to ask to members which areas they may wish to cover in their questioning of the Portfolio Holder for New Homes and Communities.

<b><u>RECOMMENDATION</u></b>	
<b>FROM:</b>	<b>21 September 2017</b>
<b>Lead Officer and Author:</b>	<b>Kim Sawyer, Interim Monitoring Officer</b>
The Committee are asked to note the presentation and response given by Cllr Topping and pose any supplementary questions to the Portfolio Holder for New Homes and Communities in regards to the housing strategy of the Combined Authority.	

### **2.0 BACKGROUND**

- 2.1 At the April Overview and Scrutiny Committee the shadow members agreed to invite the Portfolio Holders of the Board of the Combined Authority, to discuss their proposals.
- 2.2 At the June Overview and Scrutiny Committee the members agreed that Housing was a key area and that the Portfolio Holder for New Homes and Communities should be invited as soon as possible for the Committee to consider the strategies being brought forward.
- 2.3 The remit for New Homes and Communities Portfolio Holder covers:-

- Housing Strategy
- Housing Programmes to drive up housing supply
- Strategic relationship with housing providers, developers and builders
- Sustainable communities and community infrastructure

2.4 At the July Committee meeting members recommended to the Board that Portfolio Holders prepare a 10 minute introductory presentation and that the committee members send questions to the Portfolio Holder before the meeting to allow thorough answers to be provided.

Question that were received from members of the committee were sent to the Portfolio Holder.

2.5 Committee members will have the opportunity to ask supplementary questions at the meeting.

### 3.0 Appendices

3.1 None

<u>Source Documents</u>	<u>Location</u>
<b>Minutes of the June Overview &amp; Scrutiny Meeting</b>	<u><a href="#">Minutes</a></u>
<b>Minutes of the July Overview &amp; Scrutiny Meeting</b>	<u><a href="#">Minutes</a></u>
<b>Questions received from O&amp;S Committee Members and sent to Portfolio Holder</b>	



<b>OVERVIEW AND SCRUTINY COMMITTEE</b>	<b>AGENDA ITEM No: 5</b>
	<b>PUBLIC REPORT</b>

## **AMENDMENT TO STANDING ORDERS FOR THE OVERVIEW & SCRUTINY COMMITTEE – PUBLIC QUESTION SCHEME**

### **1.0 PURPOSE**

- 1.1 The purpose of the report is to ask the Committee whether it wishes to recommend to the Combined Authority Board that the Committee amend the constitution to add a question time scheme to the overview and scrutiny procedure rules.

<b><u>RECOMMENDATION</u></b>	
<b>FROM:</b>	<b>21<sup>st</sup> September 2017</b>
<b>Lead Officer and Author:</b>	<b>Kim Sawyer, Monitoring Officer</b>
<p>The Committee is required to decide:</p> <ul style="list-style-type: none"><li>(a) whether it wishes to introduce a question time scheme;</li><li>(b) the purpose of such a scheme; and</li><li>(c) to make recommendations on the rules for the scheme.</li></ul> <p>Subject to the agreement on whether to adopt a public question time scheme, the Committee agrees to recommend to the Combined Authority Board that the Constitution (Chapter 8 - Overview and Scrutiny procedure rules) be amended to include an overview and scrutiny question time scheme as set out in Appendix 1b.</p>	

### **2.0 BACKGROUND**

- 2.1 At the July, Overview and Scrutiny Committee meeting members requested that officers produce a briefing to outline the constitutional process for allowing public questions at future Overview and Scrutiny Committee meetings.

- 2.2 The Overview and Scrutiny procedure rules were written to take account of the legal framework. The Board was however keen for the Committee to develop its own procedures.
- 2.3 The shadow Overview and Scrutiny Committee was consulted on the draft procedure rules when the Constitution was in development and the shadow Committee agreed to revisit the procedure rules once it had been formally established.
- 2.4 The Committee asked the Scrutiny Officer to undertake research on whether any other Combined Authority Overview Scrutiny Committees had introduced a scheme. The results of the research are set out in Appendix 1. Members will note that no other Overview and Scrutiny Committees had introduced a scheme at this time.

### **3.0 CONSIDERATIONS**

- 3.1 To introduce a public question time scheme for this committee, the members are asked to consider the three questions posed in the briefing note at Appendix 1.

- 1) Firstly, the Committee should consider whether they wish to recommend that the Committee introduce a question time procedure.

Amendments to the Constitution are a matter for the Board and will require a recommendation from this committee to the Board.

- 2) If it does wish to approve a scheme, the Committee should make recommendations on a scheme to enable the constitution to be amended. It should decide the purpose of its scheme and how it will be different from that adopted by the Board to avoid public confusion.

If the committee decides not to introduce a scheme, the Chair will still have discretion to enable members of the public to ask a question in relation to a matter on the agenda or where the committee is requesting evidence as part of a review.

- 3) The Committee will need to consider and agree the rules for the scheme.

Finally, the Committee should make recommendations on the proposed scheme to the Board with a request to amend Chapter 8 of the Constitution related to the Overview and Scrutiny Committee Procedure rules

- 3.2 The briefing note at Appendix 1 outlines some points for the Committee to consider and some suggested recommendations for the members to discuss.

#### 4.0 APPENDICES

4.1 Appendix 1 – Briefing note on public questions.

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

## **Appendix 1**

### **Briefing Note**

#### **Public Questions at Overview and Scrutiny Committee meetings for the Combined Authority**

##### **Background:**

At the June Overview and Scrutiny Committee meeting members requested that the Scrutiny Officer undertake research and prepare a briefing note to outline options for introducing a public question scheme at Overview and Scrutiny Committee meetings.

The Committee were advised that the Overview and Scrutiny procedure rules were written to take account of the legal framework set down in legislation. Prior to the establishment of the Committee, the board set up a shadow committee to enable it to develop its own procedures and make recommendations to them. The shadow Overview and Scrutiny Committee was consulted on the draft procedure rules and agreed to revisit them once it had been formally established. The shadow Committee did not make any recommendations for a question time scheme.

If the Committee wishes to have a question time scheme, this would require an amendment to the constitution which requires a decision of the Board.

The Committee are requested to decide

- (a) whether to recommend that the Committee introduce a question time procedure;
- (b) If yes, the Committee should decide (a) the purpose of and (b) the rules for its scheme; and

##### **Question 1**

**Does the Committee wish to recommend that the Committee introduce a question time procedure?**

Points to consider

From the research undertaken:-

- The Cambridgeshire and Peterborough Combined Authority Board has a public questions procedure and the scheme is set out in Appendix 1A.
- From the research undertaken, only one other Combined Authority Board, ie West Mids CA, has a question time facility.
- None of the Combined Authorities Overview and Scrutiny Committees has yet put in place question time arrangements.
- The Cambridgeshire Police and Crime Panel has a similar scheme to the one adopted by the Board.

- Peterborough City Council's Overview & Scrutiny Committee does not have a question time, except for when dealing with requests to call in an executive decision.

Under common law, the Chair becomes invested with authority to regulate and control proceedings for the purpose of the meeting. If the Chair considers that the Committee would benefit from a contribution from a member of the public, and the committee agree, then he has the power to allow a member of the public to contribute, ie when the committee is taking evidence as part of a scrutiny review.

### **Recommendation**

- a) The Overview & Scrutiny Committee should decide whether to recommend to the Board that a public question scheme be adopted by the committee.

### **Question 2**

**If the Committee recommends a scheme, what is the purpose of its scheme and how it will be different from that adopted by the Board to avoid public confusion?**

Points to consider: -

- The Board's question time allows the public to ask question of the Board on matters relating to the work of the Combined Authority.
- The role of the Committee is to provide an overview and scrutinise the work of the Board. If the Committee invites the public to ask questions at its meeting, it will want to ensure it is about scrutiny matters and not matters relating to the Board. It would want to avoid referring members of the public back to the Board for an answer to their questions.
- The Committee will want to avoid similar questions or themes being asked at both the O&S Committee and the Board.
- Question time should not be a replacement for public consultation and engagement. The Committee may want to invite members of the public to give evidence as part of a review. This would be separate from any question time process.
- It should be regulated to allow for fairness to those attending and so that the agenda cannot be dominated by one or a group of individuals

## **Recommendation**

If the Committee agree to recommend a scheme, It should recommend to the Board that the Committee wish to adopt a public question time that would allow public questions at each meeting of the Overview and Scrutiny Committee:

- a) To enable members of the public to engage with the Committee and pose questions relating to its remit and functions as an overview and scrutiny committee. Questions will only be accepted if they relate to the Committee's role and responsibilities or an item that the committee is scrutinising.
- b) It will not be a platform for the public to put questions to the Mayor or the Board of the Combined Authority, both of whom have separate arrangements for dialogue with the public.
- c) Questions that should more appropriately be addressed to another party such as the Combined Authority Board or the Mayor will be refused and the member of the public will be advised where best to direct the question.

## **Question 3**

### **What would be the rules of the public question scheme?**

Points to consider:-

- **Time Limit on Speaking**
  - The Committee have agreed to meet for approximately 2 hours once a month and over time will develop a work programme. Therefore, it will want to ensure it has sufficient time to deliver its work programme.
  - The Board has allowed 30 minutes for question time to ensure a balance between public engagement and the need to progress the work of the Board. Priority is given to questions relating to matters on the agenda.
  - The Board has allowed 2 minutes per person for asking a question at the meeting with an optional 1 minute for a supplementary question to ensure a fair distribution of time between questioners.
  - The West Mids Combined Authority Board, the only other Board to have adopted a scheme, have a time limit per person of 5 minutes for a person to speak. They also invite people/service users or their representatives to give evidence when undertaking a scrutiny review. This enables them to have a balance between written evidence and oral evidence.
  - Any questions not dealt with could be answered by the Chair after the meeting. Again, the Chair will want to avoid speaking on behalf of Board members and to keep executive matters separate from overview and scrutiny matters.

- **Notice to be Given**

- The Board have asked for notice of questions. This enables the Board to have had the opportunity to give the public a detailed response. The Board felt that members will want and deserve an answer at the meeting, rather than an answer later on after the meeting.

- **Order for questions**

- For the Board, priority is given to questions on items on the agenda for the meeting, or issues where decisions are expected before the next meeting. The order in which first these and then other questions shall be presented to the meeting shall be determined by a draw undertaken by the Monitoring Officer.
- The Committee may want to consider other options, ie if notice of questions is not required, the Chair could decide from amongst the audience by show of hands, asking the public to write down the questions and the Chair draws them from a hat.
- The Scrutiny Officer could group and combine questions in order of themes at the meeting, or this could be done prior to the meeting, if notice of questions is given.

- **Repeated Questions**

- The Committee could introduce a six-month rule where a question cannot be a repeated question that has already been asked in the past year.

### **Recommendation**

If the Overview and Scrutiny Committee recommend a scheme, it is recommended that the Board's scheme in Appendix 1a be adapted for the Overview and Scrutiny committee's needs.

A suggested scheme for the Overview and Scrutiny Committee is set out in Appendix 1b. The scope for questions (para 17.7) has been amended to take account of the Committee's role

The Committee are asked to consider the scheme in Appendix 1b and agree any amendments.

The Committee should then agree to recommend its scheme to the Board, and request the Constitution (Chapter 8, Scrutiny Procedure rules, Paragraph 17, Page 59) be amended to include the scheme.

## Appendix 1A

### Chapter 5, paragraph 18, page 29 of the CACP constitution.

#### 18. Questions by the Public

##### General

18.1. Councillors of Constituent Authorities and members of the public who are residents of the Combined Authority area or work in the area may ask questions of a Member of the Combined Authority, including at an Extraordinary Meeting. For Extraordinary Meetings, the question must relate to the item on the agenda.

18.2. The total time allocated for questions by the public shall normally be limited to a maximum of 30 minutes, but the Chair shall have the discretion to add a further 15 minutes.

18.3. Where there is an item on the agenda that has attracted significant public attendance, that matter shall normally be taken early in the agenda, unless the Chair agrees there is a compelling reason to do otherwise.

##### Order of Questions

18.4. Priority will be given to questions on items on the agenda for the meeting, or issues where decisions are expected before the next meeting. The order in which first these and then other questions shall be presented to the meeting shall be determined by a draw. The draw shall be conducted by the Monitoring Officer prior to the meeting.

##### Notice of Questions

18.5. A question may only be asked if notice has been given in writing or by electronic mail to the Monitoring Officer no later than midday three working days before the day of the meeting. Each question must give the name and address of the questioner and where possible, the name of the Member of the Combined Authority Board to whom it is to be put.

##### Number of Questions

18.6. At any one meeting, no person may submit more than one question.

##### Scope of Questions

18.7. If the Monitoring Officer considers a question:  
(a) is not about a matter for which the Combined Authority has a responsibility or which affects its area;

- (b) is illegal, improper, defamatory, frivolous or offensive including if it makes unfair claims about Members of the Combined Authority or Constituent Authority staff;
- (c) is substantially the same as a question which has been put at a meeting of the Combined Authority Board in the past year; or
- (d) requires the disclosure of confidential or exempt information he/she will inform the Chair who will then decide whether or not to reject the question.

#### Record of Questions

18.8. The Monitoring Officer shall record the question and will immediately send a copy to the Member to whom it is to be put. Rejected questions will be recorded including the reasons for rejection.

18.9. Written answers will be provided after the meeting to the person who submitted the question. Copies of all questions will be circulated to all Members. Questions and answers will be added to the Combined Authority website.

#### Asking the Question at the Meeting

18.10. The Chair will invite the questioner to put the question to the Member named in the notice. Up to two minutes are allowed for putting the question. If a questioner who has submitted a written question is then unable to be present, they can ask for a written response. No debate will be allowed on the question or response.

#### Supplementary Questions

18.11. Unless due to time shortage and the need to answer other questions means there is insufficient time for supplementary questions, a questioner may also put one supplementary question without notice to the Member who has replied to his or her original question. A supplementary question must arise directly out of the original question or the reply. One minute is allowed for putting the supplementary question.

#### Answers

18.12. Up to two minutes are allowed for answering a question or supplementary question. Any question which cannot be dealt with, either because of lack of time will be dealt with by a written answer.

## **Appendix 1b – Suggested Public Question Scheme**

### Chapter 8, Overview and Scrutiny Procedure rules - new Paragraph 17, Page 59.

#### 17. Questions by the Public

17.1. Councillors of Constituent Authorities and members of the public who are residents of the Combined Authority area or work in the area may ask questions to the Overview and Scrutiny Committee, including at an Extraordinary Meeting. For Extraordinary Meetings, the question must relate to the item on the agenda.

17.2. The total time allocated for questions by the public shall normally be limited to a maximum of 30 minutes, but the Chair shall have the discretion to add a further 15 minutes.

17.3. Where there is an item on the agenda that has attracted significant public attendance, that matter shall normally be taken early in the agenda, unless the Chair agrees there is a compelling reason to do otherwise.

#### Order of Questions

17.4. The order in which first these and then other questions shall be presented to the meeting shall be determined by a draw. The draw shall be conducted by the Monitoring Officer prior to the meeting.

#### Notice of Questions

17.5. A question may only be asked if notice has been given in writing or by electronic mail to the Monitoring Officer no later than midday three working days before the day of the meeting. Each question must give the name and address of the questioner.

#### Number of Questions

17.6. At any one meeting, no person may submit more than one question.

#### Scope of Questions

17.7. If the Monitoring Officer considers a question submitted:

- (a) does not relate to the Committee's role and responsibilities or related to an item that the committee is scrutinising.
- (b) is illegal, improper, defamatory, frivolous or offensive including if it makes unfair claims about Members of the Combined Authority or Constituent Authority staff;
- (c) is a question that should more appropriately be addressed to another party such as the Combined Authority Board or the Mayor
- (d) is substantially the same as a question which has been put at a meeting of the Overview and Scrutiny Committee in the past year
- (e) requires the disclosure of confidential or exempt information

The Monitoring Officer will inform the Chair who will then decide whether to reject the question, or if (c) applies, to refer it to the Board.

#### Record of Questions

17.8. The Monitoring Officer shall record the question and will immediately send a copy to the Chair and relevant shadow portfolio holder. Rejected questions will be recorded including the reasons for rejection.

17.9. Written answers will be provided after the meeting to the person who submitted the question. Copies of all questions will be circulated to all Members. Questions and answers will be added to the Combined Authority website.

#### Asking the Question at the Meeting

17.10. The Chair will invite the questioner to put the question to the Committee. Up to two minutes are allowed for putting the question. If a questioner who has submitted a written question is then unable to be present, they can ask for a written response. No debate will be allowed on the question or response.

#### Supplementary Questions

17.11. Unless due to time shortage and the need to answer other questions means there is insufficient time for supplementary questions, a questioner may also put one supplementary question without notice to the committee. A supplementary question must arise directly out of the original question or the reply. One minute is allowed for putting the supplementary question.

#### Answers

17.12. Up to two minutes are allowed for answering a question or supplementary question. Any question which cannot be dealt with because of lack of time will be dealt with by a written answer.



<b>OVERVIEW AND SCRUTINY COMMITTEE</b>	<b>AGENDA ITEM No: 8</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>21 September 2017</b>
<b>Lead Officer and Author:</b>	<b>Kim Sawyer, Interim Monitoring Officer</b>
That the Committee notes the work programme for the Overview & Scrutiny Committee for the 2017/18 municipal year attached at Appendix 1 and agree to regularly review the work programme at each meeting.	

### 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.

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

**OVERVIEW AND SCRUTINY  
WORK PROGRAMME 2017/18**

Meeting Date	Item	COMMENTS
<b>26 June 2017</b> <b>Location:</b> <b>Cambridgeshire</b> <b>County Council</b>	<b>Appointment of Chairman and Vice Chairman</b>  Members to appoint the Chairman and Vice-Chairman for the municipal year 2017/18. <b>Contact Officer: Anne Gardiner</b>	
	<b>Invitation of the Mayor of the Combined Authority.</b>  To invite the mayor of the Combined Authority to address the committee regarding his pledges and for the committee to pose questions and discuss how the committee could work with the mayor and board. <b>Contact Officer: Anne Gardiner</b>	
	<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>	
	<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>	
	<b>Overview and Scrutiny Work Programme</b> To consider the work programme for the year 2017/18.	

Meeting Date	Item	COMMENTS
	<b>Contact Officer: Anne Gardiner</b>	
<b>24<sup>th</sup> July 2017 Cambridgeshire County Council</b>	<b>Invitation of the Portfolio Holder for Transport and Infrastructure</b>  To invite the relevant portfolio holder to address the committee regarding their plans and for the committee to pose questions. <b>Contact Officer: Anne Gardiner</b>	
	<b>Invitation of Portfolio Holder for Strategic Planning</b>  To invite the relevant portfolio holder to address the committee regarding their plans and for the committee to pose questions. <b>Contact Officer: Anne Gardiner</b>	
	<b>Shadow Portfolio Holders</b>  Members to discuss and decided whether they would like to allocate members of the committee to act as shadow portfolio holders to cover the extensive remit of the Combined Authority.	
	<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>	
	<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.	

Meeting Date	Item	COMMENTS
	<b>Contact Officer: Anne Gardiner</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>21<sup>st</sup> Sept 2017 Cambridge City Council</b>	<b>Invitation of Portfolio Holder for Home and Communities</b>  To invite the relevant portfolio holder to address the committee regarding their plans and for the committee to pose questions. <b>Contact Officer: Anne Gardiner</b>	
	<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>	
	<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>	
	<b>Overview and Scrutiny Work Programme</b> To consider the work programme for the year 2017/18. <b>Contact Officer: Anne Gardiner</b>	

Meeting Date	Item	COMMENTS
<b>23<sup>rd</sup> Oct 2017 East Cambs District Council</b>	<b>Invitation of the Statutory Deputy Mayor – Portfolio Holder for Economic &amp; Productivity Strategy.</b>  To invite the relevant portfolio holder to address the committee regarding their plans and for the committee to pose questions. <b>Contact Officer: Anne Gardiner</b>	
	<b>Invitation of the Portfolio Holder for Employment and Skills.</b>  To invite the relevant portfolio holder to address the committee regarding their plans and for the committee to pose questions. <b>Contact Officer: Anne Gardiner</b>	
	<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>	
	<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>	
	<b>Overview and Scrutiny Work Programme</b> To consider the work programme for the year 2017/18. <b>Contact Officer: Anne Gardiner</b>	

Meeting Date	Item	COMMENTS
<p><b>27th Nov 2017</b>  <b>South Cambs</b>  <b>District Council</b>  <b>10am start</b></p>	<p><b>Invitation of Constitutional Deputy Mayor – Portfolio Holder for working with the LEP and Tourism.</b></p> <p>To invite the relevant portfolio holder to address the committee regarding their plans and for the committee to pose questions.  <b>Contact Officer: Anne Gardiner</b></p>	
	<p><b>Invitation of the Portfolio Holder for Fiscal Planning</b></p> <p>To invite the relevant portfolio holder to address the committee regarding their plans and for the committee to pose questions.  <b>Contact Officer: Anne Gardiner</b></p>	
	<p><b>Review of the Combined Authority Upcoming Agenda</b></p> <p>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></p>	
	<p><b>Combined Authority Forward Plan</b></p> <p>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></p>	
	<p><b>Overview and Scrutiny Work Programme</b></p> <p>To consider the work programme for the year 2017/18.  <b>Contact Officer: Anne Gardiner</b></p>	

Meeting Date	Item	COMMENTS
<b>27th Nov 2017</b> <b>South Cambs</b> <b>District Council</b> <b>1pm Start</b>	<b>Overview &amp; Scrutiny Committee Training – Centre for Public Scrutiny</b>	
<b>18<sup>th</sup> Dec 2017</b> <b>Fenland District</b> <b>Council</b> <b>2pm Start</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>	
	<b>Overview and Scrutiny Work Programme</b> To consider the work programme for the year 2017/18. <b>Contact Officer: Anne Gardiner</b>	
	<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>	
<b>29<sup>th</sup> Jan 2017</b> <b>11am Start</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>	

Meeting Date	Item	COMMENTS
	<p><b>Overview and Scrutiny Work Programme</b> To consider the work programme for the year 2017/18. <b>Contact Officer: Anne Gardiner</b></p>	
	<p><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></p>	
<p><b>26<sup>th</sup> Feb 2017</b> <b>11am Start</b></p>	<p><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></p>	
	<p><b>Overview and Scrutiny Work Programme</b> To consider the work programme for the year 2017/18. <b>Contact Officer: Anne Gardiner</b></p>	
	<p><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></p>	
<p><b>26<sup>th</sup> Mar 2017</b></p>	<p><b>Combined Authority Forward Plan</b></p>	

Meeting Date	Item	COMMENTS
2pm Start	<p>Standing item where the Committee can review the Combined Authority's Forward Plan and identify any relevant items for inclusion within their work programme.</p> <p><b>Contact Officer: Anne Gardiner</b></p>	
	<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>	
	<p><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.</p> <p><b>Contact Officer: Anne Gardiner</b></p>	
23 <sup>rd</sup> Apr 2017 11am Start	<p><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.</p> <p><b>Contact Officer: Anne Gardiner</b></p>	
	<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>	
	<p><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</p>	

Meeting Date	Item	COMMENTS
	<p>concerns or issues they would want the Chairman to address.</p> <p><b>Contact Officer: Anne Gardiner</b></p>	
<p><b>29<sup>th</sup> May 2017</b> <b>11am Start</b></p>	<p><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.</p> <p><b>Contact Officer: Anne Gardiner</b></p>	
	<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>	