



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

OVERVIEW & SCRUTINY COMMITTEE

Date: Monday, 24 January 2022

Democratic Services

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

11:00 AM

72 Market Street
Ely
Cambridgeshire
CB7 4LS

Fenland Hall County Road, March PE15 8NQ
[Venue Address]

AGENDA

Open to Public and Press

1 Apologies for Absence

2 Minutes of the Previous Meeting

To approve the minutes of the meeting held on Monday, 13th
December 2021.

OS Minutes 131221 Chair approved

5 - 10

3 Declarations of Interest

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

- 4 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](#)
- 5 The Chair of the Transport and Infrastructure Committee**
Mayor Dr Nik Johnson will be in attendance to respond to member questions on issues within the Transport and Infrastructure Committee terms of reference
- 6 Draft Sustainable Growth Ambition Statement and 2022/23 Draft Budget and Medium-Term Financial Plan 2022-2026**
To receive an update to the consultation of the draft Sustainable Growth Ambition Statement and the draft 2022-23 Budget and the MTFP
Item 6 - Results of SGAS and Budget MTFP Consultation **11 - 20**
- 7 Combined Authority Accommodation Strategy**
To receive an update on the accommodation strategy
Item 7 Accommodation Update **21 - 28**
- 8 Combined Authority Forward Plan**
Members allocated to monitor the activities of the Combined Authority to provide a verbal update to the committee on any areas of interest.
Forward Plan - 14 January 2022 **29 - 76**
- 9 Combined Authority Board Agenda**
To consider any questions from the Committee to the Combined Authority Board meeting of Wednesday, 26 January 2022
- 10 Overview and Scrutiny Work Programme**
i) To receive work programme recommendations from the Lead Members
ii) To comment on the status of the current Work Programme
Work Programme Report **77 - 82**
- 11 Date of next meeting:**
Monday, 21st February 2022 at 11.00 a.m. at Fenland Hall, March

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 Stephen Corney

Councillor Mike Davey

Councillor Doug Dew

Councillor Lorna Dupre

Councillor Mark Goldsack

Councillor Anne Hay

Councillor Amjad Iqbal

Councillor Alex Miscandlon

Councillor Judith Rippeth

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

CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY – OVERVIEW AND SCRUTINY COMMITTEE

DRAFT MINUTES

Date: Monday, 13 December 2021

Time: 11:00

Location: New Shire Hall, Alconbury, PE

Present:

Cllr D Dew	Huntingdonshire District Council
Cllr E Butler	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 S Count	Cambridgeshire County Council
Cllr A Coles	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

Officers:

Rochelle Tapping	Deputy Monitoring Officer, Combined Authority
Jodie Townsend	Head of Democratic Services, Combined Authority (remote attendance)
Robert Fox	Governance Officer, Combined Authority (remote attendance)

1. Apologies for Absence

- 1.1 Apologies were received from Cllr M Goldsack, Cambridgeshire County Council, substituted by Cllr S Count; and Cllr S Corney, Huntingdonshire District Council substituted by Cllr E Butler.

2. Declarations of Interest

- 2.1 Cllr D Baigent declared an interest as a member of the Cambridgeshire Cycling Campaign.

3. Minutes of the Previous Meeting

- 3.1 The minutes of the meeting held on Monday, 22 November were agreed as an accurate record.

4. Overview and Scrutiny Arrangements

- 4.1 The Chair invited Jodie Townsend to update the Committee on the Overview and Scrutiny Committee arrangements. Jodie informed the Committee that processes for Officer (ODN) and Mayoral Decision Notices (MDN) have been refined and these notices are now available to view on the Transparency pages on the Combined Authority website. All Committee members will be sent links to MDNs from this point forward. The Transparency pages themselves have also been updated and are viewable from a simple search. There are still improvements to be made going forward, however.

- 4.2 Jodie highlighted to the Committee that he would be running a session for report authors in January which would outline the expectations of what should be included in Committee reports in the future with an onus on including as much information as possible for Committees to digest in advance of meetings. It is anticipated reports from March 2022 will take account of the expectations. This is dependent upon the governance review, which is ongoing, which will incorporate what type of reports and pre-reports will be received by this Committee and the Combined Authority Board.

- 4.3 The Committee considered the Conflicts Protocol presented to them. Whilst there was some consensus on the need for such a protocol, there was agreement that, as presented, it should not be approved. Committee comments included:

- The protocol presented seems overly risk-averse
- The protocol limits Members with great experience being actively involved in areas they could bring their experience to bear
- The protocol potentially limits Members with no decision-making powers at constituent authorities being involved in matters of significance for the Combined Authority
- The sections of the protocol which reflect government guidance and the Combined Authority constitution could be retained

It was agreed that the comments of Members be taken into account and a revised protocol be presented in the new year.

- 4.4 The action log was noted, and Members were content with progress.

5. Draft Sustainable Growth Ambition Statement and 2022/23 Draft Budget and Medium-term Financial Plan (MTFP) 2022 to 2026

- 5.1 Cllr Coles and Cllr Davey both declared an interest in this item as Finance lead members at their respective constituent authorities. Jon Alsop, Director of Finance and Paul Raynes, Director of Delivery and Strategy were in attendance for this item.

- 5.2 The Chair invited Paul Raynes to introduce the Sustainable Growth Ambition Statement. Paul informed the Committee the statement is a policy framework to anchor the budget. The Combined Authority Board has requested the statement to be considered alongside the budget even though there is no statutory requirement to do so. The statement is intended to set out an approach that considers the Devolution Deal objectives to assist the area's economy over the next 25 years.
- 5.3 The Chair invited Jon Alsop to introduce the budget and MTFP. Jon informed the Committee that as a statutory consultee on the budget it has the opportunity to provide challenge and comment on both the budget and MTFP. The approved timetable and processes for agreeing the statement, budget and MTFP are in accordance with the key dates and statutory deadlines as set out in the Combined Authority Constitution and the Finance Order and Jon referred the Committee to the timetable which is set out in the accompanying report.
- 5.4 Jon stated the overarching objective is to set an affordable and balanced budget and that the 2022/23 budget is set with a light-touch rolling-forward existing projects and budgets as the Combined Authority is currently reflecting upon its strategies. Funding assumptions and revenue and capital expenditure lines provide an affordable and balanced budget and there are no expectations, at present, of raising the council tax levy.
- 5.5 The Chair invited the Committee to comment upon both the Sustainable Growth Ambition Statement and the 2022/23 Budget and MTFP. Comments from the Committee and responses on the Statement included:
- There was some concern that Health and Skills are placed together in the Statement, and this was questioned. *Response:* They are placed together reflecting the academic work on human capital. The extent of health inequalities is significant in Cambridgeshire and Peterborough. There is likely to be a matrix on all the strategies going forward
 - A Member praised the Sustainable Growth Ambition Statement as a significant improvement on what has previously been presented by the Combined Authority; although, there was concern over the drift following the last Mayoral election. *Response:* The Combined Authority Forward Plan includes the future Business Plan of the Combined Authority
 - What constitutes an area in the Statement? *Response:* The indicators currently included are a working draft and additional work is being undertaken on the layers. There are striking discrepancies within districts and the January Combined Authority Board will be presented with some additional work that will have been undertaken
 - It is difficult to see how the areas in the Statement are going to be measured, and there are key metrics missing currently. How will the KPIs be measured against the HM Treasury Green Book? *Response:* There are conversations with the HM Treasury Green Book Unit. The revised version of the Green Book places a priority on the policy framework and by having the right policy framework the Combined Authority will be complying with the Green Book
 - Connectivity is included in the Statement, but should there be a specific reference to mobile telephone connectivity as well as internet connectivity? *Response:* There is a digital strategy being developed and these future documents will include this detail

- There are no specific references to Net Zero or low-carbon transport in the Statement

5.6 Comments from the Committee and responses on the 2022/23 Budget and MTFO included:

- With regard to the Adult Education Budget what plans have been made and what are the high value course costs likely to be? *Response:* Assumptions have been made on known agreed positions, and on known income streams. These have not been broken down, as yet. This question will be considered as part of the consultation and a response will be provided to the Committee at the next meeting
- Will staff need to be recruited or redeployed into the health area? *Response:* The outcome of the development of new strategies is not known, as yet, so all known budgets and projects are being rolled-forward and resource activity will be in accordance with any new direction of travel, and there is flexibility in the budget to allow for this. It is a 'live' budget, and any changes will go through the established procedures
- A Member stated the budget is devoid of substance and lacks detail of any projects. Three projects in particular: Ely area enhancement scheme; A10 dualling; and the March area strategy are not included. Staffing costs have increased yet schemes and projects are static or have gone down. *Response:* An attempt has been made in the narrative to make it clear this is a holding budget until full strategies have been developed. As strategies are developing the Combined Authority needs to be able to react to build in the capacity to address the directions determined by them. The correct procedures will be followed as projects are developed and confirmed
- There was consensus that more detail is needed in the budget to enable challenge
- A member stated it is disappointing to go out to public consultation with an incomplete budget and the Mayor should be made aware of the Committee's concern
- The Combined Authority Board agreed the recommendations from the Independent Commission on Climate Change in November, but this is not included in the budget statement. *Response:* The Climate Working Group will be presenting an Action Plan to the Combined Authority Board in March 2022
- There is still £500,000 in the budget for the housing team is this going to take us much of the budget as this? *Response:* When the Combined Authority receives greater clarity it will be looking at resourcing and this will be reflected in the staffing establishment to ensure it aligns with the future of the Authority
- There is a lack of infrastructure projects in the budget in rural areas. *Response:* The Combined Authority is consulting constituent authority members which will be considered when the strategies have been developed. A prioritisation process will then take place on suggested projects
- Could the budget timetable be adapted to enable further consultation? *Response:* The Combined Authority Board needs to agree the budget by the end of January 2022. There will need to be a refreshed budget and MTFP once strategies have been developed and there is more

clarity on the projects taking place within those strategies. A mid-year refresh would be subject to further public consultation in order to ensure rigour in the process.

- 5.7 Following the comments of the Committee the Chair stated she would make representation to the Combined Authority Board on the lack of completeness on the budget as it goes out to public consultation.
- 5.8 Jon Alsop confirmed a formal note of the questions asked by the Committee and its comments would be part of the formal consultation process and that responses would be provided to the Committee at its meeting in January 2022. The Chair thanked Jon Alsop and Paul Raynes for their contribution and invited them to update the Committee at its next meeting. The Committee would ask further questions at that meeting and potentially raise further questions for the Combined Authority Board. The Chair also stated the Committee work programme should reflect the mid-year budget refresh.

6. Devolution Deal

- 6.1 The Chair commenced by stating the report was her own and the protocol moving forward would be that lead members and rapporteurs would be taking responsibility for the work they undertake, with reports headed with Members names. The Chair stated the Devolution Deal should be monitored to ascertain whether the Committee would wish to make recommendations to the Combined Authority Board and how it might wish to scrutinise the deal. The Chair invited Paul Raynes to provide some insight. Paul stated the Chair's report provides a good model for how scrutiny could be done in relation to the Devolution Deal and is particularly helpful in illustrating the devolution commitments.

- 6.2 There was unanimous support from the Committee that it should continue to review the current arrangements for monitoring the initiatives contained in the Devolution Deal agreed by Government and the constituent members of the Combined Authority in 2016 and consider where these might be improved. The Committee also supported the potential for a refreshed Devolution Deal to reflect the changing priorities of the Government, Mayor, member authorities, and the public.

- 6.3 It was agreed to forward the report received by the Committee to the Combined Authority Board in its entirety to provide the Board with the opportunity to consider revisiting the Deal. It was agreed to frame a question on the Devolution Deal for the public Mayor's Question Time in March 2022.

- 6.4 It was agreed to reconsider the Deal at the Committee on a six-monthly basis commencing in June 2022 so that the Committee might make recommendations to inform development.

- 6.5 The Chair was broadly thanked by the Committee for her report.

7. Accommodation Strategy

- 7.1 The Committee received the report from the rapporteur, Cllr Mark Goldsack in his absence.

7.2

The Chair questioned what the climate impact was of the six potential locations being considered and what factors in terms of this are being measured?

7.3

It was questioned what the potential financial implications of the site are?

7.4

It was agreed to receive an update at the next meeting of the Committee with responses to these questions as well as receiving any additional information that will be, by then, known.

8. Forward Plan

- 8.1 The Chair invited comments on the Forward Plan. As Lead Member for Skills Cllr Coles stated that any changes on who will be the lead officer for Skills in the new year will need to be reported to the Committee as soon as known.

9. Work Programme

The Committee noted the work programme.

10. Date and Time of Next Meeting

- 10.1 The next meeting of the Committee is on Monday, 24 January 2022 at 11:00 at Fenland Hall, March, PE
- 10.2 The Chair wished all a Merry Christmas and a Happy New Year.

The meeting closed at 13:10

Draft Sustainable Growth Ambition Statement and 2022/23 draft budget and medium-term financial plan 2022 to 2026 – Consultation update

To: Overview and Scrutiny Committee

Meeting Date: 24 January 2021

From: Jon Alsop, Chief Finance Officer

Recommendations: The Committee is recommended to:

- a) Note the responses to the consultation of the draft Sustainable Growth Ambition Statement and the draft 2022-23 Budget and Medium-Term Financial Plan (MTFP).
- b) Note responses to questions asked and comments made on the draft SGAS and budget/MTFP by members of the Overview and Scrutiny Committee at their consultation meeting of 13 December 2021

Voting arrangements: A simple majority of all Members-

1. Purpose

- 1.1. To provide the Overview and Scrutiny Committee with an update to the consultation of the draft Sustainable Growth Ambition Statement and the draft 2022-23 Budget and Medium-Term Financial Plan (MTFP).
- 1.2. To provide the Committee with responses to questions asked and comments made on the draft SGAS and budget/MTFP by members of the Overview and Scrutiny Committee at their consultation meeting of 13 December 2021

2. Background

- 2.1. According to the Constitution, “The draft Budget shall be submitted to the Combined Authority Board for consideration and approval for consultation purposes only before the end of December each year. The Combined Authority Board will also agree the timetable for consultation and those to be consulted. The consultation period shall not be less than four weeks, and the consultees shall include Constituent Authorities, the Local Enterprise Partnership and the Overview and Scrutiny Committee.”
- 2.2. This year, alongside the statutory budget consultation, the Combined Authority approved consultation on its draft Sustainable Growth Ambition Statement.
- 2.3. The Overview and Scrutiny Committee is specifically designated as a consultee on the Combined Authority’s draft budget in the Combined Authority’s Constitution.
- 2.4. The Committee was given an opportunity to provide a formal response to the consultation at its meeting of 13 December 2021
- 2.5. A number of comments and questions were made and raised by Committee members during the meeting. An action was taken by the Chief Finance Officer to respond to these comments and questions at the next meeting.
- 2.6. Appendix 1 gives a summary of the questions raised and comments made by Members of the Committee, together with responses as provided by officers.
- 2.7. The draft budget for 2022/23 and the MTFP for the period to 2025/26 was published on the Combined Authority’s website alongside the Draft Sustainable Growth Ambition Statement for public consultation. The consultation ran for five weeks and closed on 31 December.
- 2.8. There were 30 responses to the online consultation. Of these, 27 were from Cambridgeshire and Peterborough residents; 8 from business owners; 5 from elected councillors and 3 from parish councillors or clerks.

Sustainable Growth Ambition Statement

- 2.9. The responses agreed with the importance of the themes set out in the Sustainable Growth Ambition Statement as follows:

Theme	% rating “extremely important” or “very important”
Health & Skills	93%
Climate & Nature	90%
Infrastructure	67%
Innovation	53%
Reducing Inequalities	70%
Finance & Systems	47%

2.10. Free text comments on the statement and the six themes identified the following issues:

Health and skills

- Agreement on the CA’s role in skills; some questions about the role in health
- The relationship between building human capital and addressing inequality
- The need to work in partnership.

Climate and nature

- Mainly in agreement with the priority; some see it as vague; one suggested it’s a long-term priority after other issues are addressed
- Requests for more emphasis on biodiversity
- Some site-specific points
- Proposals for funding for natural environment projects.

Infrastructure

- A balance of views between support and opposition for more road connectivity
- A few comments supporting light rail and autonomous pods
- Some comments highlighting health and education as well as transport infrastructure
- Relationship between infrastructure and nature/biodiversity.

Innovation

- Several comments questioning the rationale for intervention
- Relationship with health and skills highlighted
- Calls for spreading innovation economy beyond Cambridge.

Reducing inequalities

- Generally supported; one comment suggesting meritocracy rather than inequality targets as the focus; others calling for measures/targets
- Links with other agendas (health/education/climate transition) highlighted.

Finance and systems

- Several calls for public service reform
- Several challenges to the CA to deliver and measure vfm and keep overheads down.

General

- Support for the headline ambitions balanced by calls for greater specificity, targets and delivery plans to back them up
- Reminder not to forget the GVA objective
- More emphasis on social capital required
- Concerns that CA role in housing appears to be reducing.

MTFP/Budget

E-mail submissions

- 2.11. 174 e-mail messages were received on behalf of 180 individuals (plus a further online response), requesting that the Strategic Outline Business Plan for Whittlesey Southern Relief Road be included in the Combined Authority's 2022/23 budget.

Microsite submissions

- 2.12. Of the 29 unique responses from the microsite, 24 included an answer in response to the budget and MTFP. While most responses made points unique to each respondent, 7 of the respondents reflected on the lack of detail in the budget and MTFP or specifically commented that the budget does not make clear how the CPCA will be assigning funding against the 6 themes. The detail of the microsite responses are shown at appendix 2.

Business Board

- 2.13. The Business Board's discussions focussed on the strategic aspects of the SGAS and how these may be interpreted by Business rather than queries or comments on the draft budget and MTFP. Given the Business Board's role as a key link between local business and local politics, and the ending of the Business Board's devolved Local Growth Funding, an opportunity for the Business Board and the Combined Authority Board to meet to exchange views around growth and skills is being discussed against the backdrop of the developing Economic Growth Strategy.

Significant Implications

3. Financial Implications

- 3.1. There are no financial implications other than those identified in the paper.

4. Legal Implications

- 4.1. The budget setting process is as set out in the Combined Authority's Constitution

5. Appendices

- 5.1. Appendix 1 – Summary of responses to O&S Committee questions and comments made at

the 13th December 2021 meeting.

5.2. Appendix 2 – Detail of responses through the micro-site

6. Background Papers

6.1. O&SC Draft SGAS and Budget/MTFP for consultation paper 13 December 2021

[O&SC SGAS and Budget consultation paper 13 Dec 2021](#)

[O&SC paper 13 Dec 21 App1 Draft Revenue](#)

[O&SC paper 13 Dec 21 App2 Draft Capital](#)

[O&SC paper 13 Dec 21 App3 Draft SGAS](#)

Appendix 1

Question/Comment	Suggested Response
re AEB. Why is there is a level of detail shown in 2021/22, which isn't there in future years of the MTFP - see appendix 1c. What is the 'predictor' for AEB in future years? What plans have been made and what are the high value course costs likely to be?	Some of these additional AEB funding lines were for one-off initiatives which have now ended (e.g. High Value Courses and SWAPS). These budget lines are likely to be closed for future years. The main AEB grant is allocated by the DfE on a recurrent basis and we expect to receive the same level of funding c£12m per year. The DfE are consulting on the funding methodology for devolved areas and including a deprivation and rurality factor. The DfE have not issued an indicative settlement for future years.
Similarly for Digital Skills Bootcamp. There is budget provision in 2021/22, but what is the assumption for future activity?	The Combined Authority has submitted a proposal to DfE to extend the current contract for Digital Skills Bootcamps for another 12 months (April 22-March 23). The Combined Authority is also completing another submission to the DfE for grant funding to deliver further skills bootcamps across a wider range of sectors from April 2022.
Will staff need to be recruited or redeployed into the health area?	Staffing budgets have been rolled-forward according to the existing work programme. Any changes required to future resourcing will be informed by the development and approval of emerging strategies as they are considered and approved by the Board.
Why does the SGAS put 'skills' and 'health' together?	Health and Skills are placed together reflecting the academic work on 'Human Capital'. Human Capital consists of individual's capabilities, including knowledge, skills and experience, health and well-being.
The Sustainable Growth Ambition Statement is a significant improvement on what has previously been presented by the Combined Authority, although there is concern over the drift following the last Mayoral election.	This will be developed through the Combined Authority's Business Plan, which will be considered by the Combined Authority Board
ref 9.3 - funding for 30x zero emission electric buses. Making the area's bus network have zero emissions would be a difficult target to meet.	There is no doubt that the target set is extremely challenging but the funding awarded is the start that is needed to drive forward the ambition.
Not enough detail provided for good understanding of what money is to be spent on.	Noted
Would like to have seen this year's budget and previous years to see any pattern of spend.	Noted. We will look to provide greater detail and analysis of past spend in future budget reports
re SGAS lifebelt diagram - what is the link between 'Reducing inequalities' and 'Income per Area'?	The indicators currently included are a working draft and additional work is being undertaken including looking at striking discrepancies within districts.

The Combined Authority Board agreed the recommendations from the Independent Commission on Climate Change in November, but this is not included in the budget statement.	The Climate Working Group will be presenting an Action Plan to the Combined Authority Board in March 2022. Budget implications will be considered at that time.
Constituent Councils are not flush with funds. The CA appears to be sitting on £40m of capital which should be released.	Noted
It is difficult to see how the areas in the SGAS are going to be measured, and there are key metrics missing currently. How will the KPIs be measured against the HM Treasury Green Book?	There are ongoing conversations with the HM Treasury Green Book Unit. The revised version of the Green Book places a priority on the policy framework and by having the right policy framework the Combined Authority will be complying with the Green Book
Timing of distribution of 'head room' balances is inappropriate. Need to reflect on how the public will be consulted on with the lack of detail provided in the allocation of available balances.	Potential to consult with the public when the budget is refreshed mid-year
Could the budget timetable be adapted to enable further consultation?	The Combined Authority Board needs to approve the 2021/22 budget by the end of January 2022. It is likely that there will need to be a mid-year refresh of budget and MTFP once a number of key strategies have been developed and approved by the Board, which will inform future investment. The Board will need to consider whether a mid-year refresh should be subject to consultation, who the consultees should be, and the timing of any consultation.
ref 8.3 Education and Skills - there is an aspiration to double the proportion of school leavers in full time education from 17% locally in the north, closer to the 33% national average. We need clarification on how this is to be done.	The pathways to achieving this will be laid out in the Skills Strategy which is going to the CA board in January.
Similarly with other Business and Skills aspirations (see paras 8.3 to 8.5), we need pathways for dealing with the points made. The narrative doesn't go into detail, and there needs to be more actions.	The pathways to achieving 8.3 are laid out in the skills strategy, and additionally the university FBC - both being presented to CA board in January. The pathways to achieving 8.4 are laid out in a Programme business Case for the University five phase programme - phase 4 of which deals with this issue. This will come to the CA board in march. The pathways to achieving 8.5 are laid out in the FBC for the Business growth service approved by the CA Board in 2020. All FBCs and the draft PBC can be supplied to Members on request
Connectivity is included in the Statement, but should there be a specific reference to mobile telephone connectivity as well as internet connectivity?	There is a digital strategy being developed and these future documents will include this detail

The £500k p.a. for Housing team staff costs needs looking at.	The Combined Authority will be looking at it's future resourcing requirements. The Housing team will be considered within that review.
There is still £500,000 in the budget for the housing team is this going to take us much of the budget as this?	When the Combined Authority receives greater clarity it will be looking at resourcing and this will be reflected in the staffing establishment to ensure it aligns with the future of the Authority
There is a lack of infrastructure projects in the budget in rural areas.	The Combined Authority is consulting constituent authority members and the responses will be considered when a number of key strategies have been developed, including the Local Transport and Connectivity Plan. A prioritisation process will then take place on suggested 'pipeline' projects.
A Member stated the budget is devoid of substance and lacks detail of any projects. Three projects in particular: Ely area enhancement scheme; A10 dualling; and the March area strategy are not included. Staffing costs have increased yet schemes and projects are static or have gone down.	<p>Whilst these three projects do all have funding ('approved' and 'subject to approval') in 2021/22... Ely Area Capacity Enhancement is no longer funded by the Combined Authority. It is a DfT funded scheme but the CA does have representation on the Project Board. Whilst the Head of Transport is the Chair of the Task Force Group, it is no longer formally a combined authority project.</p> <p>A10 Outline Business Case has a paper being presented at Transport and Infrastructure committee in January to enable CPCA and CCC officers with DfT to develop the scope for onward supplier procurement.</p> <p>March Area Strategy project recently obtained funding approval to progress the full business case and fund some quick wins aligned with the Future High Street Fund activity and is therefore progressing well.</p>
It is disappointing to go out to public consultation with an incomplete budget and the Mayor should be made aware of the Committee's concern	An attempt has been made in the narrative to make it clear this is a holding budget until full strategies have been developed. As strategies are developed the Combined Authority needs to keep some capacity in the budget to be able to invest in projects selected that best fit with these emerging strategies.
Ref paragraph 2.7, states the devolution deal commitment to double GVA. This is not the only devolution deal commitment	Noted. The prioritisation mechanism suggested in SGAS looks at scoring projects against the six capitals as well as GVA.

Appendix 2

Individual microsite responses

Respondent agreed with the need for more housing in the March area but identified that the public services including schools, roads, doctors and dentists need to be improved to facilitate this.
You need to engage with local Councils and CO2 reduction better
Respondent highlighted that there is insufficient investment in existing public services in Ramsey across infrastructure, health, transport and connectivity and that the latter impacts on people's ability to work from home.
<p>I support strategies that address</p> <ul style="list-style-type: none">* reducing inequalities in living, access to education & employment and housing.*improving the public transport network - achieving an effective and affordable network* addressing Climate Change <p>I think public funds should be spent with measurable impact. In C&P alignment and accountability across local authorities and the Greater Cambridge Partnership must be improved. There is too much overlap.</p>
<p>Re the Adult Education Budget, worth planning to put in a bid for funding from the Department for Education for a new Adult Education College on the edge of Cambridge by a transport interchange that also has its own playing fields & sports centre.</p> <p>That or move Hills Road Sixth Form College out to Cambourne by the new railway station, and convert the existing buildings into an adult education college there, reducing the pressure of so many 16-19 year olds in such a small part of the county.</p>
<p>Overall I would support the budget and medium term financial plan, but I wonder whether there's scope to be more ambitious in joining up activities across the six capitals.</p> <p>For example, a key theme is shifting from a narrow focus on doubling GVA to a focus on good growth. Given this focus could we look at projects - at the detailed level - and seek integration across them. In the region we need more sustainable and affordable housing. Could we be asking the Business Board to support initiatives and/or run programmes that will develop the local supply chain to support the creation of sustainable, affordable housing. Can we look at whether we are supporting education programmes to ensure people have the right skills, etc.</p> <p>The high level vision works, but the detailed budget allocated to projects does</p>

not easily map onto the high level vision.

Respondent commented that the climate assessment is too weak and does not believe it is sufficient to deliver net zero.

Responding on behalf of a housing developer the respondent supported progressing the strategies in the following areas:

- Business and Skills: in particular, skills, education (e.g. university at Peterborough), innovation and the economic review by CPIER;
- The LTCP on quick, reliable and cheap public transport and active travel modes;
- Spatial and Climate Change Framework that enables its partner councils to approve new homes quicker;
- Developing a new housing strategy for beyond March 2022 that is focused on delivering new affordable housing through a community housing approach working with a range of new providers including themselves.

They proposed that some of the CPCA's capital funding is used to fund social housing for local families and the creation of a Community Fund to progress stewardship projects that help communities fund the future maintenance of public realm and buildings.

They recognised that CPCA does not have sufficient capital resources to be able to support the level of new affordable house building that the area needs alone but believes that the CPCA had a role to play as a facilitator between developers and Homes England alongside any responsibilities for future funding sources.



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Agenda Item No: 7

Office Accommodation Strategy and Options Assessment Process

To: Overview and Scrutiny Committee

Meeting Date: 24 January 2022

Public report:

Lead Member: Cllr Mark Goldsack, Rapporteur

From: Nick Sweeney – Residential Development Manager

Key decision: No

Forward Plan ref: N/A

Recommendations: Overview and Scrutiny Cttee are asked to note the report.

Voting arrangements: N/A

1. Purpose

- 1.1 To inform Overview and Scrutiny Committee that Combined Authority Leaders approved a strategy and process for identifying and securing office accommodation on 8th December 2021.

2. Background

- 2.1 At a Combined Authority Leaders Strategy meeting on 8th December the Accommodation Strategy and Options Appraisal Process that can be found at Appendix 1 was considered and discussed.
- 2.2 The strategy was approved and officers were instructed to shortlist the two highest scoring options for further investigation and more detailed consideration. This is likely to include negotiating financial terms and full benefits and commissioning work on layout design before identifying a preferred option.

Significant Implications

3. Financial Implications

- 3.1 No significant financial implications arise from this informative paper.

4. Legal Implications

- 4.1 No significant legal implications arise from this informative paper.

5. Other Significant Implications

- 5.1 No other significant implications arise from this informative paper.

6. Appendices

- 6.1 Appendix 1 – Accommodation Strategy and Options Appraisal Process

ANNEX A

Office Accommodation Option Appraisal Matrix

<u>Option</u>	ATTRIBUTE						
	Accessibility incl. parking	Staff Considerations	Indicative Cost	Energy Efficiency	Physical Attributes/ Versatility	Availability	Additional benefits
	SCORES 1 = Poor, 5 = Very good						
Civic Suite							
Pathfinder House							
Cyrus Way							
Sand Martin House							
Fenland Hall							
South Cambs Hall							
	WEIGHTING FACTORS						
	TBC	TBC	TBC	TBC	TBC	TBC	TBC
Civic Suite							
Pathfinder House							
Cyrus Way							
Sand Martin House							
Fenland Hall							
South Cambs Hall							
TOTALS							

ACCOMMODATION STRATEGY AND OPTIONS ASSESSMENT PROCESS

BACKGROUND & CURRENT STATUS

The previous office accommodation was leased from Urban and Civic.

Employees have since worked remotely, and when permitted and possible, utilised the limited amount of office space at the Mayor's office at 72/74 Market Street, Ely. Some teams have also conducted gatherings and meetings at third party locations for team meetings and team building.

With the national vaccination programme having progressed and with the gradual opening-up and return to work evolving alongside new Covid secure working practices, the CPCA needs to consider future office needs and requirements. Suitable office accommodation would provide a base for the organisation and a workplace for employees.

An officer working group has now been established to identify and consider options to secure an office accommodation solution.

IDENTIFYING ACCOMMODATION REQUIREMENTS

The effort required to identify and equip office accommodation should not be underestimated and the correct solution can significantly improve the efficiency of an organisation. The standard of accommodation can impact upon recruitment and retention of staff and provide an identity and image for the organisation.

The officer working group has identified principal factors to consider throughout the identification and selection process:

Staff consideration

A staff survey was undertaken in September 2021 to aid understanding of the anticipated accommodation needs of the employees, and to help identify how employees might envisage using any future office.

The staff survey appears to show that behaviours and expectations have changed following the Covid pandemic. Staff anticipate using an office as a hub to meet, communicate and collaborate rather than a place to spend extensive time working at a desk.

The survey revealed that the intended frequency of using an office was varied and it seems reasonable to assume a generic arrangement whereby employees spend 2 days a week working in an office and 3 days remotely or at home. Consequently, the officer working group has adopted a minimum 40% occupancy requirement to reflect that that on average 40 staff will require use of the office at one time.

Many staff preferred a location somewhere in the A1 corridor from Huntingdon/St Neots to Peterborough.

In addition to the findings of the staff survey there is a requirement to be attentive to any equality, diversity or inclusion implications that may arise.

Tenure implications

If a long-term solution is desirable and capital available, the acquisition of a freehold or long-term leasehold property would provide greater asset control and the opportunity to build or modify accommodation to an exact specification.

If capital is not available and less commitment is preferred, then a leasehold property with a revenue commitment will need to be considered. This option is likely to provide less flexibility as lease terms often impose greater constraints.

The officer working group has adopted the working assumption that it will not be preferable to acquire a freehold or long-leasehold property at the present time due to time constraints and the identification of potentially suitable options described below. A leasehold with a term of five years would provide a medium-term solution. The tenancy should fall inside the protection provided by Part II of the Landlord & Tenant Act 1954.

Physical attributes

Size

The office should be able to cater for a minimum of 40 staff members attending on any one day which equates to approximately 40% of the current staff. The availability of meeting rooms would also be required as an additional facility.

Workplace regulations require a minimum working space per employee of 11 cubic metres. In a typical office with 2.4m high ceilings this equates to a floor area requirement of 184 sq.m to accommodate 40 staff, but this does not allow for ancillary factors such as meeting rooms and break out space.

Based on this, the officer working adopted the working assumption of a total floor area requirement of between 465 – 750 sq. m (5,000 – 8,000 sq. ft) of floor space. The range reflects that some options are likely to share facilities such as meeting rooms, and other options will provide exclusive use of facilities. For comparison the former office at Alconbury had a floor area of 702 sq.m that included meeting rooms and break out areas for exclusive use.

Layout

Ideally the layout should be versatile and capable of flexible orientation between large spaces with smaller meeting rooms that could be provided by modern high quality space dividing systems. There should also be informal collaborative space(s).

The accommodation and layout must be accessible for disabled people and may require lifts.

Facilities

High-speed internet availability and futureproofing has been identified as an essential requirement and this is to be confirmed by IT specialists.

Video conferencing facilities will be required to allow external colleagues and stakeholders to join meetings without disturbing other office users. This will require more than one meeting room.

Use of a substantial kitchen or refectory area will also be required and this should be separate from the general working area.

There should be accessible toilets and it would be desirable to have access to shower facilities.

Energy efficiency

Given the combined authority's adoption of the Climate Commissions recommendations, the working group has adopted a working assumption that its offices should have sustainability and low carbon footprint credentials and meet a high energy efficiency standard. An Energy Performance Certificate (EPC) displays the energy efficiency grade of a commercial building. The best result is an A grade (most efficient) and the lowest being G (least efficient).

Accessibility including car parking

An accessible location is important and the accommodation should be convenient for public transport infrastructure as this will complement the authority's carbon footprint.

Convenient access to car parking will be required but this does not have to be on-site. For comparison the former office at Alconbury had 30 allocated car parking spaces.

Accessibility of the building itself and the rooms and spaces within it are also important. A site visit and assessment of this will be made for any shortlisted location options.

Cost

Accommodation is an expensive overhead for any organisation and up-front capital will be required to commit to a contractual agreement and fit-out the accommodation. Typical revenue expenditure includes rent, rates, maintenance, insurance, service charges and facilities management costs.

The overhead incurred with the previous office accommodation at Alconbury amounted to approximately £36,000 per month.

Availability

The officer working group has adopted the working assumption of the commencement of the 2022-23 financial year as a target date for operational occupation.

Additional benefits

Accommodation solutions often incorporate benefits that are not exclusive to each occupier and significant benefits can be derived by sharing facilities or co-locating with similar organisations. Such benefits include shared facilities such as bookable meeting rooms, or café / refectory facilities and these initiatives often generate significant revenue savings.

RECENT ACTIVITY

Recognising the significant cost implications and benefits of co-locating with similar users it was necessary to identify any opportunities that might currently exist from within the public sector. This collaborative approach ensures that elements of expenditure are re-circulated for the benefit of the taxpayer and demonstrates effective utilisation of the public sector property portfolio.

One Public Estate (OPE) partnerships exist across the country to enhance the value of working together across the public sector and adopt a strategic approach to asset management. Officers submitted an accommodation request through the Cambridgeshire OPE group and five partner organisations expressed interest in providing an accommodation solution.

The potential options identified were leasehold and these are listed below:

<u>Partner Organisation</u>	<u>Potential Option Identified</u>
Cambridge City Council	Part of 4 Cyrus Way, Hampton, Peterborough.
Huntingdonshire District Council	Part of Civic Suite, or part of Pathfinder House, Huntingdon.
Fenland District Council	Part of Fenland Hall, March
Peterborough City Council	Part of Sand Martin House, Peterborough
South Cambridgeshire District Council	Part of South Cambs Hall, Cambourne

The officer working group decided that all of these options were to be explored further and in the event that no suitable option is identified, the group can report back before conducting a full open market search.

CRITERIA FOR APPRAISING OPTIONS

The suitability of each of the potential options is to be assessed by the officer working group, which will offer recommendations to the Leaders. This is a complicated task because each of the options has different pros and cons and there are many variable factors to consider.

In order to ensure a fair and transparent method of evaluating each option a scoring matrix has been produced that can be found at Annex A. The officer working group shall assess how each option complies with the requirements identified above and attribute a score in the matrix.

Some requirements are considered to be more important than others, so weightings are to be applied to reflect this before an overall score is calculated for each option. For example, the availability of an asset will be less important than the physical attributes or cost, so a lower weighting factor could be applied to the availability scores to reflect this.

It is proposed that the officer working group shall decide on the weighting factors to apply to the appraisal scores of each accommodation requirement.

SELECTION PROCESS

Following the option appraisal exercise it is proposed that the two highest scoring options will be shortlisted for further investigation and more detailed consideration. This is likely to include negotiating financial terms and full benefits before identifying a preferred option. A recommendation can then be made to a Leaders Strategy Meeting and then the Board.

OTHER ISSUES

Office at 72/74 Market Street, Ely

The offices at Market St, Ely currently used by the Mayor are leased from East Cambridgeshire District Council (ECDC) and the arrangement is due to expire on 31st December 2021.

Terms have been provisionally agreed by officers for occupation to continue and the proposal is to be considered by ECDC's Finance and Assets Cttee on 25th November 2021. If the arrangement is implemented the Combined Authority will be able to serve three months advance notice to terminate the agreement at any time from 30th June 2022.



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Cambridgeshire and Peterborough Combined Authority Forward Plan of Executive Decisions

Published 14 January 2022

The Forward Plan is an indication of future decisions. Please note that it is subject to continual review and may be changed in line with any revisions to the priorities and plans of the CPCA. It is re-published on a monthly basis to reflect such changes.

Purpose

The Forward Plan sets out all of the decisions which the Combined Authority Board and Executive Committees will be taking in the coming months. This makes sure that local residents and organisations know what decisions are due to be taken and when.

The Forward Plan is a live document which is updated regularly and published on the [Combined Authority website](#) (click the Forward Plan' button to view). At least 28 clear days' notice will be given of any key decisions to be taken.

What is a key decision?

A key decision is one which, in the view of the Overview and Scrutiny Committee, is likely to:

- i. result in the Combined Authority spending or saving a significant amount, compared with the budget for the service or function the decision relates to (usually £500,000 or more); or
- ii. have a significant effect on communities living or working in an area made up of two or more wards or electoral divisions in the area.

Non-key decisions and update reports

For transparency, the Forward Plan also includes all non-key decisions and update reports to be considered by the Combined Authority Board and Executive Committees.

Access to reports

A report will be available to view online one week before a decision is taken. You are entitled to view any documents listed on the Forward Plan after publication, or obtain extracts from any documents listed, subject to any restrictions on disclosure. There is no charge for viewing the documents, although charges may be made for photocopying or postage. Documents listed on this notice can be requested from [Robert Parkin](#), Chief Legal Officer and Monitoring Officer for the Combined Authority.

The Forward Plan will state if any reports or appendices are likely to be exempt from publication or confidential and may be discussed in private. If you want to make representations that a decision which it is proposed will be taken in private should instead be taken in public please contact [Robert Parkin](#), Chief Legal Officer and Monitoring Officer at least five working days before the decision is due to be made.

An accessible version of the Forward Plan is available on request from [Democratic Services](#).

Notice of decisions

Notice of the Combined Authority Board's decisions and Executive Committee decisions will be published online within three days of a public meeting taking place.

Standing items at Executive Committee meetings

The following reports are standing items and will be considered by at each meeting of the relevant committee. The most recently published Forward Plan will also be included on the agenda for each Executive Committee meeting:

Housing and Communities Committee

1. Affordable Housing Programme Loan Book
2. Affordable Housing Programme Progress and Standing Loans

Skills Committee

1. Budget and Performance Report
2. Employment and Skills Board Update

Transport and Infrastructure Committee

1. Budget Monitor Update
2. Performance Report

Skills Committee – 17 January 2022

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
1.	Growth Works Management Review – January 2022	Skills Committee	17 January 2022	Decision	To monitor and review programme delivery and performance and make recommendations to the Combined Authority Board.	Relevant internal and external stakeholders including the Business Board	John T Hill, Director of Business & Skills	Councillor Lucy Nethsingha Lead Member for Skills	It is not anticipated that there will be any documents other than the report and relevant appendices to be published
2.	Local Skills Report Refresh	Skills Committee	17 January 2022	Decision	To update Committee Members on the Local Skills Report.	Relevant internal and external stakeholders	John T Hill, Director of Business & Skills	Councillor Lucy Nethsingha Lead Member for Skills	It is not anticipated that there will be any documents other than the report and relevant appendices

									to be published
3.	Peterborough University Phase 3 Business Case	Skills Committee	17 January 2022	Decision	To consider the Business Case for Phase 3 of Peterborough University and make recommendations to the Combined Authority Board.	Relevant internal and external stakeholders	John T Hill, Director of Business & Skills	Councillor Lucy Nethsingha Lead Member for Skills	It is not anticipated that there will be any documents other than the report and relevant appendices to be published
4.	Adult Education Budget Evaluation 2020/21 and Annual Return	Skills Committee	17 January 2022	Decision	To approve the Adult Education Budget Annual Return and to note the Evaluation.	Relevant internal and external stakeholders	John T Hill Director of Business and Skills	Councillor Lucy Nethsingha Lead Member for Skills	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
5.	Digital Skills Bootcamps Update	Skills Committee	17 January 2022	Decision	To update the Committee on the progress with the Digital	Relevant internal and external stakeholders	John T Hill Director of Business and Skills	Councillor Lucy Nethsingha	It is not anticipated that there will be any documents

					Bootcamps contract.			Lead Member for Skills	other than the report and relevant appendices to be published.
6.	Health and Care Sector Work Academy	Skills Committee	17 January 2022	Decision	To consider proposals to approve the reprofiling of spend for the Health and Care Sector Work Academy and make recommendations to the Combined Authority Board.	Relevant internal and external stakeholders	John T Hill Director of Business and Skills	Councillor Lucy Nethsingha Lead Member for Skills	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
6.	Employment and Skills Strategy and Action Plan	Skills Committee	17 January 2022	Decision	To consider the Employment and Skills Strategy and Action Plan and make recommendations to the Combined Authority Board.	Relevant internal and external stakeholders	John T Hill Director of Business and Skills	Councillor Lucy Nethsingha Lead Member for Skills	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

Combined Authority Board – 26 January 2022

Governance Items

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
7.	Minutes of the meeting on 24 November 2021 and Action Log	Cambridgeshire and Peterborough Combined Authority Board	26 January 2022	Decision	To approve the minutes of the previous meeting and review the action log.	Relevant internal and external stakeholders	Richenda Greenhill, Democratic Services Officer	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.
8.	Combined Authority Board and Committee Membership Changes January 2022	Cambridgeshire and Peterborough Combined Authority Board	26 January 2022	Decision	To note changes to Combined Authority membership.	Relevant internal and external stakeholders	Robert Parkin Chief Legal Officer and Monitoring Officer	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.
9.	Annotated Forward Plan	Cambridgeshire and Peterborough	26 January 2022	Decision	To approve the latest version	Relevant internal and	Robert Parkin	Mayor Dr Nik Johnson	It is not anticipated that there

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
		Combined Authority Board			of the forward plan.	external stakeholders	Chief Legal Officer and Monitoring Officer		will be any documents other than the report and relevant appendices.
10.	Budget Monitor Update	Cambridgeshire and Peterborough Combined Authority Board	26 January 2022	Decision	To provide an update on the revenue and capital budgets for the year to date.	Relevant internal and external stakeholders	Jon Alsop Section 73 Chief Finance Officer	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
11.	Sustainable Growth Ambition Statement and 2022-23 Budget and	Cambridgeshire and Peterborough Combined Authority Board	26 January 2022	Key Decision 2021/060	To approve the Sustainable Growth Ambition Statement, set a balanced	Relevant internal and external stakeholders	Jon Alsop Section 73 Chief Finance Officer	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
	Medium-Term Financial Plan to 2022-26				budget for the forthcoming financial year as required by law, and set a medium-term financial plan for the next four years.		Paul Raynes Director of Strategy		the report and relevant appendices to be published.
12.	Mayor's Budget 2022-23	Cambridgeshire and Peterborough Combined Authority Board	26 January 2022	Key Decision 2021/061	To agree the Mayor's draft budget for 2022-23.	Relevant internal and external stakeholders	Jon Alsop Section 73 Chief Finance Officer	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
13.	Progress Against Devolution Deal Commitments	Cambridgeshire and Peterborough	26 January 2022	Decision	To note the update against Devolution	Relevant internal and external stakeholders	Paul Raynes Director of Strategy	Mayor Dr Nik Johnson	It is not anticipated that there will be any

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
		Combined Authority Board			Deal Commitments.				documents other than the report and relevant appendices to be published.

Combined Authority Decisions

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
14.	Market Towns Programme: Reprofiting of Budget	Cambridgeshire and Peterborough Combined Authority Board	26 January 2022	Key Decision 2021/069	To approve the reprofiling of budget for the Market Towns Programme.	Relevant internal and external stakeholders	John T Hill Director of Business and Skills	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report

									and relevant appendices.
15.	Market Towns Programme – Approval of Recommended Projects (Funding Call 7) [May contain confidential appendices]	Cambridgeshire and Peterborough Combined Authority Board	26 January 2022	Key Decision 2021/078	To approve recommended project proposals under the Market Towns Programme (funding call 7) for the town of Soham (East Cambridgeshire).	Relevant internal and external stakeholders	John T Hill Director of Business and Skills	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.
16.	Greater South East Energy Hub: Mobilisation of Schemes and Reprofiting of Budget	Cambridgeshire and Peterborough Combined Authority Board	26 January 2022	Key Decision 2021/071	To approve the Business Plan for mobilising and deploying the Local Authority Delivery (LAD) 3 and Sustainable Warmth schemes and approve the reprofiling of budget for the Greater South East Energy Hub.	Relevant internal and external stakeholders	John T Hill Director of Business and Skills	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.
	Allocation of Additional Home to School	Cambridgeshire and Peterborough	22 January 2022	Key Decision 2021/083	To retroactively award the balance of Additional Home	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any

	Transport Funds	Combined Authority Board			to School Transport grant funds following final confirmation of audited spend.				documents other than the report and relevant appendices.
17.	Transport Levy 2022-23	Cambridgeshire and Peterborough Combined Authority Board	22 January 2022	Key Decision 2021/082	To approve the amount and apportionment of the Transport Levy for the 2022-23 financial year.	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.
18.	Affordable Housing Scheme: Proposed variation to loan relating to former Alexander House, Ely [May contain exempt appendices]	Cambridgeshire and Peterborough Combined Authority Board	22 January 2022	KD2022/002 [General Exception Notice]	To approve an extension to the loan facility made to Laragh Homes in relation to Alexander House, Ely due to Covid-related delays on site.	Relevant internal and external stakeholders	Roger Thompson Director of Housing and Development	Cllr Lewis Herbert Lead Member for Housing	It is not anticipated that there will be any documents other than the report and relevant appendices.

By recommendation to the Combined Authority Board

Recommendations from the Transport and Infrastructure Committee

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
19.	Local Transport and Connectivity Plan Update	Cambridgeshire and Peterborough Combined Authority Board	26 January 2022	Decision	To provide an update on the Local Transport and Connectivity Plan refresh following consultation in October/ November and seek approval to proceed to a six-week formal consultation from 31 January 2022.	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.
20.	Fengate Phase 2 University of Peterborough Access	Cambridgeshire and Peterborough Combined Authority Board	26 January 2022	Key Decision 2021/031	To consider recommendations on the Outline Business Case Phase 1 and outline next steps.	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
									relevant appendices.
21.	St Ives and A141 Strategic Outline Business Case	Cambridgeshire and Peterborough Combined Authority Board	26 January 2022	Decision	To review outcomes from the Strategic Outline Business Case and recommended next steps.	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
22.	Fengate Access Strategy	Cambridgeshire and Peterborough Combined Authority Board	26 January 2022	Key Decision 2021/067	To update the Board on the progress made on the Fengate Access Strategy and seek approval to use £150,000 from the subject to approval budget to develop the design further.	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
									to be published
23.	A10 Outline Business Case	Cambridgeshire and Peterborough Combined Authority Board	26 January 2022	Key Decision 2021/080	To approve the release of £2m of funding from the Department of Transport to progress the A10 Strategic Outline Business Case into the Outline Business Case stage.	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices to be published

Recommendations from the Skills Committee

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker

24.	University of Peterborough Phase 3 Business Case	Cambridgeshire and Peterborough Combined Authority Board	26 January 2022	Key Decision 2021/064	To approve the Full Business Case (FBC) for Phase 3 of the University of Peterborough.	Relevant internal and external stakeholders	John T Hill, Director of Business & Skills	Councillor Lucy Nethsingha Lead Member for Skills	It is not anticipated that there will be any documents other than the report and relevant appendices to be published
25.	Employment and Skills Strategy and Action Plan	Cambridgeshire and Peterborough Combined Authority Board	26 January 2022	Key Decision 2021/077	To approve the Employment and Skills Strategy and Action Plan.	Relevant internal and external stakeholders	John T Hill Director of Business and Skills	Councillor Lucy Nethsingha Lead Member for Skills	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
26.	Growth Works Management Review – January 2022	Cambridgeshire and Peterborough Combined Authority Board	26 January 2022	Decision	To monitor and review programme delivery and performance.	Relevant internal and external stakeholders including the Business Board	John T Hill, Director of Business & Skills	Councillor Lucy Nethsingha Lead Member for Skills	It is not anticipated that there will be any documents other than the report and

									relevant appendices to be published
27.	Health and Care Sector Work Academy	Cambridgeshire and Peterborough Combined Authority Board	26 January 2022	Key Decision 2021/068	To consider proposals to approve the reprofiling of spend for the Health and Care Sector Work Academy and make recommendations to the Combined Authority Board.	Relevant internal and external stakeholders	John T Hill Director of Business and Skills	Councillor Lucy Nethsingha Lead Member for Skills	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

Recommendations from the Housing and Communities Committee

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
28.	Digital Connectivity Business Case	Cambridgeshire and Peterborough Combined Authority Board	26 January 2022	Key Decision 2021/074	To consider the refreshed Business Plan and approve the budget for the next three years of delivery.	Relevant internal and external stakeholders	Paul Raynes Director of Strategy	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report

									and relevant appendices.
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Recommendations from the Business Board

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
29.	Strategic Funding Management Review – January 2022	Cambridgeshire and Peterborough Combined Authority Board	26 January 2022	Decision	To monitor and review programme performance, evaluation, outcomes and risks and to approve the process for awarding the Business Board recycled Funding.	Relevant internal and external stakeholders	John T Hill, Director of Business & Skills	Austen Adams Chair of the Business Board	It is not anticipated that there will be any documents other than the report and relevant appendices to be published

Housing and Communities Committee – 9 March 2022

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
30.	Affordable Housing Programme Scheme Approvals March 2022	Housing and Communities Committee	9 March 2022	Key Decision 2021/039	To consider and approve allocations to new schemes within the Affordable House Programme.	Relevant internal and external stakeholders	Roger Thompson Director of Housing and Development	Councillor Lewis Herbert Lead Member for Housing	It is not anticipated that there will be any documents other than the report and relevant appendices.
31.	Future Combined Authority Housing Purpose and Function beyond March 2022	Housing and Communities Committee	9 March 2022	Decision	To consider the likely activities and options for the future of the Combined Authority Housing activity and programme beyond March 2022 and make recommendations to the Combined Authority Board.	Relevant internal and external stakeholders	Roger Thompson Director of Housing and Development	Councillor Lewis Herbert Lead Member for Housing	It is not anticipated that there will be any documents other than the report and relevant appendices.

32.	Northern Fringe Progress Report	Housing and Communities Committee	9 March 2022	Decision	To receive a progress report on the Northern Fringe.	Relevant internal and external stakeholders	Roger Thompson Director of Housing and Development	Councillor Lewis Herbert Lead Member for Housing	It is not anticipated that there will be any documents other than the report and relevant appendices.
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Transport and Infrastructure Committee – 14 March 2022

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
33.	Local Transport and Connectivity Plan 2022	Transport and Infrastructure Committee	14 March 2022	Decision	To consider the Local Transport and Connectivity Plan refreshed document and make recommendations to the Combined Authority Board.	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.
34.	A47 Dualling	Transport and Infrastructure Committee	14 March 2022	Decision	To summarise outcome of the Highways England	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
					Review and outline next steps.				documents other than the report and relevant appendices.
35.	Peterborough City Centre Transport Vision Phase 1	Transport and Infrastructure Committee	14 March 2022	Decision	To consider funding proposals for the delivery of the first phase in the development of the Peterborough City Centre Transport Vision and make recommendations to the Combined Authority Board.	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices to be published
36.	Wisbech Rail Update	Transport and Infrastructure Committee	14 March 2022	Decision	To provide an update on the project and outline next steps.	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
									to be published.
37.	E-Scooter Trial and E Bike Update	Transport and Infrastructure Committee	14 March 2022	Decision	To provide an update on the E-Scooter Trial and E-Bikes and outline next steps.	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.
38.	Transforming Cities Fund 2021/2023	Transport and Infrastructure Committee	14 March 2022	Decision	To note the content of the Transforming Cities Fund Report as a requirement of the grant and make recommendations to the Combined Authority Board on any financial profile changes to specific projects.	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
39.	Fenland Stations Regeneration	Transport and Infrastructure Committee	14 March 2022	Decision	To give an update on construction completion of March and Manea stations as part of the Fenland Stations Regeneration programme.	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.

Skills Committee – 16 March 2022

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
40.	Economic Growth and Skills Strategy	Skills Committee	16 March 2022	Decision	To consider the draft Economic Growth and Skills Strategy.	Relevant internal and external stakeholders	Director of Business & Skills	Councillor Lucy Nethsingha Lead Member for Skills	It is not anticipated that there will be any documents other than

									the report and relevant appendices to be published
41.	Opportunities to develop the Greater South East Energy Hub	Skills Committee	16 March 2022	Decision	To note the opportunities for a green supply chain and skills requirements in the Cambridgeshire and Peterborough area.	Relevant internal and external stakeholders	Director of Business and Skills	Councillor Lucy Nethsingha Lead Member for Skills	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
42.	University of Peterborough – Programme Business Case	Skills Committee	16 March 2022	Decision	To consider the Programme Business Case for the University of Peterborough and make recommendations to the Combined Authority Board.	Relevant internal and external stakeholders	Director of Business & Skills	Councillor Lucy Nethsingha Lead Member for Skills	It is not anticipated that there will be any documents other than the report and relevant appendices to be published
43.	Adult Education Budget:	Skills Committee	16 March 2022	Decision	To consider proposals for Adult Education Budget funding	Relevant internal and	Director of Business & Skills	Councillor Lucy Nethsingha	It is not anticipated that there

	Funding Allocations for 2022/23 and Proposed Funding Policy Changes				allocations for 2022/23 and proposed funding policy changes and make recommendations to the Combined Authority Board.	external stakeholders		Lead Member for Skills	will be any documents other than the report and relevant appendices to be published
44.	Economic and Skills Insight Report	Skills Committee	16 March 2022	Decision	To note the Economic and Skills Insight Report.	Relevant internal and external stakeholders	Director of Business and Skills	Councillor Lucy Nethsingha Lead Member for Skills	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

Combined Authority Board – 30 March 2022

Governance Items

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
45.	Minutes of the meeting on 26 January 2022 and Action Log	Cambridgeshire and Peterborough Combined Authority Board	30 March 2022	Decision	To approve the minutes of the previous meeting and review the action log.	Relevant internal and external stakeholders	Richenda Greenhill, Democratic Services Officer	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.
46.	Annotated Forward Plan	Cambridgeshire and Peterborough Combined Authority Board	30 March 2022	Decision	To approve the latest version of the forward plan.	Relevant internal and external stakeholders	Robert Parkin Chief Legal Officer and Monitoring Officer	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
47.	Cambridgeshire and Peterborough Combined Authority Constitution	Cambridgeshire and Peterborough Combined Authority Board	30 March 2022	Decision	To review and approve a series of proposed changes to the Constitution.	Relevant internal and external stakeholders including the Audit and Governance Committee	Robert Parkin Chief Legal Officer and Monitoring Officer	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.
48.	Budget Monitor Update	Cambridgeshire and Peterborough Combined Authority Board	30 March 2022	Decision	To provide an update on the revenue and capital budgets for the year to date.	Relevant internal and external stakeholders	Jon Alsop Section 73 Chief Finance Officer	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
49.	Treasury Management Strategies 2022/23	Cambridgeshire and Peterborough	30 March 2022	Decision	To review and approve the Combined Authority's draft	Relevant internal and external stakeholders	Jon Alsop Section 73 Chief	Mayor Dr Nik Johnson	It is not anticipated that there will be any

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
		Combined Authority Board			Capital, Treasury and Investment Strategies and Minimum Revenue Provision (MRP) Statement for 2022/23	including the Audit and Governance Committee	Finance Officer		documents other than the report and relevant appendices to be published.
50.	Annual Report and Business Plan 2022/23	Cambridgeshire and Peterborough Combined Authority Board	30 March 2022	Decision	To approve the 2022/23 Business Plan.	Relevant internal and external stakeholders	Paul Raynes Director of Strategy	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
51.	Performance Report	Cambridgeshire and Peterborough Combined Authority Board	30 March 2022	Decision	To agree future performance reporting arrangements to the Board in	Relevant internal and external stakeholders	Paul Raynes Director of Strategy	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
					support of the new Business Plan and Medium-Term Financial Plan.				other than the report and relevant appendices to be published.

Combined Authority Decisions

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
52.	Combined Authority Office Accommodation [May contain confidential appendices]	Cambridgeshire and Peterborough Combined Authority Board	30 March 2022	Key Decision 2021/084	To approve acquisition of a leasehold property interest to serve as office accommodation for the Combined Authority and all remaining	Relevant internal and external stakeholders	Roger Thompson Director of Housing and Development	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
					associated expenditure to implement efficient operational occupation.				appendices to be published.
53.	Climate Change Action Plan	Cambridgeshire and Peterborough Combined Authority Board	30 March 2022	Key Decision 2022/001	To agree a Climate Action Plan based on the recommendations of the Climate Working Group	Relevant internal and external stakeholders	Paul Raynes Director of Strategy	Councillor Bridget Smith Lead Member for the Environment and Climate Change	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
54.	Market Towns Programme – Approval of Recommended	Cambridgeshire and Peterborough Combined Authority Board	30 March 2022	Key Decision 2021/079	To approve the final tranche of recommended project proposals under the Market	Relevant internal and external stakeholders	Director of Business and Skills	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
	Projects (Final Funding Call) [May contain exempt appendices]				Towns Programme (final funding).				other than the report and relevant appendices to be published.
55.	Opportunities to develop the Greater South East Energy Hub	Cambridgeshire and Peterborough Combined Authority Board	30 March 2022	Decision	To note the opportunities for a green supply chain and skills requirements in the Cambridgeshire and Peterborough area.	Relevant internal and external stakeholders	Director of Business & Skills	Austen Adams Chair of the Business Board	It is not anticipated that there will be any documents other than the report and relevant appendices to be published

By recommendation to the Combined Authority Board

Recommendations from the Transport and Infrastructure Committee

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
56.	Local Transport and Connectivity Plan 2022	Cambridgeshire and Peterborough Combined Authority Board	30 March 2022	Key Decision 2021/033	To approve the Local Transport and Connectivity Plan refreshed document.	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.
56.	A47 Dualling	Cambridgeshire and Peterborough Combined Authority Board	30 March 2022	Decision	To summarise outcome of the Highways England Review and outline next steps.	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.
57.	Peterborough City Centre Transport Vision Phase 1	Cambridgeshire and Peterborough Combined Authority Board	30 March 2022	Key Decision 2021/076	To request funding for the delivery of the first phase in the development of the Peterborough City	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than

					Centre Transport Vision.				the report and relevant appendices to be published
58.	Transforming Cities Fund 2021/2023	Cambridgeshire and Peterborough Combined Authority Board	30 March 2022	Key Decision 2022/003	To note the content of the Transforming Cities Fund Report as a requirement of the grant and approve any financial profile changes to specific projects.	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.
59.	Wisbech Rail Update	Cambridgeshire and Peterborough Combined Authority Board	30 March 2022	Decision	To provide an update on the project and outline next steps.	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
60.	E-Scooter Trial and E Bike Update	Cambridgeshire and Peterborough Combined Authority Board	30 March 2022	Decision	To provide an update on the E-Scooter Trial and E-Bikes and outline next steps.	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents

									other than the report and relevant appendices.
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Recommendations from the Housing and Communities Committee

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
61.	Future Combined Authority Housing Purpose and Function beyond March 2022	Cambridgeshire and Peterborough Combined Authority Board	30 March 2022	Key Decision 2021/070	To consider the likely activities and options for the future of the Combined Authority Housing activity and programme beyond March 2022.	Relevant internal and external stakeholders	Roger Thompson Director of Housing and Development	Councillor Lewis Herbert Lead Member for Housing	It is not anticipated that there will be any documents other than the report and relevant appendices.

Recommendations from the Skills Committee

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted
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									to the decision maker
62.	Adult Education Budget: Funding Allocations for 2022/23 and Proposed Funding Policy Changes	Cambridgeshire and Peterborough Combined Authority Board	30 March 2022	Key Decision 2021/081	To consider proposals for Adult Education Budget funding allocations for 2022/23 and proposed funding policy changes and make recommendations to the Combined Authority Board.	Relevant internal and external stakeholders	Director of Business & Skills	Councillor Lucy Nethsingha Lead Member for Skills	It is not anticipated that there will be any documents other than the report and relevant appendices to be published
63.	University of Peterborough – Programme Business Case	Cambridgeshire and Peterborough Combined Authority Board	30 March 2022 2022	Decision	To approve the Programme Business Case for the University for Peterborough.	Relevant internal and external stakeholders	Director of Business & Skills	Councillor Lucy Nethsingha Lead Member for Skills	It is not anticipated that there will be any documents other than the report and relevant appendices to be published

Recommendations from the Business Board

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
64.	Strategic Funding Management Review – March 2022	Cambridgeshire and Peterborough Combined Authority Board	30 March 2022	Decision	To monitor and review programme performance, evaluation, outcomes and risks.	Relevant internal and external stakeholders	Director of Business & Skills	Austen Adams Chair of the Business Board	It is not anticipated that there will be any documents other than the report and relevant appendices to be published
65.	Local Growth Fund Management Budget	Cambridgeshire and Peterborough Combined Authority Board	30 March 2022	Decision	To approve a revised spend profile into future years for the management budget for the Local Growth Fund Team.	Relevant internal and external stakeholders	Director of Business & Skills	Austen Adams Chair of the Business Board	It is not anticipated that there will be any documents other than the report and relevant appendices to be published

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
66.	Combined Authority Implications of the Local Enterprise Partnership Review	Cambridgeshire and Peterborough Combined Authority Board	30 March 2022	Decision	To note the outcomes of Government's national Local Enterprise Partnership (LEP) Review.	Relevant internal and external stakeholders	Director of Business & Skills	Austen Adams Chair of the Business Board	It is not anticipated that there will be any documents other than the report and relevant appendices to be published
67.	The Role of the Business Board	Cambridgeshire and Peterborough Combined Authority Board	30 March 2022	Decision	To approve proposed changes on the mandated role of the Business Board to share its views, manage and make recommendations to the Combined Authority Board.	Relevant internal and external stakeholders	Director of Business & Skills	Austen Adams Chair of the Business Board	It is not anticipated that there will be any documents other than the report and relevant appendices to be published

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
68.	Economic Growth and Skills Strategy	Cambridgeshire and Peterborough Combined Authority Board	30 March 2022	Decision	To approve the Economic Growth and Skills Strategy	Relevant internal and external stakeholders	Director of Business & Skills	Austen Adams Chair of the Business Board	It is not anticipated that there will be any documents other than the report and relevant appendices to be published
69.	Enterprise Zones Programme Update	Cambridgeshire and Peterborough Combined Authority Board	30 March 2022	Decision	To update the Board on the Enterprise Zones Programme.	Relevant internal and external stakeholders	Director of Business & Skills	Austen Adams Chair of the Business Board	It is not anticipated that there will be any documents other than the report and relevant appendices to be published

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
70.	Local Assurance Framework	Cambridgeshire and Peterborough Combined Authority Board	30 March 2021	Decision	To approve the revised Local Assurance Framework.	Relevant internal and external stakeholders, including the Audit and Governance Committee	Director of Business and Skills	Austen Adams Chair of the Business Board	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
71.	High Performance Computing Strategy	Cambridgeshire and Peterborough Combined Authority Board	30 March 2021	Decision	To approve and adopt the High Performance Computing Strategy.	Relevant internal and external stakeholders, including the Audit and Governance Committee	Director of Business and Skills	Austen Adams Chair of the Business Board	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

Transport and Infrastructure Committee

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
72.	Bus Reform April 2022	Transport and Infrastructure Committee	25 April 2022	Decision	To provide an update on the results of the Bus Reform Outline Business Case public consultation and next steps and make recommendations to the Combined Authority Board.	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.

Combined Authority Board Annual Meeting – 1 June 2022

Governance items

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
73.	Minutes of the meeting on 30 March	Cambridgeshire and Peterborough	1 June 2022	Decision	To approve the minutes of the previous meeting	Relevant internal and	Richenda Greenhill, Democratic	Mayor Dr Nik Johnson	It is not anticipated that there

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
	2022 and Action Log	Combined Authority Board			and review the action log.	external stakeholders	Services Officer		will be any documents other than the report and relevant appendices.
74.	Annotated Forward Plan	Cambridgeshire and Peterborough Combined Authority Board	1 June 2022	Decision	To approve the latest version of the forward plan.	Relevant internal and external stakeholders	Robert Parkin Chief Legal Officer and Monitoring Officer	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.
75.	Membership of the Combined Authority	Cambridgeshire and Peterborough Combined Authority Board	1 June 2022	Decision	To note the appointment of Members of Constituent Councils and a representative of the Business Board for 2022/23 (and their Substitute Members) and to	Relevant internal and external stakeholders	Robert Parkin Chief Legal Officer and Monitoring Officer	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
					appoint any Non-Constituent Members or Co-opted Members.				
76.	Appointments to Executive Committees, Committee Chairs and Lead Members	Cambridgeshire and Peterborough Combined Authority Board	1 June 2022	Decision	To note and agree the Mayor's nominations to Lead Member responsibilities and the membership of the Executive Committees, including the Chairs of the Executive Committees for 2022/23.	Relevant internal and external stakeholders	Robert Parkin Chief Legal Officer and Monitoring Officer	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.
77.	Appointment of the Overview and Scrutiny Committee	Cambridgeshire and Peterborough Combined Authority Board	1 June 2022	Decision	To appoint the Overview and Scrutiny Committee and confirm its terms of reference, size and allocation of seats to political	Relevant internal and external stakeholders	Robert Parkin Chief Legal Officer and Monitoring Officer	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
					parties in accordance with political balance requirements, according to the nominations received from constituent councils.				and relevant appendices.
78.	Appointment of the Audit and Governance Committee	Cambridgeshire and Peterborough Combined Authority Board	1 June 2022	Decision	To appoint the Audit and Governance Committee and Independent Person and confirm its terms of reference, size and allocation of seats to political parties in accordance with political balance requirements, according to the nominations received from	Relevant internal and external stakeholders	Robert Parkin Chief Legal Officer and Monitoring Officer	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
					constituent councils.				
79.	Calendar of Meetings 2022/23	Cambridgeshire and Peterborough Combined Authority Board	1 June 2022	Decision	To approve the calendar of meetings for 2022/23.	Relevant internal and external stakeholders	Robert Parkin Chief Legal Officer and Monitoring Officer	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.
80.	Budget Monitor Update	Cambridgeshire and Peterborough Combined Authority Board	1 June 2022	Decision	To provide an update on the revenue and capital budgets for the year to date.	Relevant internal and external stakeholders	Jon Alsop Section 73 Chief Finance Officer	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

Recommendations from the Business Board

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
81.	Digital Sector Strategy	Cambridgeshire and Peterborough Combined Authority Board	1 June 2022	Decision	To approve and adopt the Digital Sector Strategy for Cambridgeshire and Peterborough.	Relevant internal and external stakeholders	Director of Business & Skills	Austen Adams Chair of the Business Board	It is not anticipated that there will be any documents other than the report and relevant appendices to be published

Recommendations from the Transport and Infrastructure Committee

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
82.	Bus Reform June 2022	Cambridgeshire and Peterborough Combined Authority Board	1 June 2022	Key Decision 2021/045	To provide an update on the results of the Bus Reform Outline Business Case public consultation and next steps.	Relevant internal and external stakeholders	Rowland Potter Head of Transport	Mayor Dr Nik Johnson	It is not anticipated that there will be any documents other than the report and relevant appendices.

FP/02/22

Comments or queries about the Forward Plan to Cambridgeshire and Peterborough Combined Authority

Please send your comments or queries to [Robert Parkin](#), Chief Legal Officer and Monitoring Officer. We need to know:

1. Your comment or query:
2. How can we contact you with a response (please include your name, a telephone number and your email address).
3. Who you would like to respond to your query (if you are unsure please leave this blank and it will be assigned to the person best placed to reply).



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Agenda Item No: 8

Report title: Overview and Scrutiny Work Programme

To: Overview and Scrutiny Committee

Meeting Date: 24th January 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 the committee to 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

Appendix 1 – Overview and Scrutiny Committee Draft Work Programme

Overview and Scrutiny Work Programme 2021/2022

Meeting Date & Venue	Item	Comments
24th January 2022 Venue: Fenland DC	Minutes Committee to approve the minutes for accuracy from the last meeting.	
	Public Questions	
	Accommodation Strategy	
	Budget Consultation	
	Mayor Johnson in attendance in his role as Chair of Transport Committee - Bus Reform - LTP	Mayor Johnson to be in attendance
Meeting Date & Venue	Item	Comments
21st February 2022 Venue: Fenland Hall Reserve Meeting:	Minutes Committee to approve the minutes for accuracy from the last meeting.	
	Public Questions	
	Finance items	Suggested meeting for financial issues raised by the committee – scoping document yet to be received.
	Review of CfGS recommendations	Committee to discuss and agree their views on the CfGS report and feedback to CA Board.
	Director for Business & Skills	Committee requested that the Director attend to provide an update on skills emerging out of the pandemic and future apprenticeships.

Overview and Scrutiny Work Programme 2021/2022

Meeting Date & Venue	Item	Comments
25th March 2022 Venue TBC	Mayor's Question Time with members of the public in attendance	
28th March 2022 Venue: Sand Martin House, Peterborough	Minutes Committee to approve the minutes for accuracy from the last meeting.	
	Public Questions	
Meeting Date	Item	Comments
22nd April 2022 Venue: TBC (Reserve Meeting)	Minutes Committee to approve the minutes for accuracy from the last meeting.	
	Public Questions	

List of items – currently proposed but not confirmed:

- Affordable housing
- The active travel agenda
- The CAM (particularly in relation to the financial implications of the cessation of the programme)

Overview and Scrutiny Work Programme 2021/2022

- E-scooters
- Skills including the University of Peterborough, apprenticeships and iMET
- Finance items including underspend on skills training resulting from Covid-19 and other activities not delivered

