



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

OVERVIEW & SCRUTINY COMMITTEE

Date: Monday, 13 June 2022

Democratic Services

Robert Parkin Dip. LG.
Chief Legal Officer and Monitoring Officer

11:00 AM

72 Market Street
Ely
Cambridgeshire
CB7 4LS

**Huntingdonshire District Council
Civic Suite Room A, Pathfinder House, St Mary's Street,
Huntingdon, PE29 3TN**

AGENDA

Open to Public and Press

- 1 Apologies for Absence and Declarations of Interest**
- 2 Election of Chair**
- 3 Election of Vice Chair**
- 4 Minutes of the Previous Meeting**
To approve the minutes of the meeting held on 28 March 2022.

1 - 11

- 5 Public Questions**
Arrangements for public questions can be viewed in Chapter 5, Paragraphs 18 to 18.16 of the Constitution which can be viewed here - [Constitution](#)
- 6 Appointment of Lead Members** **12 - 17**
To nominate and appoint members to the roles of lead members to CPCA Executive Committees and Business Board.
- 7 Overview and Scrutiny Draft Work Programme** **18 - 22**
For the Committee to review and comment on the draft work programme for the municipal year 2022-23.
- 8 Co-opted Independent Member** **23 - 25**
To consider the co-option of an independent member (and substitute) from a constituent council.
- 9 One CAM Closure Verbal Update**
- 10 Housing Update**
Roger Thompson, Director of Housing will be in attendance to speak to the Board Report: Future Combined Authority Housing Purpose and Function. This report and its appendices can be found here at item 3: [CMIS > Meetings](#)
- 11 Date of next meeting:**
Monday, 25th July 2022 at 11.00 a.m.

The Overview & Scrutiny Committee comprises the following members:

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

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

Councillor Michael Atkins

Councillor Dave Baigent

Councillor Andy Coles

Councillor Doug Dew

Councillor Lorna Dupre

Councillor Mark Goldsack

Cllr Geoff Harvey

Councillor Martin Hassall

Councillor Anne Hay

Councillor Amjad Iqbal

Councillor Alex Miscandlon

Councillor Richard Robertson

Councillor Alan Sharp

Councillor Aidan Van de Weyer

Clerk Name:	Anne Gardiner
Clerk Telephone:	
Clerk Email:	anne.gardiner@cambridgeshirepeterborough-ca.gov.uk



CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY – OVERVIEW AND SCRUTINY COMMITTEE

DRAFT MINUTES

Date: Monday, 28 March 2022

Time: 11:00

Location: Sand Martin House, Peterborough

Members:

Cllr S Corney	Huntingdonshire District Council
Cllr L Dupre (Chair)	East Cambridgeshire District Council
Cllr A Sharp	East Cambridgeshire District Council
Cllr D Baigent	Cambridge City Council
Cllr M Davey	Cambridge City Council
Cllr M Atkins	Cambridgeshire County Council
Cllr A Coles	Peterborough City Council
Cllr A Iqbal	Peterborough City Council
Cllr A Miscandlon	Fenland District Council
Cllr A Hay	Fenland District Council
Cllr J Rippeth	South Cambridgeshire District Council
Cllr A Van de Weyer	South Cambridgeshire District Council

In Attendance:

Cllr B Smith	Leader - South Cambridgeshire District Council Lead Board Member for the Environment and Climate Change
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Officers:

Rochelle Tapping	Deputy Monitoring Officer, Combined Authority
Anne Gardiner	Governance Manager (Statutory Scrutiny Officer) Combined Authority
Joanna Morley	Interim Governance Officer, Combined Authority
Nick Sweeney	Residential Development Manager, Combined Authority (remote attendance)
Adrian Cannard	Strategic Planning Manager (remote attendance)

1. Apologies

- 1.1 Apologies were received from Councillor Dew and Councillor Goldsack.

2. Minutes

- 2.1 The minutes of the meeting held on the 24 January 2022 were approved as a correct record.

3. Declaration of Interests

- 3.1 No declarations of interests were made.

4. Public Questions

- 4.1 No public questions were received.

5. Overview and Scrutiny Committee Annual Report and CfGS Review Feedback

- 5.1 Councillor Dupre, Chair of the Overview and Scrutiny Committee introduced the report the purpose of which was to present the Annual Scrutiny Report to the Committee for review before its submission to the Combined Authority Board.
- 5.2 The Committee had no further comments.

RESOLVED:

That the Committee approve the draft Annual Report of the Chair of Overview and Scrutiny Committee for 2021/22 and that it be submitted to the CA Board at their Annual General Meeting being held on 8 June.

6. CPCA Climate Change Plans

- 6.1 The Committee received the report from Councillor Michael Atkins, the Overview and Scrutiny Lead Member for Climate Change and Environment. The report had been written to accompany the Cambridgeshire and Peterborough Climate Action Plan 2022-2025 and was intended to provide a summary for members, highlighting key areas of risk or challenge that the Committee might wish to consider.
- 6.2 Councillor Bridget Smith, Lead Board Member for the Environment and Climate Change then addressed the Committee emphasising that the challenges of climate change needed to be the overarching priority of everything that the Combined Authority (CA) did but that more work was yet to be done in embedding this approach into the work of the CA. Cllr Smith welcomed the Action Plan, but felt there needed to be careful consideration of where to go next, following on from the pilot schemes, and hoped that Overview and Scrutiny would play a pivotal role in monitoring the work of the CA in meeting the targets set for reduction in carbon emissions.
- 6.3 During the discussion that followed, the following points were noted:-

- 6.4 In response to a question on whether retro fitting homes, and transport should be the two priorities of the CA, and whether the Government should be asked for more money to support these two strands, Cllr Smith stated that the CA needed to first identify and collate all the work being done by the different constituent authorities so that best practice could be shared, before asking the Government for specific monies.
- 6.5 Members asked about how the CA, as a predominantly rural area, could work with farmers to combat climate change and were informed that there had been initial engagement with the National Farmers Union (NFU) and that John Shropshire, who represented farming interests, was a member of the Climate Working Group whose work had fed into the Action Plan.
- 6.6 Cllr Smith spoke of the need to have a proper strategy moving forward to build on the pilot schemes that had been outlined in the current Action Plan. These pilots were slightly new territory for the CA and were a good starting point but it was imperative that other partners were brought in to help fund and resource these schemes. It was highlighted that the schemes to be funded should be those that had the maximum impact geographically, for example the Waterbeach Solar Farm which would be used to charge refuse collecting vehicles from South Cambridgeshire District Council as well as Cambridgeshire County Council. Scrutiny could also help to capitalise on the pilot schemes and help shape how things should be taken forward.
- 6.7 Adrian Cannard, Strategic Planning Manager, commented that one of the benefits of running the pilot work was to help build local capacity for identifying and developing projects and then to demonstrate that best practice to other areas. This put the schemes in a good position for future funding opportunities not just from the CA's own budget but from Government too as there were a number of funding streams coming through such as the Sustainable Warmth Programme for retrofits. The other benefit was to help take forward the Green finance initiative and show how they could be in a position to help the private sector invest in green activities in the area.
- 6.8 Information on the Climate Change work was up to date on the website and the district councils helped to cascade information down to parish and town councils. The CA had been working very closely with those towns that were getting funding for their regeneration projects. Adrian Cannard informed Members that one of the budget lines was to run a net zero project with local communities which would provide an opportunity to engage directly with town and parish councils and encourage projects to come forward from the parish level.
- 6.9 Current funds from central Government to deliver on the carbon targets set seemed woefully inadequate and it was therefore queried whether a better strategy, to capitalise on limited funds, would be for the region to grow its own 'green' skills, particularly in manufacture. In response, Cllr Smith commented that the Business Board were very involved in developing the skills that the area needed and that the new university at Peterborough would help in this regard.
- 6.10 The money for the capital purchase of 30 electric buses had come from a government grant. Cllr Smith had wanted to apply for monies to cover 150 buses but was advised that it was better to be more modest in applying for such grants in order to guarantee funding. However, by demonstrating that the 30 buses had been hugely successful and were widely used then it would strengthen the argument when applying for additional monies the second time around.

- 6.11 Significant additional funding was being sought for the Decarbonisation fund from both the Government, and the private sector who were seeking investments in the green sector. The deadline date of June 2023 allowed for sufficient time to set this up.
- 6.12 In terms of the Local Area Energy Plans (LAEPs), a significant amount of modelling work had been done by the UK Power Network as the energy distributor, but officers had also wanted to build in some of the learning from the Peterborough project so had given a realistic deadline of March 2024, with hopes that it could be delivered before that date.
- 6.13 The Warmer Homes Scheme was the latest iteration of the Government's grant funding and local authorities had successfully bid to draw down the monies. The full details were not yet known but this version of the grant was focussed on low-income homes and raising their energy standards, with insulation being a major component of this. Work on this was being led by a partnership of the local authorities in the area and further details on this scheme would be sent to committee members post the meeting.
- 6.14 The Chair expressed concern that £22m of unspent money of the Green Homes Grant would have to be handed back. Going forward every available grant and monies would need to be utilised in order to insulate to meet the very ambitious net zero targets set by the Government and the constituent councils. In order to drive a public and accountable discussion on this matter Scrutiny would look to schedule a further agenda item with the Energy Hub at their meeting in June.
- 6.15 The cost-of-living crisis would be a real driver for the CA and would focus on interventions that enabled people to use less energy, whatever the source.
- 6.16 In response to a question on what was being done to encourage the building trade to build houses that were Carbon Zero, Cllr Smith felt that this was a question better directed to Government as local Councils were hampered by Government legislation on house building. It was a great frustration to many that the Government had set such ambitious targets but yet were not forcing developers to build to higher standards of energy efficiency. South Cambridgeshire was however leading by example and had funded its own project to build 200 carbon zero houses.
- 6.17 Cllr Corney spoke from his experience as a developer and informed the Committee that there were a set of Government guidelines that builders had to follow; for example, from next year builders would not be allowed to put in any new gas connections. In terms of solar panels, it was very complicated to install them at source and then transfer them over to new buyers.
- 6.18 The Chair referred to para 4.7 of Cllr Atkin's report and asked whether it would be better for the CA to abandon its all-encompassing approach and instead focus on achieving a few key things; delegating other matters up to Government or out to the constituent Councils and partnerships. The Chair also asked for Cllr Smith's view on what she saw was the role of the CA given the absence of an initial mandate in the devolution deal and also that much of the required expertise lay outside of the Combined Authority. Cllr Smith stated that the brief of the Commission had been to look at responsibilities across the whole of the area and that these had been included in the Action Plan. Responding to the levels of expertise within the CA, Cllr Smith highlighted that there was a monthly meeting

of senior climate change officers which meant that expertise and best practice could be shared across the CA area. In addition it was also intended that the CA would 'resource up' and add extra resilience to the two excellent officers already working in this area for the CA. The Action Plan outlined the actions that needed to be taken at all levels and stressed a collaborative approach with the CA keeping a watching brief across all sectors, and holding partners and other bodies to account.

6.19 The Strategic Planning Manager confirmed that officers would map the Action Plan against the original 58 recommendations, and this would be taken back to the Climate Action Group, and the Independent Climate Commission in order to discuss their role in monitoring their recommendations. Councillor Atkins felt that this document would also be useful for Scrutiny to aid in their own monitoring of the Plan.

6.20 The final issue to be touched on was that of the Peatlands in the CA region and its impact on the Climate. The Government recently changed its national emissions reporting to include emissions from agricultural use. This meant that given the large extent of peat and wasteland peat that was farmed in the region there had been a very significant increase in the emissions recorded for Cambridgeshire and Peterborough. Assumptions on the nature of our soil had been based on information last updated in the 1980s and so in order to have a better understanding of emissions and be able to influence the Lowlands Peat Task Force, a number of climate stations had been funded and Fenland Soil had been commissioned to undertake some additional monitoring.

6.21 In his summing up, Cllr Atkins emphasised how hugely affected the CA region would be by global warming with the predicted rises in summer temperatures, reduction in rainfall, and increased risk of flooding. The area both contributed to the issue (in terms of emissions being 25% higher per person than the national average) and would suffer from them, and this therefore presented a real opportunity for Cambridgeshire and Peterborough to lead the way nationally in tackling climate change.

6.22 RESOLVED:

That:

- a) The Report and the Climate Action Plan be noted.
- b) The Energy Hub be invited to a meeting in June to have further discussion about insulation and the retrofitting of homes
- c) A further report on the Action Plan be scheduled for the September meeting of the Committee and that the Independent Climate Commission be invited to attend.

6.23 ACTIONS:

- 1. The Strategic Planning Manager to provide the Committee with further information on the Warmer Homes Scheme.
- 2. The Committee be provided with further information on the progress made against the Action Plan and its alignment with the original 58 recommendations, once the mapping of this process has been completed.

7. Accommodation Strategy Update

- 7.1 The Committee received a verbal update from Nick Sweeney, the Residential Development Manager, who advised the Committee that following a shortlisting of the Peterborough and Huntingdon sites as potential locations for the office accommodation for the Combined Authority, a recommendation of Pathfinder House in Huntingdon as the preferred option would be put to the Board at their meeting on Wednesday.
- 7.2 On balance Pathfinder House was considered the most competitive option for the following reasons:
- Based on floor area, overall costs were less
 - Its central location was considered the most convenient for most regular users of the office
 - There was the ability to sub-let the building which could provide future cost benefits.
 - The use of public meeting facilities, including the civic suite at Pathfinder House, could be shared which would save the CA having to provide expensive duplicate facilities that would not be in constant use
- 7.3 Both options offered considerable savings when compared to the costs of the former office at Alconbury and there was sufficient capital to meet the costs of the move and to provide a comfortable and practical office layout.
- 7.4 In response to a question about the continued use of the satellite office at Ely, the Residential Development Manager highlighted that there was still a requirement to have a registered office and that the Ely site fulfilled that purpose and would continue to do so until the head office was secured. The future of the Ely office was uncertain but as there was a contractual arrangement in place until the end of the year there was time to consider this further.

8. One CAM Closure Update

- 8.1 The Committee received a verbal update on the One CAM closure from Councillor Davey who had met with officers to discuss the process of the One CAM closure, including the finances pre and post May of last year when the decision had been taken, and what would happen next.
- 8.2 The Board had met in December of last year and agreed to prepare audited accounts. There were still however some outstanding measures that required sign off so rather than go through part steps, Cllr Davey felt that it would be better to address the Committee after May with all measures completed and a fuller picture of the financial implications.

9. Combined Authority Forward Plan

- 9.1 The Chair invited the Lead members to provide any updates.
- 9.2 Cllr Baigent as Lead Member for Transport advised that he had picked up on the point made at the last meeting relating to e-scooters and bikes, and a seminar, which he would chair, would be set up as soon as possible after the upcoming

elections. The seminar would consider the regulation of this form of transport and look for any opportunities that their use could present.

9.3 Cllr Coles and Cllr Miscandlon as the Lead Members for Skills advised that they had spoken to the new CPCA skills officer to discuss ways of working and taking matters forward.

9.4 Cllr Van De Weyer as the Lead Member for Housing advised that he had met with the Director of Housing and raised the issue of the Loans Programme. The programme was being closely monitored by the Housing Committee which would enable any risks or problems to be identified as soon as possible. Cllr Van De Weyer further advised that in June, the Board would consider the future of the CA housing purpose and function and that the consultation on this matter was currently underway. He suggested that this also be considered by scrutiny after the Board meeting in June.

9.5 Cllr Atkins as Lead Member for Climate Change advised that he had nothing further to report following the earlier discussion at item 6.

9.6 The Committee noted the Forward Plan.

10. Combined Authority Board Agenda

10.1 No questions were put forward to be asked at the CA Board this month.

11. Overview and Scrutiny Work Programme

11.1 The Committee received the report which requested that members discuss and agree items for the work programme.

11.2 The following items were suggested for the work programme for the next municipal year:

- The Energy Hub be invited to a meeting in June to have further discussion about insulation and the retrofitting of homes
- A further report on the Climate Action Plan be scheduled for the September meeting of the Committee and that the Independent Climate Commission be invited to attend.
- The future of the CA Housing Purpose and Function
- The Skills agenda

11.3 Cllr Coles and Cllr Miscandlon asked the Committee to approve the scoping document for the review of the provision of community learning across the CPCA area.

11.4 Cllr Atkins asked Cllr Coles to define what was meant by Community Learning in this context. Cllr Coles responded that one of the lines of enquiry of the review would be to understand the sector's view of what constituted community learning and whether that differed from the view of the CPCA.

RESOLVED:

That the Committee approve the scoping document for the review of the provision of community learning across the CPCA area.

12. Date of next meeting

- 12.1 It was agreed by the Committee that the provisional date set in April was not required and that therefore the next meeting would be the first of the new municipal year and was scheduled for Monday 13 June.

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As this was the last meeting of the municipal year and possibly for some of the Committee, Cllr Davey, on behalf of the members, took the opportunity to thank Cllr Dupre for all her hard work in chairing the Committee and directing their work. In reply, the Chair thanked the Committee for all their contributions over the past year.

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Meeting Closed: 12:29pm.



Overview and Scrutiny Committee Action Log

Purpose: The action log records actions recorded in the minutes of Overview and Scrutiny Committee meetings and provides an update on officer responses.

Minutes of the meeting 28 March 2022

Minute	Report title	Lead officer	Action	Response	Status
6.23	CPCA Climate Change Plans	Adrian Cannard	The Strategic Planning Manager to provide the Committee with further information on the Warmer Homes Scheme	In progress	Open
6.23	CPCA Climate Change Plans	Adrian Cannard	The Committee be provided with further information on the progress made against the Action Plan and its alignment with the original 58 recommendations, once the mapping of this process has been completed	In progress	Open
11.2	Overview & Scrutiny Work Programme	Anne Gardiner	The following items were suggested for the workplan: 1. The Energy Hub be invited to a meeting in June to have further discussion about insulation and the retrofitting of homes 2. A further report on the Climate Action Plan be scheduled for the September meeting of the Committee and that the Independent Climate Commission be invited to attend. 3. The future of the CA Housing Purpose and Function 4. The Skills agenda	1. Officers to arrange a meeting with the Lead member to schedule discussion about insulation/retro fitting homes. 2. Climate Action Plan scheduled for September 3. CA Housing item on June agenda. 4. Skills item added to workplan for further discussion.	Open

Minutes of the meeting 24 January 2022

Minute	Report title	Lead officer	Action	Response	Status
6.5	Draft Sustainable Growth Ambition	Jon Alsop	In response to a question on the 500k housing team and its current reduced role; officers advised this was being looked		Open

Minute	Report title	Lead officer	Action	Response	Status
	Statement and 2022/23 Draft Budget and Medium-term Financial Plan 2022 to 2026		at and a response including a timeframe would be provided to the Committee.		
6.6	2022/23 Draft Budget (as above)	Jon Alsop Legal	The Chair requested some clarity on whether there would be a second consultation on the MTFP given the lack of detail provided and officers agreed to check with the legal team and provide a response, but it would likely be for the CA Board to decide whether a further consultation was required.		Open
7.8	Accommodation Strategy	Nick Sweeney	The Committee requested that a further update be provided at a future meeting.	Scheduled	Closed
8.2	Overview and Scrutiny Committee Programme	Anne Gardiner	The following items were agreed to be added to the work programme for the March meeting: Climate Change Housing Community Education – Scoping report. Update on the closure of One CAM	Scheduled	Closed

Minutes of the meeting 13th December 2021

Minute	Report title	Lead officer	Action	Response	Status
4.3	O&S Arrangements Update	Anne Gardiner	Revised conflicts protocol be presented to the committee in the new year	To be added to work programme.	Closed
5.8	Draft Sustainable Growth Ambition Statement & 2022/23 Draft Budget and MTFP 2022 to 2026	Anne Gardiner	Mid – year budget refresh to be added to the Committee's work programme	To be added to work programme	Closed

Minute	Report title	Lead officer	Action	Response	Status
6.4	Devolution Deal	Anne Gardiner	Committee to reconsider the Devolution Deal at the Committee on a six-monthly basis commencing in June 2022 so that the Committee might make recommendations to inform development.	In progress – to be added to a later meeting date.	Open
7.4	Accommodation Strategy	Nick Sweeney	Update on Accommodation Strategy to come to January's meeting	Report on January's agenda	Closed

Minutes of the meeting 22 November 2021

Minute	Report title	Lead officer	Action	Response	Status
5	Questions to the Mayor from members of the Committee	Mayor Dr Nik Johnson	How will the Mayor work with the planning authorities on any future developments?	The Mayor stated he would request the Lead Member for Housing and Communities and the Director of Housing to provide a more comprehensive answer.	Open
6	Closing Comments from the Mayor and Chair	Robert Parkin	How can the Lead Member for Climate Change get involved with the Climate Change Working Group?	The Monitoring Officer responded he would ascertain how the Working Group will conduct its business and provide a response to the Chair and the Committee on engagement with scrutiny.	Closed

Minutes of the Meeting – 25th October 2021

5	Transport Update	Mayor Johnson/ Mehmet Ahmet	Mayor to provide more information on the Bus Review, including the 905 service and the DRT service.	A report will be drafted and issued in due course.	Open
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**CAMBRIDGESHIRE
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Agenda Item No: 6

Appointment of Lead Members

- To: Overview and Scrutiny Committee
- Meeting Date: 13th June 2022
- Public report: Yes
- From: Anne Gardiner
Governance Manager and Scrutiny Officer
- Recommendations: The Overview & Scrutiny Committee is recommended to
- a) Nominate and appoint members to the roles of Lead Members for the Housing, Skills and the Transport & Infrastructure Committees and the Business Board
 - b) Nominate and appoint a member to the Lead Member for Climate Change and Environment.
 - c) Discuss and agree any rapporteur roles including the continuation of the One CAM and Bus Reform rapporteur roles.
- Voting arrangements: A simple majority of all Members

1. Purpose

- 1.1 The purpose of the report is to ask the Overview and Scrutiny Committee to consider nominations for the Lead Member Roles to shadow the work of the Housing, Skills and Transport Committee and the Business Board. (Role description at Appendix 1)
- 1.2 Confirm the appointment for the Lead Member role for Climate Change and Environment. (Role description at Appendix 1)
- 1.3 Discuss whether the committee wish to appoint any members to act as rapporteurs. (Role description at Appendix 1)

2. Background

- 2.1 Under the governance arrangements, effective from 1 November 2019, decision making is now distributed between the Combined Authority Board and the Executive Committees. There are three Executive Committees, Skills, Housing & Communities and Transport Infrastructure. The single Forward Plan sets out both key and non-key decisions and allocates the decision making between the Combined Authority Board and the Executive Committees.
- 2.2 In October 2019 the Committee considered how to scrutinise the work of the executive Committees and agreed members of the Committee to lead in respect of the work of each of the Executive Committees.
- 2.3 A role description for Lead Members was approved by the committee in January 2020. The remit of the lead Member role involves reviewing the Forward Plan in relation to the Executive Committee together with the published agendas and reports with a view to identifying issues which might warrant further scrutiny, the asking of questions on behalf of the Committee at meetings of the relevant Executive Committee and potentially identifying decisions which would warrant the exercise of call-in powers.

Business Board and Climate Change Lead Members

- 2.4 In August 2020 the Committee agreed that given the importance of the Business Board in relation to the Covid-19 recovery as well as the local economy in general and the dispersal of funds, a Lead Member should be appointed to shadow the Business Board. At its meeting on 23rd November 2020 the Overview and Scrutiny Committee met with the Chair of the Business Board and discussed how the committee would like to appoint a Lead Member to shadow the Business Board; this was agreed and a role description (Appendix 1) was approved by the Committee in February and recommended to the Business Board and CA Board for approval.
- 2.5 In July 2021 the Committee agreed to create a new Lead Member role to focus on the strategic importance of Climate Change at the Combined Authority. As there is not a committee which specifically covers this area – this member is responsible for providing a roving brief on the issues allocated and how decisions taken by the Combined Authority and the Executive Committees are taking account of Climate Change. (Role description at Appendix 1)
- 2.5 The Committee are requested to agree the lead members for:
- Housing and Communities Committee



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- Transport and Infrastructure Committee
- Skills Committee
- Business Board
- Climate Change and Environment

Rapporteur Roles

- 2.6 One of the actions from the findings of the review carried out by Centre for Governance and Scrutiny in 2021 was that the Committee appoint Members to act as “rapporteurs”, to develop a subject expertise in specified areas of policy, to highlight issues of importance to the chair for escalation to committee and potentially to lead on questioning on such matters.
- 2.7 The Committee have previously agreed that there should be members to shadow the work of the previous two Task and Finish groups for the Committee to ensure any follow up work in these areas was picked up. The two Task and Finish Groups were the One CAM and Bus Reform.
- 2.8 These members were appointed as rapporteurs and tasked to report to the Committee on any updates in these areas. The Committee are requested to discuss whether they wish to create any further rapporteur roles and whether the current two should continue.

3. Financial Implications

- 3.1 In accordance with the Cambridgeshire and Peterborough Combined Authority Order 2017, no remuneration is to be payable by the Combined Authority to its members including Lead Members of the Overview and Committee.

4. Legal Implications

- 4.1 Lead members appointments should reflect the political balance and geographical make-up of the Committee to ensure a balanced view, in so far as this is possible.

5. Appendices

Appendix 1 – Role Description of Lead Members & Rapporteurs

6. Background Papers

- 6.1 O&S Agenda & Minutes – July 2020
- 6.2 O&S Report – Lead Members January 2020
- 6.3 O&S Agenda & Minutes November 2020
- 6.4 O&S Agenda & Minutes February 2021



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- 6.5 Business Board – 4th March 2021
- 6.6 CA Board Report – March 2021
- 6.7 O&S Agenda and Minutes June 2021
- 6.8 O&S Agenda and Minutes July 2021

APPENDIX 1

Lead Members & Rapporteurs – Role Descriptions

The role descriptions for Lead Members for the Executive Committee, Business Board, other Lead Member Roles and the rapporteur roles are detailed below:

Lead Members – Executive Committees – Role Description

To scrutinise decisions

- Reviewing the Forward Plan, agendas and reports of the Executive Committee, identifying issues which require further scrutiny
- Formulating draft wording for questions to the relevant Executive Committee, seeking the agreement of the Chair of O&S, where possible
- Questioning the relevant Executive Committee on behalf of O&S, allowing questions to be submitted in writing and for written responses
- In consultation with the Chair of O&S, consideration of recommendations required in relation to decisions of the relevant Executive Committee
- Making reports or recommendations to O&S regarding decisions made by the relevant Executive Committee
- Identifying decisions which require the exercise of 'call-in' powers via reconsideration
- Liaising with officers of the Combined Authority, in order to obtain specific advice on projects considered by the relevant Executive Committee

Lead Member Climate Change

To scrutinise decisions

- Reviewing the Forward Plan, agendas and reports of the Executive Committee and the CA Board identifying issues which require further scrutiny in regard to Climate Change.
- Formulating draft wording for questions to the CA Board or Executive Committee, seeking the agreement of the Chair of O&S, where possible.
- In consultation with the Chair of O&S, consideration of recommendations required in relation to decisions of the CA Board or Executive Committee
- Making reports or recommendations to O&S regarding decisions made by the CA Board and Executive Committees.
- Identifying decisions which require the exercise of 'call-in' powers via reconsideration
- Liaising with officers of the Combined Authority, in order to obtain specific advice on projects.

Business Board Lead Member Role Description

- Reviewing the Forward Plan, agendas, minutes and reports of the Business Board
- Attending meetings of the Business Board as an observer
- Attending interview panels for Senior Business Board appointments, including Private Sectors Members and Senior Officers
- Attending the Dragons Den (EAP) sessions as an observer
- Reviewing and scrutinising decisions recommended by the Business Board, to the Combined Authority Board
- Liaising with the Chair of the Business Board and officers, to obtain a better understanding of projects
- Reporting findings back to the O&S Committee and Business Board.

Rapporteur Role Description

Rapporteurs provide an opportunity for O&S members to gain information in an informal capacity, ensuring they are equipped with all necessary information to allow them to undertake scrutiny work in a timely way.

One or two members will investigate a particular issue on behalf of the wider Committee and report back their findings.

- Be tasked to carry out specific work, meeting by meeting, by the committee – so rather than having a general roving brief like the lead members a rapporteur will work to answer a specific research question, challenge or issue, meeting by meeting, and then report back formally;
- rapporteur will make links with specific and relevant CA Board members and CA Officers to gain information on an informal basis that will contribute to wider O&S Committee discussions.
- Lead discussion / questioning on the matter for which they hold responsibility in committee meetings (with the consent of the Chair);
- Be generally self-servicing (i.e. not requiring additional officer support to carry out their role);
- Identifying decisions which require the exercise of 'call-in' powers via reconsideration
- Be accountable to the Chair in respect of all of the above.



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Agenda Item No: 7

Report title: Overview and Scrutiny Work Programme

To: Overview and Scrutiny Committee

Meeting Date: 13th June 2022

Public report: Yes

From: Anne Gardiner
Scrutiny Officer

Recommendations: The Overview and Scrutiny Committee is recommended to:

- a. discuss and agree items for the work programme and their prioritisation, and to comment as appropriate on what resources may be required.

1. Purpose

- 1.1 To request that the Committee discuss and make suggestions on the suggested work programme at Appendix 1.

2. Background

- 2.1 In accordance with the Constitution, the Overview & Scrutiny Committee is responsible for setting its own work programme.
- 2.2 In considering items for their work programme the Committee are requested to take into account the guidance published by the Centre for Governance and Scrutiny (CfGS) 'Overview and scrutiny in combined authorities: a plain English guide' (Second Edition) which states:

"That where the Committee takes a rigorous approach to prioritising its work, and only

placing items on the work programme where they will clearly add value, and where they relate to scrutiny's role, the work programme will reflect that exercise."

2.3 That guidance continues with a section on approaches to shortlisting topics which states when shortlisting topics these "should reflect scrutiny's overall role in the authority. This will require the development of bespoke, local solutions, however when considering whether an item should be included in the work programme". The kind of questions a scrutiny committee should consider, therefore, might include:

- Do we understand the benefits scrutiny would bring to this issue?
- How could we best carry out work on this subject?
- What would be the best outcome of this work?
- How would this work engage with the activity of the executive and other decision-makers, including partners?

2.4 Given the guidance in paragraphs 2.5 and 2.6 it is clear that the Committee should plan and manage their activities more effectively in order to ensure that there is ongoing development of the overview and scrutiny function. A key tenet of making improvements is to focus upon topic selection and produce more robust work programmes to underpin improved ways of working taking a realistic account of the resources available. Ultimately, Overview and Scrutiny Members will want to be in the position of exerting a proactive and positive influence upon what the Combined Authority does in practice.

2.5 While an agreed work programme will assist in managing committee activity, it should be recognised that unforeseen matters will arise from time to time that will affect Members' ability to achieve the goals within an overall work programme.

3. Financial Implications

3.1 No financial implications

4. Legal Implications

4.1 No legal implications.

5. Appendices

5.1 Appendix 1 – Overview and Scrutiny Committee Draft Work Programme

Overview and Scrutiny Work Programme 2022/2023

Meeting Date & Venue	Item	Comments
13th June 2022 Venue: Huntingdonshire DC	Minutes	
	Election of Chair	
	Election of Vice Chair	
	Public Questions	
	Work Programme	
	One CAM Closure Update	
	Housing Update	
Meeting Date	Item	Comments
25th July 2022 Venue: Huntingdonshire DC	Minutes	
	Public Questions	
	Work Programme	
	Business & Skills Update	
Meeting Date	Item	Comments
26th August 2022 (RESERVE)		

Overview and Scrutiny Work Programme 2022/2023

Meeting Date	Item	Comments
19th September 2022 Venue: Huntingdonshire DC	Minutes	
	Public Questions	
	Work Programme	
	Climate Change	Review of delivery of the Action Plan
Meeting Date	Item	Comments
17th October 2022 (RESERVE)	Mayor's Question Time (Provisional)	
Meeting Date	Item	Comments
28th November 2022 Venue: Huntingdonshire DC	Minutes	
	Public Questions	
	Work Programme	
	Budget	
Meeting Date	Item	Comments
23rd January 2022 Venue: Huntingdonshire DC	Minutes	
	Public Questions	
	Work Programme	

Overview and Scrutiny Work Programme 2022/2023

	Budget	
Meeting Date	Item	Comments
20th February 2022 (RESERVE)		
Meeting Date	Item	Comments
20th March 2022 Venue: Huntingdonshire DC	Minutes	
	Public Questions	
	Work Programme	
Meeting Date	Item	Comments
24th April 2022 (RESERVE)		
Meeting Date	Item	Comments
12th June 2022 Venue: Huntingdonshire DC	Minutes	
	Public Questions	
	Work Programme	

Agenda Item No: 8

Report title: Co-Option of Independent member from Constituent Councils

To: Overview and Scrutiny Committee

Meeting Date: 13 June 2022

Public report: Yes

From: Robert Parkin
Chief Legal Officer and Monitoring Officer

Recommendations: The Overview & Scrutiny Committee is recommended to

a) Consider the co-option of an independent member (and substitute) from a Constituent Council.

Voting arrangements: A simple majority of all Members

1. Purpose

- 1.1 The purpose of the report is to ask the Overview and Scrutiny Committee to consider the appointment an independent member (and substitute), from a Constituent Council for the ensuing year.

2. Background

- 2.1 The Combined Authority at its Annual General Meeting on 8 June 2022 confirms the appointment of members nominated by constituent councils to the Overview and Scrutiny Committee.
- 2.2 The Board also requests that the Overview and Scrutiny Committee consider the co-option of an independent member (and substitute) from a Constituent Council for the municipal year 2022/23. The substitute will not necessarily be required to be a named substitute from the same Constituent Council.
- 2.3 In the Centre for Governance and Scrutiny (CFGs) guidance - [Overview and scrutiny in combined authorities: a plain English guide \(2nd Edition\)](#) it is stated that co-opted members can be:



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- *local people with a particular expertise, or who are connected with another local organisation or body*
- *Co-optees can bring to bear a different perspective to that of elected members and providing particular subject expertise as well (depending on who is appointed)*

However, CGFS also state that co-option should only be pursued when there is '*an obvious skill or capacity gap on the Committee that cannot be met any other way*'.

When appointed, co-optees ought to be treated as full members of the Committee with just as much right to participate in debate and discussion as any other member – with the critical difference that they do not hold voting rights.

- 2.5 An appointment would not compromise the political balance of the Committee. The co-opted member (and substitute) is without voting rights but may be given voting rights by resolution of the combined authority.
- 2.6 If the Committee wished to pursue co-opting an Independent Member (and substitute), this would be actioned by recommendation to the Combined Authority including amendment to the Constitution, formally allowing for co-opted members. A process of selection would follow which could include seeking expressions of interests with a random selection made by an independent officer of the authority, witnessed by the Monitoring Officer.

3. Financial Implications

- 3.1 In accordance with the Cambridgeshire and Peterborough Combined Authority Order 2017, no remuneration is to be payable by the Combined Authority to its members including co-opted members of the Overview and Committee.

4. Legal Implications

- 4.1 The Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017 provides for members of the Overview and Scrutiny Committee appointed from the constituent councils and those who are appointed other than from the constituent councils. The CFGS guidance referred to within the main body of the report describes three categories of members:

1. *Members of the committee appointed from a constituent authority. These members have a vote and are taken into account for the purpose of political proportionality.*



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Such members would be nominated by their home authority, subject to proportionality requirements...

2. *Members of the Committee appointed from a non-constituent authority. These members do not have a vote. Such members would be nominated by their home authority....*
3. *Members of the Committee who are co-opted, because of their skills and experience, or for some other reason. These members do not have a vote and are not taken into account for the purpose of political proportionality. A separate appointment process will be required for these people.*

- 4.1 The appointment of an Independent Member (and Substitute) would fall under 'some other reason' as described above. An amendment to the Constitution would formalise this approach and a fair and transparent process would need to be implemented for such appointments.
- 4.2 The Committee also has the option to recommend to the Combined Authority the appointment of a co-opted member to address a skill and/or capacity gap. This approach would more closely align with CFGS guidance.

5. Background Papers

- 5.1 [CA Board Agenda and Decision Summary 8 June 2022](#)