



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Cambridgeshire & Peterborough Combined Authority
Reports from Constituent Council Representatives on the
Combined Authority

Audit and Governance Committee
30 September and 02 December 2022
Councillor S J Corney

Overview and Scrutiny Committee
17 October and 28 November 2022
Councillor D B Dew
Councillor M A Hassall

Combined Authority Board
19 October and 30 November 2022
Councillor S J Conboy

The above meetings have taken place in September, October, November and December 2022.

**Audit and Governance Committee –
30 September and 02 December 2022**

The Audit and Governance Committee met on 30 September and 02 December 2022; the decision summaries are attached as Appendix 1 and 2.

Overview and Scrutiny Committee – 17 October and 28 November 2022

The Overview and Scrutiny Committee met on 17 October and 28 November 2022; the decision summaries are attached as Appendices 3 and 4.

Combined Authority Board – 19 October and 30 November 2022

The Combined Authority Board met on 19 October and 30 November 2022; the decision summaries are attached as Appendix 5 and 6.

The agendas and minutes of the meetings are on the Combined Authority's website – Link in the appendices.

Audit and Governance Committee Decision Summary

Meeting: 30 September 2022
 Agenda/Minutes: [Audit and Governance Committee](#)
 Chair: John Pye (Chair and Independent Person)

Summary of decisions taken at this meeting.

Item	Topic	Decision [<i>None of the decisions below are key decisions</i>]
1	Apologies and Declarations of Interests	There were no apologies. No disclosable interests were declared.
2	Chair's Announcements	The Chair had had an online meeting with representatives from DLUHC and would report further on it during the discussion of the Improvement Framework, agenda item 4.
3	Minutes of the Previous Meeting and Action Notes	<p><u>RESOLVED:</u></p> <p>i. That the minutes of the meeting of 29 July 2022 be approved.</p> <p>ii. That the current Action Log be noted and that the following actions be added:</p> <ul style="list-style-type: none"> • Members to be sent a survey to complete which would help in assessing the performance of the Committee • Members to submit details of their relevant experience and past training. • Having received the results of the survey, Officers to submit a report for the next meeting outlining where they felt the Committee had weaknesses with proposals for addressing these. • Officers to organise online development sessions on financial and project management.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
4	Improvement Framework Including Review of Governance	<p><u>RESOLVED:</u></p> <ol style="list-style-type: none"> 1. That the Committee notes the presentation and welcomes the approach and proposed next steps. 2. That a report from the IIB be delivered at the next meeting on 2 December and that the Committee then take a view on frequency of reporting and whether it would be helpful to observe a future IIB meeting. 3. That the workplan agenda item be moved up the agenda for the next meeting and that discussion be had on the strength and weaknesses of the Committee, the findings of the Governance review, and proposals be given for a revised workplan regarding the Improvement Framework.
5	Internal Audit Progress Report	<p><u>RESOLVED:</u></p> <p>That the Internal Audit progress report be noted.</p>
6	Subsidiary Governance Report	<p><u>RESOLVED:</u></p> <p>That the Committee note the report but express their disappointment that a minimal assurance had been given by the Internal Auditors despite the issue being debated on several occasions over the past year.</p>
7	Review of Corporate Risk Register and Risk Register Improvements	<p><u>RESOLVED:</u></p> <p>That the Committee note the improvements to the Corporate Risk Register.</p>

8	Work Programme	<u>RESOLVED</u> That discussion of the Committee's work programme be postponed until the next meeting.
9	Date and Time of Next Meeting	The Committee would next meet on Friday, 2 December 2022 at 10:00am at Pathfinder House, Huntingdon.

Audit and Governance Committee Decision Summary

Meeting: 02 December 2022
 Agenda/Minutes: [Audit and Governance Committee](#)
 Chair: John Pye (Chair and Independent Person)

Summary of decisions taken at this meeting.

Item	Topic	Decision [<i>None of the decisions below are key decisions</i>]
1.	Apologies and Declarations of Interests	Apologies were received from Cllr Harvey and Cllr Ali. No disclosable interests were declared.
2.	Chair's Announcements	An additional meeting would be held on 13 January to review two reports, Revisions to the Constitution and the Procurement Policy, before they went to the CA Board meeting on 25 January.
3.	Minutes of the Previous Meeting and Action Notes	<u>RESOLVED:</u> a) That the minutes of the meeting of 30 September 2022 be approved. b) That the current Action Log be noted
4.	Work Programme	<u>RESOLVED</u> a) That the Audit & Governance Committee adopt the proposed work programme (attached at Appendix A) for the remainder of the 2022/23 municipal year b) That the wording at paragraph 3.6 of the report be amended to read that:

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>“The role of the Committee in relation to the improvement journey is to assure itself (and the Board) that the improvement framework would <i>be likely to</i> satisfy DLUHC and the External Auditors’ concerns.”</p>
5.	Improvement Plan	<p><u>RESOLVED:</u></p> <p>That the Committee:</p> <p>a) Having considered and reviewed the Improvement Framework report that went to the CPCA Board meeting on 30 November 2022 welcomed the proposals set out in the paper.</p>
6.	Review of Corporate Risk Register and Risk Register Improvements	<p><u>RESOLVED:</u></p> <p>That the Committee:</p> <p>a) Note the Risk Management training already undertaken and the planned Risk Appetite training.</p> <p>b) Note the full Risk Register and accompanying narrative.</p>
7.	Draft Financial Strategies	<p><u>RESOLVED:</u></p> <p>That the Committee:</p> <p>a) Review and comment upon the Capital, Investment and Treasury Management Strategies for 2023-24 and the 2023-24 Minimum Revenue Provision (MRP) statement.</p>

8.	Subsidiary Companies	<p><u>RESOLVED:</u></p> <p>a) That the Committee note the progress made against the proposed management actions and timescales to address the identified weaknesses as set out in the RSM report.</p> <p>b) That an update on the Shareholder Board be brought to the Committee's March meeting</p> <p>c) That the three other companies in which the CPCA held a silent partner role but also owned shares in (Smart Manufacturing, Medtec Accelerator Ltd and Ascendal Accelerator Ltd) be included in the Terms of Reference for the Shareholder Board.</p>
9.	Draft Accounts & Annual Governance Statement	<p><u>RESOLVED</u></p> <p>That the Committee</p> <p>a) Note the draft Statement of Accounts 2021/22</p> <p>b) Note the draft Annual Governance Statement 2021/22.</p>
10.	Internal Audit Progress Report	<p><u>RESOLVED:</u></p> <p>That the Internal Audit progress report be noted.</p>
11.	Date and Time of Next Meetings	<p>Friday 13 January 2022 10:00am Venue: Pathfinder House, Huntingdon Friday 27 January 2023 10.00am Venue: Pathfinder House, Huntingdon</p>

Overview and Scrutiny Committee Decision Summary

Meeting: 17 October 2022
 Agenda/Minutes: [Overview and Scrutiny Committee](#)
 Chair: Lorna Dupré

Summary of decisions taken at this meeting.

Item	Topic	Decision [<i>None of the decisions below are key decisions</i>]
1&2.	Apologies & Declarations of Interest	<p>Apologies were received from Cllr Coles, Cllr Iqbal, Cllr Hay, Cllr Miscandlon, Cllr Atkins, Cllr Baigent and Cllr Van de Weyer.</p> <p>Cllr Coutts, Cllr Smith and Cllr Fane attended as substitutes for Cllr Atkins, Cllr Baigent and Cllr Van de Weyer respectively.</p> <p>There were no declarations of interest.</p>
3.	Improvement Framework	<p><u>RESOLVED:</u></p> <p>The Committee:</p> <ol style="list-style-type: none"> 1. Noted the presentation on the next steps of the Improvement Framework and proposed report going to the 19 October CPCA Board meeting. 2. Welcomed the proposal to being an Improvement Framework Highlight Report to future Committee meetings. 3. Agreed that a virtual briefing be held to further discuss the Review of Governance recommendations and the role of the Overview and Scrutiny function, and to consider what needs to be included in the Committee's 2022/23 work programme regarding the improvement framework.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
4.	Questions to the Mayor from Members of the Committee	Questions from members of the Committee had been sent to the Mayor in advance of the meeting and written responses had been supplied. These were added as a supplementary item to the agenda pack and also appended to the minutes.
5.	Minutes of the previous meeting and Action Log	<u>RESOLVED</u> That the minutes of the meeting held on 25 July 2022 be approved as a correct record and that the Action Log be noted.
6.	Budget Scrutiny	<u>RESOLVED:</u> The Committee noted the update on the budget planning process for the 2023-24 budget and MTFP.
7/8.	Lead Members' Update and Combined Authority Forward Plan	Lead members were not present at the meeting so there were no updates given on areas of interest included in the Forward Plan.
9.	Combined Authority Board Agenda	Members did not put forward any questions to be asked at the CA Board meeting on 19 October 2022.
10.	Overview and Scrutiny Work Programme	<u>RESOLVED:</u> 1. That an update on the Improvement Plan would be a standing item going forwards. 2. That the Bus and Transport lead members bring a report on the Bus Review to the next meeting.
11.	Date and Time of Next Meeting	The next meeting would be on Monday 28 November 2022 at 11am. The venue would be Pathfinder House, Huntingdon.

Overview and Scrutiny Committee Decision Summary

Meeting: 28 November 2022
 Agenda/Minutes: [Overview and Scrutiny Committee](#)
 Chair: Cllr Lorna Dupré

Summary of decisions taken at this meeting.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
1&2.	Apologies & Declarations of Interest	Apologies were received from Cllr Atkins. Cllr Coutts was in attendance as his substitute. There were no declarations of interest.
3.	Minutes of the previous meeting and Action Log	<u>RESOLVED</u> That the minutes of the meeting held on 17 October 2022 be approved as a correct record and that the Action Log be noted.
5.	Improvement Framework	<u>RESOLVED:</u> That the Improvement Framework report going to the Combined Authority Board on 30 November 2022 be noted.
6.	Budget Scrutiny	<u>RESOLVED:</u> That the principles and approach behind the development of the draft budget for 2023/24 and the Medium-Term Financial Plan for the period 2023/24 to 2026/27 be noted.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<ol style="list-style-type: none"> 1. That the significant pressure on passenger transport forecast from 2023-24 MTFP be noted 2. That an additional meeting be held in early January to discuss the Committee's formal response to the budget consultation.
7.	Draft Bus Strategy	<p><u>RESOLVED:</u></p> <ol style="list-style-type: none"> 1. That the draft Bus Strategy (Appendix A) and covering report published with the Transport and Infrastructure (T&I) Committee papers, having been reviewed and commented on, be noted. 2. That the timeline provided by officers in the report be noted.
8.	Climate Action Plan Update	<p><u>RESOLVED:</u></p> <p>That the Climate Action Plan Update be noted.</p>
9.	Lead Members' Update and Combined Authority Forward Plan	<p><u>RESOLVED:</u></p> <p>That Cllr Goldsack be appointed as the Committee's Lead Member for Transport.</p>
10.	Combined Authority Board Agenda	Members did not put forward any questions to be asked at the CA Board meeting on 30 November 2022.
11.	Overview and Scrutiny Work Programme	<p><u>RESOLVED:</u></p> <p>That the new format of the draft work programme as shown at Appendix 1 be noted.</p>
12.	Date and Time of Next Meeting	<p>The next scheduled meeting would be on Monday 23 January 2022 at 11am. The venue would be Pathfinder House, Huntingdon.</p> <p>An additional meeting would be arranged for early January.</p>

Combined Authority Board Decision Summary

Meeting: 19 October 2022
Agenda/Minutes: [Combined Authority Board](#)
Chair: Mayor Dr Nik Johnson

Summary of decisions taken at this meeting.

Part 1 - Governance Items

1.1 Announcements, Apologies for Absence and Declarations of Interest

Apologies for absence were received from Councillor A Bailey, substituted by Councillor J Schumann and Jan Thomas, representing the Integrated Care Partnership.

Councillor C Boden declared an interest in Item 4.1: Emerging Bus Strategy, as a Cambridgeshire County Council appointed Trustee of FACT. Councillor Boden did not speak in the debate on any matter relating to FACT and did not take part in the vote.

Mayor Dr Nik Johnson declared a disclosable pecuniary interest in Item 9.1: Independent Remuneration Panel Report. The Mayor left the meeting room for the duration of the discussion and the vote.

1.2 Combined Authority Board and Committee Membership Update

It was resolved to:

- a) Note the appointment by Cambridge City Council of Councillor Anna Smith as its substitute member on the Combined Authority Board for the remainder of the municipal year 2022/2023.

- b) Note the appointment by Cambridgeshire County Council of Councillor Piers Coutts as the substitute member for the Audit and Governance Committee for the remainder of the municipal year 2022/23.

1.3 Minutes – 27 July 2022

The revised minutes of the meeting on 27 July 2022 were approved as an accurate record and signed by the Mayor.

1.4 Minutes – 31 August 2022 and Action Log

The minutes of the meeting on 31 August 2022 were deferred to the next meeting for approval.

The Action Log was noted.

1.5 Public Questions

A public question was received from Dr Dorothy Ball, a local resident. A copy of the question and response (when available) can be viewed [here](#).

1.6 Petitions

One petition was received, titled 'Save the 904 Bus Service'. It did not contain the 500 signatures required to be presented at the meeting, but it had been circulated to Board members for information.

Part 2 – Improvement

2.1 Interim Chief Executive's Diagnosis: Improvement Framework

It was resolved to:

- a) Accept the contents of the Interim Chief Executive's assessment as set out in Appendix 1.
- b) Agree the key areas of focus over the next three months set out in paragraph 4.4.
- c) Agree the proposed Improvement Plan as set out in Section 5 and Appendix 2.
- d) Agree the establishment of an Independent Improvement Board.
- e) Note and comment on the associated terms of reference and membership as set out in Section 6 and Appendix 3 and delegate to the Independent Improvement Board the decision to agree the final terms of reference.
- f) Request that updates from the Independent Improvement Board on progress against the agreed plan be given to future meetings of this Board as a standing item.

2.2 Senior Management Re-structure

It was resolved to:

- a) Note the new senior management structure contained at Appendix 1 of this report.
- b) Approve the commencement of a recruitment campaign leading to the appointment of the permanent Chief Executive and Executive Directors into the new structure.
- c) Approve that the CEO is authorised to make financial settlement in cases of redundancy.

Part 3 – Finance Reports

3.1 Budget Monitoring Report

It was resolved to:

- a) Note the financial position of the Combined Authority for the year to date.
- b) Note the increase in budget for the A1260 in line with ODN 366-2022.
- c) Note the correction of the ZEBRA capital budget, increasing it by £270k.

Part 4 – Combined Authority Decisions

4.1 Emerging Bus Strategy (KD2022/065 – Special Urgency)

It was resolved to:

- a) Recognise Mayoral Decision Notice MDN39-2022 (attached at Appendix 6) that asked officers to commence a procurement exercise to seek to replace some or all those services due to be withdrawn (as outlined by Stagecoach on 15th September).
- b) Agree the outcomes from the procurement process and authorise officers to continue to investigate any gaps in service provision.
- c) Agree that Combined Authority officers work with the operators of the services outlined in Paragraph 2.33 to ensure those services can continue in the short term, in order that decisions about on-going support are taken at the same time as decisions on other routes.

- d) To note the proposed outline programmes for the preparation of the Bus Strategy, the review of the Bus Franchising business cases and refreshed Bus Service Improvement Plan programme and the additional resources being used to accelerate this work.

4.2 Kings Dyke: Request to Draw Down Subject to Approval Funding (KD2022/025)

It was resolved to:

Approve the drawdown of £1m of subject to approval funding for Kings Dyke levelling crossing closure from the Medium-Term Financial Plan.

4.3 Active Travel Grant Funding (KD2022/040)

It was resolved to:

- a) Approve the drawdown of £635,000 of Active Travel Capital Funding Grant allocated by the Department for Transport for two active travel measures in Peterborough, £625,000 for Thorpe Wood Cycle Way and £10,000 for School Streets.
- b) Delegate authority to the Interim Head of Transport in consultation with the Chief Finance Officer and Monitoring Officer, to conclude a Grant Funding Agreement with Peterborough City Council to enable work to progress.

4.4 March Area Transport Scheme: Drawdown on funds for Active Travel (KD2022/046)

It was resolved to:

- a) Note progress towards the MATS Full Business Case (FBC).
- b) Approve the drawdown of £662,000 to complete the MATS FBC2.
- c) Note the change in construction cost of MATS Broad Street to £4,148,387.

- d) Reallocate £200,000 of the underspend from the March Quick Wins to cover extra C4 utility costs.
- e) Note the progress on the Pedestrian and Cycling Strategy for the March Area Transport Study.
- f) Approve the drawdown of £562,800 to continue work on the Pedestrian and Cycling Strategy.
- g) Delegate authority to the Interim Head of Transport and Chief Finance Officer to enter into Grant Funding Agreements with Cambridgeshire County Council.

4.5 Fengate Phase 1 (KD2022/045)

It was resolved to:

- a) Note progress towards the Fengate Phase 1 Full Business Case.
- b) Approve the drawdown of £550,424 to accelerate the active travel element of the scheme.
- c) Approve the drawdown of £315,000 to accelerate utility C4 costs ahead of construction.
- d) Delegate authority to the Interim Head of Transport in consultation with the Chief Finance Officer and Monitoring Officer to enter into Grant Funding Agreements with Peterborough City Council.

4.6 Peterborough Junction 3 (KD2022/044)

It was resolved to:

- a) Note progress towards the A1260 Junction 32/3 Full Business Case (FBC).
- b) Approve the drawdown of £518,988 to accelerate the active travel element of the scheme.
- c) Delegate authority to the Interim Head of Transport in consultation with the Chief Finance Officer and Monitoring Officer to enter into Grant Funding Agreements with Peterborough City Council.

- d) Reprofile the project's remaining Subject to Approval Budget from 2022/23 to 2023/24 reflecting the revised delivery timescales.

4.7 Capability and Ambition Fund (KD2022/060 – General Exception)

It was resolved to:

- a) Note the contents of the submitted Capability and Ambition Fund bid.
- b) Approve the drawdown of Capability and Ambition funding, subject to Active Travel England (ATE) approving the bid.
- c) Subject to ATE approving the bid, approve the delegation of authority to the Interim Head of Transport to enter into a Grant Funding Agreement with Peterborough City Council and Cambridgeshire County Council following consultation with the Chief Financial Officer and Monitoring Officer.

4.8 E-Scooter Update and Next Steps

It was resolved to:

- a) Note the outcome of the e-scooter report and,
- b) Approve the extension to the e-scooter trial in Cambridge to 31st May 2024.

4.9 Climate Commission (KD2022/033)

It was resolved to:

Approve £50k per annum from the Climate Commission subject to approval line in the medium-term financial plan (MTFP) in FY22/23 and FY23/24 to support the work of the Independent Commission on Climate.

4.10 Market Towns Programme Financial Update September 2022

With the agreement of the Board, this report was withdrawn.

Part 5 - Skills Committee Recommendations to the Combined Authority

5.1 Addressing Further Education 'Cold-Spots' in East Cambridgeshire and St Neots (KD2022/047)

It was resolved to:

- a) Approve the creation of a new budget line in the Medium-Term Financial Plan (MTFP) for the FE Cold Spots programme, allocating £225,000 for 2022/23, as per the allocated budget profile, shown in Table A in this report.
- b) Delegate authority to the Interim Associate Director of Skills in consultation with the Chief Finance Officer and Monitoring Officer to procure, enter into and sign contracts with suitable consultants to produce business cases for the two projects.

Part 6 – Housing and Communities Committee Recommendations to the Combined Authority

6.1 Winding Up Angle Holdings and Angle Developments (East) (via H&CC)

It was resolved to:

To instruct officers to undertake the actions required to wind up Angle Holdings Ltd and Angle Developments (East) Ltd and for the appointment of a senior member of the CPCA finance team as a Director of both companies in order to oversee and support the orderly closure of both companies.

6.2 Devolved funding to Support Community Housing Initiatives

It was resolved to:

To allocate further funding of £100,000 to support community led housing initiatives across Cambridgeshire and Peterborough.

Part 7 – Business Board Recommendations to the Combined Authority

7.1 Recycled Local Growth Fund (LGF) Project Proposals – Category 2 Call: Produce Hub (KD2022/022)

It was resolved to:

- a) Approve the full grant request of £1,158,525 from the Recycled Local Growth Fund for the Ramsey Food Hub Project.
- b) Reject the change request submitted for a revised grant award of £1,321,100 for the MedTech Mega Factory project.

7.2 Enterprise Zones - Cambourne Business Park Boundary Change & Programme Update

It was resolved to:

Agree the boundary change and redesignation of Enterprise Zone status for Parcel A at Cambourne Business Park.

Part 8 – Mayoral Decision

8.1 Mayoral Decision Notice MDN40-2022 Adult Education Budget Contract Awards 2022-23

It was resolved to:

Note Mayoral Decision Notice MDN40-2022 – Contract Awards for 2022-23 academic year to Independent Training Providers.

Part 9 – Governance Reports

9.1 Independent Remuneration Panel Report

It was resolved to agree the following recommendations of the Independent Remuneration Panel:

- a) Recommendation 1: That the level of Mayoral Allowance at Cambridgeshire and Peterborough Combined Authority be set at £86,121 from the start of the 2022/23 municipal year.
- b) Recommendation 2: That the level of Mayoral Allowance at Cambridgeshire and Peterborough Combined Authority be indexed against the National Joint Council cost of living increase each year rather than the Consumer Price Index.
- c) Recommendation 3: That the indexation set out in recommendation b be applied at the start of each municipal year from May 2023 onwards.
- d) Recommendation 4: The Mayoral allowances are next reviewed in early 2025 to be applicable from the beginning of the Mayoral term in May 2025.
- e) Recommendation 5: That no changes be made to the Mayoral expenses scheme.

9.2 Appointment of Directors to PropCo 1, PropCo2 and Growth Co - Companies wholly owned by the Combined Authority

It was resolved to:

- a) Appoint Fliss Miller, Associate Director, Skills, CPCA as a director of Peterborough Higher Education Property Company Ltd (PROPCo1);

- b) Appoint Adrian Chapman, Executive Director for Place and Economy, Peterborough City Council as a director of Peterborough R & D Property Company Ltd (PropCo2) ;
- c) Appoint Mark Parkinson, Interim Director, Corporate Services, CPCA as a director of Cambridgeshire and Peterborough Business Growth Company Ltd (GrowthCo);
- d) Approve that these three Directors represent CPCA in its role as a member of the companies at general meetings of the companies.

9.3 Forward Plan October 2022

It was resolved to approve the Forward Plan for October 2022.

Part 10 – Exempt Matters

It was resolved that the press and public be excluded from the meeting on the grounds that the report contains exempt information under Part 1 of Schedule 12A the Local Government Act 1972, as amended, and that it would not be in the public interest for this information to be disclosed. That is, information relating to an individual; information which is likely to reveal the identity of an individual; and information relating to the financial or business affairs of any particular person (including the authority holding that information). The public interest in maintaining the exemption was deemed to outweigh the public interest in its publication.

10.1 Exempt minutes of the Extraordinary meeting of the Combined Authority Board 20 May 2022

The meeting was not quorate. This item will be considered at the next meeting.

Combined Authority Board Decision Summary

Meeting: 30 November 2022
Agenda/Minutes: [Combined Authority Board](#)
Chair: Statutory Deputy Mayor Anna Smith

Summary of decisions taken at this meeting.

Part 1 - Governance Items

1.1 Announcements, Apologies for Absence and Declarations of Interest

Apologies for absence were received from Mayor Dr Nik Johnson, Councillors Boden (substituted by Councillor Jan French), Conboy (substituted by Councillor Tom Sanderson), Fitzgerald (substituted by Councillor Steve Allen), and Police and Crime Commissioner Darryl Preston (substituted by John Peach, the Deputy Police and Crime Commissioner).

There were no declarations of interest.

1.2 Combined Authority Board and Committee Membership Update

It was resolved to:

- a) Note the appointment by Cambridge City Council of Cllr Anna Smith as its Board member on the Combined Authority Board for the remainder of the municipal year 2022/2023.
- b) Note the appointment by Cambridge City Council of Cllr Lewis Herbert as the substitute member on the Combined Authority Board for the remainder of the municipal year 2022/23.

- c) Note the appointment by Cambridge City Council of Cllr Simon Smith as one of its members for the Overview and Scrutiny Committee for the remainder of the municipal year 2022/23.
- d) Note the appointment by Cambridge City Council of Cllr Jenny Gawthrope-Wood as its substitute member on the Overview and Scrutiny Committee for the remainder of the municipal year 2022/23.
- e) Ratify the appointment by South Cambridgeshire District Council of Cllr Peter Sandford as the substitute member on the Housing and Communities Committee for the remainder of the municipal year 2022/23.
- f) Ratify the appointment by South Cambridgeshire District Council of Cllr Bridget Smith as the member for Housing and Communities Committee for the remainder of the municipal year 2022/23.
- g) Ratify the nomination of Cllr Bridget Smith by Cllr Anna Smith acting in the place of the Mayor as the Chair for Housing and Communities Committee for the remainder of the municipal year 2022/23.

1.3 Minutes – 19 October 2022 and Action Log

The minutes of the meeting on 19 October 2022 were approved as an accurate record and signed by the Statutory Deputy Mayor.

The Action Log was noted.

1.4 Petitions

No petitions were received.

1.5 Public Questions

Three public questions were received from Lily Rivers, a local resident; Robin Sutton, representing Friends of the Manor; and Richard Parkinson, a local resident. A copy of the questions and responses (when published) can be viewed [here](#).

Part 2 – Improvement

2.1 Combined Authority Monthly Highlights Report: November 2022

It was resolved to:

- a) Note the content of this report.

2.2 Improvement Plan Update

It was resolved to:

- a) Note the progress made against the actions set out in the CPCA Improvement Plan for October.
- b) Note the development of arrangements for the Independent Improvement Board.

Part 3 – Finance Reports

3.1 Budget Monitoring Report

It was resolved to:

- a) Note the financial position of the Combined Authority for the year to date.
- b) Note the increase to the Local Transport Grant following extension by the Department for Transport.

3.2 Draft 2023/24 budget and medium-term financial plan 2023 to 2027

It was resolved to:

- a) Approve the Draft Budget for 2023/24 and the Medium-Term Financial Plan 2023/24 to 2026/27 for consultation.
- b) Approve the timetable for consultation and those to be consulted.

Part 4 - Combined Authority Decisions

4.1 Greater South East Net Zero Hub

It was resolved to:

- a) Recognise Agree the acceptance of the BEIS GSE Net Zero Hub MoU 2022 to 2025.
- b) Delegate authority to the Interim Chief Executive, in consultation with the Chief Finance Officer and Monitoring Officer, to enter into agreements and approve the budgets corresponding to the BEIS funding agreements for the delivery of new projects and pilots.
- c) Delegate authority to the Interim Director of Corporate Services, in consultation with the Chief Finance Officer and Monitoring Officer, to update the Net Zero Hub Board Terms of Reference and Accountable Body Agreement.
- d) Delegate authority to the Net Zero Hub Board for the use of the grants where the decisions do not impact the Combined Authority budget or staffing arrangements.
- e) Note the Greater South East Net Zero Hub bid into the Home Upgrade Grant Phase 2 challenge fund being run by BEIS and, if this is successful, agree to the mobilisation of the project, commence procurement, invite bids and award to successful bidders, and the creation of budget lines to expend the HUG2 funding.

4.2 Climate and Strategy Business Cases November 2022

It was resolved to:

- a) Approve the Business Case for Waterbeach Renewable Energy Network project and approve £2.7m from the subject to approval line in the medium-term financial plan (MTFP).
- b) Approve the Business Case for the Greater Cambridge Chalk Stream project and approve £300,000 capital and £120,000 revenue from the subject to approval line in the MTFP.
- c) Approve the revised expenditure profiles as set out in the Business Cases

4.3 Local Nature Recovery Strategy Grant

It was resolved to:

Approve the creation of an expenditure budget to enable payment of £16,304 to Cambridgeshire County Council towards preparation for a Local Nature Recovery Strategy.

4.4 Market Towns Programme Financial Update November 2022

It was resolved to:

- a) Note the latest financial position for the Market Towns Programme and approve revised project delivery profiles and extended completion forecasts as set out within the latest Market Towns Programme Delivery Tracker.
- b) Approve the reallocation of £195,000 from the cancelled Whittlesey Heritage Centre project to fund the four proposed community projects, subject to external appraisal and sign-off from the CPCA Performance and Risk Committee (PARC).
- c) Approve the submission of a funding application from Fenland District Council to the Combined Authority Board in January 2023 to consider the allocation of £255,750 towards progressing a Strategic Outline Business Case for Whittlesey Southern Relief Road.
- d) Approve the reallocation of any underspend from 'closed or completed' projects to cover the funding gap for the

Chatteris Museum and Community Centre project, and any other 'in delivery' projects requiring additional funds within the Programme portfolio, subject to sign-off from the CPCA Performance and Risk Committee (PARC) and Chief Finance Officer.

4.5 Combined Authority Gainshare Equity Fund

It was resolved to:

- a) Approve the Full Business Case for the Growth Works Equity Fund and approve the drawdown of £10million Gainshare currently 'subject to approval' in the medium-term financial plan (MTFP).
- b) Delegate authority to Interim Associate Director Business in consultation with Chief Finance Officer and Monitoring Officer to complete procurement and contract with delivery partners to commence delivery of the fund.

Part 5 – Transport and Infrastructure Committee Recommendations to the Combined Authority

5.1 Call-in of decision by the Transport and Infrastructure Committee: Demand Responsive Transport

The Board did not agree the recommendations contained in the report, neither was an alternative decision made. Therefore, the substantive decision remains that made by the Transport and Infrastructure Committee on Demand Responsive Transport on 16 November 2022.

5.2 Bus Strategy (KD2020/058)

It was resolved to:

- a) Approve the Bus Strategy to allow for a 6-week public consultation.
- b) Delegate the responsibility to the Interim Head of Transport in consultation with the Chief Finance Officer and Monitoring Officer to submit the final Bus Service Improvement Plan to central government in a timely manner,

following review by the Transport and Infrastructure Committee and approval by the Combined Authority Board.

5.3 A16 Norwood Improvements Outline Business Case (KD2022/042)

It was resolved to:

Approve the drawdown of £1.2 million from the Medium-Term Financial Plan for the development of the Full Business Case and to delegate authority to the Interim Head of Transport to enter into a Grant Funding Agreement with Peterborough City Council following consultation with the Monitoring Officer and Chief Financial Officer.

5.4 Transforming Cities Fund (KD2022/035)

It was resolved to:

- a) Agree the recommended capital replacement schemes for the Transforming Cities Fund.
- b) Delegate authority to the Interim Head of Transport to inform the Department for Transport of the revised TCF programme with the expectation that the fund will be allocated in full.
- c) Delegate authority to the interim Head of Transport in consultation with the Chief Finance Officer and Monitoring Officer to ensure the timely sign off for the Grant Funding Agreements with the County Council and other delivery partners, thereby reducing any potential delay in the programme.

5.5 Wisbech Rail Next Steps (KD2022/014)

It was resolved to:

Approve the drawdown of £80,000 from the Medium-Term Financial Plan for the development of an Options Assessment Report and to delegated authority to the Interim Head of Transport to enter into a Development Services agreement with Network Rail following consultation with the Monitoring Officer and Chief Financial Officer.

5.6 Snailwell Loop (Newmarket Curve)

It was resolved to:

Approve £150k of the current £500k subject to approval budget to enable continued development of the project and slip the balance into 2023-24.

Part 6 – Skills Committee Recommendations to the Combined Authority

6.1 University of Peterborough, Delivery Update and Future CPCA Role (KD2022/029)

It was resolved to:

- a) Note the progress of the development of the University of Peterborough, the opening and operation of the phase 1 building to students by ARU Peterborough and its initial and potential performance against the original business plan objectives.
- b) Note the future role of the Combined Authority in the next few months in the further evolution and development of the University through the following:
 - i. Preparation and submission for approval of the Phase 3 full business case including a review of the University's original quantitative objectives set at the Phase 1 full business case, with further recommendations about how to reset these for effective monitoring of the new University.
 - ii. Update and preparation of the University Programme Business Case including partners strategy for delivery.
 - iii. Supporting and managing the preparation and submission of an outline planning application for a scheme to articulate the vision to potentially expand the University campus beyond the phase 3.

- iv. To review the business plan and approach to lettings for the phase 2 building to achieve the best outcome.

6.2 Growth Works Performance Review

It was resolved to:

Approve the implementation of proposed ~~six~~ recommendations from the programme review as outlined at section 8 of the report. These are:

- i. Increase the jobs to be created from the £3m European Regional Development Fund (ERDF) funded grant programme from 400 to 1240;
- ii. Reduce the Growth Coaching Service new jobs target to 1417 to provide capacity to continue to support existing clients;
- iii. Re-allocate 500k of the contracted funding and 454 jobs output target from the Growth Coaching budget line to the Inward Investment service line to give a new total jobs output of 1262 across the Inward Investment contract line;
- v. Revise the focus of the skills brokerage model from longer term culture change to medium term output deliverables to deliver required learning outcomes, apprenticeship starts and European Social Fund (ESF) key performance indicators;
- iv. Approve a more realistic alignment of Growth Works for Skills with the emergent needs of local businesses.

Part 7 – Housing and Communities Committee Recommendations to the Combined Authority

7.1 Digital Connectivity Programme Reprofiting

It was resolved to:

Approve the re-profiling of the Digital Connectivity Programme budget as below:

	2022-3	2023-4	2024-5	Total
Original Budget	2,118,000	1,500,000	1,500,000	5,118,000
Revised Budget	1,262,000	1,943,000	1,913,000	5,118,000

Part 8 – Business Board recommendations to the Combined Authority

8.1 Strategic Funds Management Review November 2022

It was resolved to:

Decline the Project Change Request for the South Fens Enterprise Park project, and for funding to be clawed back in line with the existing grant agreement.

Part 9 – Governance Reports

9.1 Governance of CPCA Subsidiary and Fully Owned Companies – Shareholder Board

It was resolved to:

- a) Approve the creation of a Shareholder Board to ensure that CPCA subsidiary companies act in the interests of the CPCA as shareholder, member and / or lender and contribute to the Authority's objectives.
- b) Note the draft Terms of Reference at set out at Appendix 2 and delegate approval of final terms to the Chief Executive Officer in consultation with the Lead Member for Governance, the Chief Finance Officer and the Monitoring Officer.

9.2 Forward Plan November 2022

It was resolved to approve the Forward Plan for November 2022.

Part 10.1 – Exempt Matters

It was resolved that the press and public be excluded from the meeting on the grounds that the report contained exempt information under Part 1 of Schedule 12A the Local Government Act 1972, as amended, and that it would not be in the public interest for this information to be disclosed. That is, information relating to an individual; information which is likely to reveal the identity of an individual; and information relating to the financial or business affairs of any particular person (including the authority holding that information). The public interest in maintaining the exemption was deemed to outweigh the public interest in its publication.

10.2 University of Peterborough - Proposal to offer a loan to R&D Company 2 Delivering the University Phase 2 Building

It was resolved to:

- a) Approve recommendation a).
- b) Approve recommendation b).

10.3 Transition Arrangement: Resignation of Officer

It was resolved to note the report.

10.4 Exempt minutes of the Extraordinary meeting of the Combined Authority Board on 20 May 2022

The minutes of the Extraordinary meeting of the Combined Authority Board on 20 May 2022 were signed by the Statutory Deputy Mayor.

10.5 Exempt minutes of the Combined Authority Board meeting on 31 August 2022

The minutes of the meeting on 31 August 2022 were signed by the Statutory Deputy Mayor.