

OVERVIEW & SCRUTINY COMMITTEE REVIEW SCOPING DOCUMENT

REVIEW TOPIC: Combined Authority Accommodation Strategy

Relevant Links/Decisions/Forward Plan Reference	<ul style="list-style-type: none"> • August 2021 paper to Board re iMET building: option (not agreed) to retain premises for Combined Authority's own use • Invitation by Interim Chief Executive to Overview & Scrutiny Committee to assist in development of an accommodation strategy for the Combined Authority
Terms of Reference for the Review	To investigate the current and future accommodation needs of the Combined Authority for its own use and activities, and to make recommendations to the Board to assist the development of an Accommodation Strategy.
Lead O&S Member	Cllr Mark Goldsack
Task and Finish Group Membership (if applicable)	O&S Chair and Vice-Chair support
Review Type (T&F Group/Full Committee etc.)	Rapporteur investigation
Key Officer(s)	Eileen Milner, Chief Executive Roger Thompson, Director of Housing Others TBA (as advised by officers)
Combined Authority Portfolio Holder(s)/Executive Committee Chair (where appropriate)	
Rationale for the Review	To assist in the development of an accommodation strategy for the Combined Authority, and make recommendations to the Combined Authority to plan to meet its current future premises requirements.
Timescales and Milestones	TBA following discussion with officers and initial scoping of current information—two to four months depending on availability of information.
Scope of the Review (reference what is inside and outside the scope of the review)	<p>In scope:</p> <ul style="list-style-type: none"> • Current and future needs and uses for premises, including effect of COVID and expectations regarding home and mobile working • Current and future staffing complement and travel patterns

	<ul style="list-style-type: none"> • Audit of public estate in Cambridgeshire and Peterborough and potential options for leasing, shared use of spare premises capacity • Financial impact of premises options, both capital and revenue • Carbon impact of premises options and contribution to meeting net zero aspirations • Equality, diversity and inclusion impact of premises options • Legal and contractual impact of premises options <p>Outside scope:</p> <ul style="list-style-type: none"> • Premises owned or leased by the Combined Authority solely for use by others
<p>Key Lines of Enquiry:</p> <p>What primary/new evidence is needed for the scrutiny review? (Identify what information is required to take the review forward, and what information is not already available)</p> <p>What secondary/existing information will be needed? (Identify background information, performance indicators, complaints, existing reports, legislation, central government information and reports etc.)</p>	<ul style="list-style-type: none"> • Chief Executive’s plans for Combined Authority staffing and organisational structure • Likely future premises needs to support Combined Authority’s future activities • Current spare premises capacity among member local authorities and public sector partners • Financial impact of different options across MTFP, both capital and revenue • Current numbers on Combined Authority payroll • Current home and work locations, broadly expressed • Current budgetary provision for accommodation costs • Current Combined Authority premises assets • Accommodation strategies produced by other public bodies for ideas and comparison
<p>What briefings and site visits will be relevant for the review?</p>	<p>Chair’s meeting with CPCA Chief Executive (Wednesday 13 October)</p>
<p>Which witnesses should be invited to provide evidence for the review?</p>	<p>Chief Executive Director for Housing Human resources officer Finance officer</p>

<p>Implications of reviewing this topic. Have the following been taken into consideration in the planning for this review?</p> <p>Legal implications Financial implications Equality and Diversity</p>	<p>Yes Yes Yes</p>
<p>What resources are required for the review?</p>	<p>Access to information from officers Access to examples of accommodation strategies from other authorities</p>
<p>Indicators of success:</p> <p>What overview and scrutiny role are the committee performing in this case?</p> <p>What factors would tell you what a good review should look like in this case?</p> <p>What are the potential outcomes of the review e.g., service improvements, policy review/change, etc?</p> <p>What value is being added by undertaking the review?</p>	<p>Making recommendations to the Board as invited by the Interim Chief Executive</p> <ul style="list-style-type: none"> • Usable factual information • A better shared understanding of the Combined Authority's accommodation requirements • Practical recommendations <p>A strategy to meet the Combined Authority's accommodation requirements</p> <ul style="list-style-type: none"> • Fresh data, and existing data in context • Information drawn together from partner authorities and public bodies • Focus on an area of the Combined Authority's finances not previously addressed in a systematic and planned way