



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Reports from Constituent Council Representatives on the Combined Authority

The following meetings have taken place in May and June 2024

Business Board AGM, 13 May 2024

Councillor: Cllr S J Conboy

Decision Summary Link: [Business Board AGM \(May\)](#)

Combined Authority Board AGM, 5 June 2024

Councillor: Cllr S J Conboy

Decision Summary Link: [Combined Authority Board AGM \(June\)](#)

Combined Authority Board, 5 June 2024

Councillor: Cllr S J Conboy

Decision Summary Link: [Combined Authority Board \(June\)](#)

Skills and Employment Committee, 17 June 2024

Councillor: Cllr S Wakeford

Decision Summary Link: [Skills and Employment Committee \(June\)](#)

Environment and Sustainable Communities Committee, 19 June 2024

Councillor: Cllr L Davenport-Ray

Decision Summary Link: [Environment and Sustainable Communities Committee \(June\)](#)

Audit and Governance Committee, 20 June 2024

Councillor: Cllr P Hodgson-Jones

Decision Summary Link: [Audit and Governance Committee \(June\)](#)

Transport and Infrastructure Committee, 26 June 2024

Councillor: Cllr S Wakeford

Decision Summary Link: [Transport and Infrastructure Committee \(June\)](#)



1. Apologies for Absence

Apologies for absence were received from Mayor Dr. Nik Johnson.

2. Declarations of Interest

Araminta Ledger declared a potential non-pecuniary interest due to involvement in the implementation of a life sciences strategy (relating to items 9 and 10 on the agenda).

3. Minutes of previous meeting

The minutes of the meeting held on 4 March 2024 were approved as a correct record and signed by the Chair.

The Business Board noted the Minutes Action Log.

4. Business Board – CPCA Thematic Committee Representations & Lead Member Roles

It was resolved to:

- a) Approve the Business Board member representations and lead roles for 2024/25

5. Combined Authority Forward Planning

The Chair asked members of the Business Board to flag any topics with officers that they feel it would be beneficial for the board to discuss or hold a specialised session around.

6. Business Board Chair's Update

The Chair updated the Board on meetings and discussions held since the last Board meeting and upcoming opportunities.

7. Business Board Feedback from the Thematic Committees

Verbal updates were received from the Business Board representatives on the Combined Authority's Thematic Committees, looking at items covered at the previous meetings as well as discussing upcoming topics.

8. CPCA Director's Update

The Executive Director for Economy and Growth updated the Board on progress ahead of UKREiiF, commented on the recent Business Board workshop and introduced the new Assistant Director for Business Trade and Investment to members.

9. Economic Growth Strategy Implementation Plan Update

It was resolved unanimously to:

- a) Note the progress contained of the Economic Growth Strategy Implementation Plan.

10. Plan for new Business Support Delivery Arrangements

It was resolved unanimously to:

- a) Endorse the plan for Growth Hub business support delivery during 2024/25

11. Strategic Growth Fund and Levelling Up Fund Update (Gainshare)

It was resolved unanimously to:

- a) Note the updates on development of the Strategic Growth Fund and Levelling Up Fund contained within this report.
- b) Recommend that the Combined Authority Board reallocates a maximum of £1.5 million unspent capital from the completed Growth Works programme to the Strategic Growth fund to increase the total budget available for this fund.

12. Business Board Annual Report & Delivery Plan 2024-25

It was resolved unanimously (subject to amendments discussed at the meeting) to:

- a) Approve the Business Board's Annual Report & Delivery Plan 2024-25
- b) Recommend the Combined Authority Board approves the Business Board's Annual Report & Delivery Plan (2024-25), and for this to be submitted to the Cities and Local Growth Unit



Any key decision/s set below will come into force and may be implemented after 5.00pm on the fifth clear working day after publication of the decision, unless they are called-in [see note on call in below], with the exception of any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.

1 Announcements, Apologies for absence and Declarations of Interest

Apologies for absence were received from Cllr Anna Bailey, Darryl Preston and Al Kingsley (Nitin Patel substituting).

There were no declarations of interest.

2 Minutes of the previous meeting

The minutes of the meeting on 20 March 2024 were approved as an accurate record and signed by the Mayor.

The minutes action log was noted.

3 Membership of the Combined Authority

It was resolved to:

- A Note the Members and substitute Members appointed by constituent councils to the Combined Authority for the municipal year 2024-25 (Appendix A)
- B Confirm that the following bodies be given co-opted member status for the municipal year 2024/25:
 - The Police and Crime Commissioner for Cambridgeshire.
 - Cambridgeshire and Peterborough Fire Authority.
 - Cambridgeshire and Peterborough Integrated Care Board.
- C Note the named representative and substitute representative for each organisation as set out in the report.
- D Agree that any late notifications of appointments to the Monitoring Officer shall take immediate effect.

4 Appointments to Thematic Committees, Committee Chairs and Lead Members

It was resolved to:

- A Note and agree the Mayor's nominations to Lead Member responsibilities and the membership of the committees including the Chairs of committees for 2024/25 as set out in Appendix A
- B Note the Committee Members and substitute Members appointed by constituent councils to the Combined Authority for the municipal year 2024/25 (Appendix B).
- C Note and agree the Membership for the HR Committee for 2024/25 (Appendix C)
- D Note and agree the Membership for the Investment Committee for 2024/25 (Appendix D)
- E Note that Audit and Governance members and Overview & Scrutiny members can attend Investment Committee as observers.

5 Appointment of the Overview and Scrutiny Committee

It was resolved to:

- A Confirm that the size of the Overview and Scrutiny Committee should be 14 members; two members from each constituent council and two substitute members for the municipal year 2024/25.
- B Agree the political balance on the committee as set out in Appendix A.
- C Confirm the appointment of the Member and substitute Member nominated by constituent councils to the Overview and Scrutiny Committee for the municipal year 2024/25 as set out in Appendix B.
- D Approve the co-option of an independent member from a Constituent Council to the Overview and Scrutiny Committee and delegations given to the Overview and Scrutiny Committee to appoint the co-optee.

6 Appointment of the Audit and Governance Committee

It was resolved to:

- A Confirm that the size of the Audit and Governance Committee should be eight members; one member and one substitute from each Constituent Council and one independent person.
- B Agree the political balance on the committee as set out in Appendix A.
- C Confirm the appointment of the Member and substitute Member nominated by constituent councils to the Committee for the municipal year 2024/25 as set out in Appendix B.
- D Appoint the Independent Person, Mr John Pye as Chair for the municipal year 2024/25 and delegate the election of the Vice Chair to the Audit and Governance Committee.
- E Raise the remuneration for the role of the Independent Person as the Chair of the committee on a pro-rated basis, to reflect the increased activity of the committee, to £4289 per annum.
- F Approve the appointment of David Harwood as the second Independent Person for the Audit & Governance Committee for a term of four years ending May 2028.
- G Raise the remuneration for the role of the Independent Person of the committee on a pro-rated basis, to reflect the increased activity of the committee, to £3068 per annum.

7 Calendar of Meetings

It was resolved to:

- A Approve the amended calendar of meetings for the 2024/25 Municipal Year, as set out in Appendix A.

Notes:

- a) Statements in **bold type** indicate additional resolutions made at the meeting.
- b) Five Members of the Overview and Scrutiny Committee may call-in a key decision of the Mayor, the Combined Authority Board or an Officer for scrutiny by notifying the Monitoring Officer, except for any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.



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1 Petitions

No petitions were received.

2 Public Questions

One question was received in advance of the meeting in accordance with the procedure rules in the Constitution. A copy of the question and response will be appended to the minutes of the meeting.

3 Forward Plan

It was resolved unanimously to:

- A Approve the Forward Plan for June 2024.

4 Budget Outturn Report 2023-24

It was resolved unanimously to:

- A Note the unaudited outturn position of the Combined Authority for the 2023/24 financial year
- B Approve the requested slippage of unspent project budgets on the approved capital programme of £59.3m, and on the revenue budget of £14.9m.

5 Overview and Scrutiny Committee Annual Report 2023/24

It was resolved unanimously to:

- A Defer this item to the next meeting of the Combined Authority Board (24 July 2024).

6 Member Development Annual Report

It was approved unanimously to:

- A Note the Member Development Annual Report.
- B Note the training sessions held and the planned prospectus for the new municipal year.
- C Note the objectives as being to assist Members in carrying out their roles efficiently, and to maintain the highest standard of elected Members in carrying out their responsibilities to the Combined Authority and the communities they serve.

7 Appointments to Outside Bodies

It was resolved to:

- A Defer this item to the next meeting of the Combined Authority Board (24 July 2024).

8 Combined Authority Chief Executive Highlights Report

It was resolved to:

- A Note the contents of the report

9 Combined Authority Annual Report 2023-24

It was resolved to:

- A Note the content of the report.

10 Improvement Plan Update

It was resolved to:

- A Note the progress in March against the identified areas of ongoing concern set out in the Best Value Notice received in January 2024.
- B Note the update from the Chair, Independent Improvement Board following the meeting held on 7 May 2024

11 Updates to the Constitution

11 a LGA Model Code of Conduct

The recommendations were:

- A The CPCA Board is invited to consider the matters raised in this report and consider whether the Local Government Model Code of Conduct be adopted in full or part.
- B The CPCA Board is invited to consider whether the associated guidance on the Model Code of Conduct should be adopted in full or in part.
- C The CPCA Board is invited to consider whether the associated guidance on complaint handling should be adopted in full or in part
- D The CPCA Board is invited to consider the requests from the combined authority board member

Following the above considerations, it was resolved unanimously to:

- A Adopt the Local Government Model Code of Conduct in full.
- B Adopt the associated guidance on the Moden Code of Conduct in full
- C Adopt the associated guidance on complaint handling in full.

12 Appointment of Independent Remuneration Panel

It was resolved to:

- A Agree that an Independent Remuneration Panel be constituted to review the Members' Allowance Scheme for the Combined Authority in relation to the Mayor's allowance.
- B Agree that an Independent Remuneration Panel be constituted to review the allowance for the two Independent Persons for the Audit & Governance Committee.
- C Agree that an Independent Remuneration Panel be constituted to review the allowance for the members for the Audit & Governance Committee.
- D Agree that an Independent Remuneration Panel be constituted to review the allowance for the members for the Overview & Scrutiny Committee.
- E Agree that an Independent Remuneration Panel be constituted to review the allowance for travel and subsistence of all Combined Authority members including co-opted members.

13 Adult Education Budget delegated authority (amendment)

It was resolved to:

- A To delegate authority to Assistant Director of Skills, in consultation with the Chief Finance Officer and Monitoring Officer to:
 - enter into, sign and award grant agreements or awards to training providers to

deliver Adult Skills Funds to include but not limited to Adult Education Budget, Free Courses for Jobs and Innovation Fund with providers chosen via the relevant procurement exercise.

- And where appropriate, extend contracts with existing providers.

14 Recommendations from Business Board

It was resolved to approve all the recommendations as set out below:

Strategic Growth Fund and Levelling Up Fund Update (Gainshare) [KD2024/024]

A Note the updates on development of the Strategic Growth Fund and Levelling Up Fund contained within this report.

B Reallocates a maximum of £1.5 million unspent capital from the completed Growth Works programme to the Strategic Growth fund to increase the total budget available for this fund.

Business Board Members advised and requested that the transferred £1.5m capital funds are ring fenced notionally to be used for specifically for economic / growth projects and investments.

Business Board Annual Report and Delivery Plan 2024-25

A Approve the Business Board's Annual Report & Delivery Plan 2024-25

B Recommend the Combined Authority Board approves the Business Board's Annual Report & Delivery Plan (2024-25), and for this to be submitted to the Cities and Local Growth Unit

Notes:

- a) Statements in **bold type** indicate additional resolutions made at the meeting.
- b) Five Members of the Overview and Scrutiny Committee may call-in a key decision of the Mayor, the Combined Authority Board or an Officer for scrutiny by notifying the Monitoring Officer, except for any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.

Skills and Employment Committee: Decision Summary

Meeting: Monday, 17 June 2024

Published: Wednesday, 19 June 2024



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1 Apologies for Absence

Apologies were received from the Mayor, Dr Nik Johnson and Cllr Ian Benney

2 Declaration of Interests

There were no declarations of interests made.

3 Election of Vice-Chair

On being proposed by Cllr Nethsingha and seconded by Cllr Wilson, Cllr Sam Wakeford was unanimously appointed as Vice-Chair for the Committee

4 Minutes of the Previous Meeting

The minutes of the meeting on 4 March 2024 were approved as an accurate record.

The Action Log was noted by the Committee.

5 Public Questions

No public questions were received.

6 Forward Plan

RESOLVED:

- A That the Combined Authority Forward Plan be noted.

7 Wider Outcomes Framework

RESOLVED

- A To note the CPCA's Wider Outcomes Framework (Phase One) which is designed to help more effectively evidence the impact of learning beyond training 'completions' and achieving qualifications

8 AEB and FCFJ Commissioning and Funding Flexibilities (Academic Year 2024-25)

RESOLVED

- A To note CPCA's approach to AEB & FCFJ Commissioning for 2024-2025
- B To recommend that the Combined Authority Board approves CPCA's funding flexibilities for 2024-2025 (permitted under the CPCA's devolved AEB powers)

9 Employment and Skills Board Update

The verbal update was noted by the Committee

10 Budget and Performance Report

RESOLVED

A To note the budget of the Skills Division for the financial year 24/25

11 Work Programme

It was resolved to:

A Note the Committee Agenda Plan.

12 Date of Next Meeting

The next meeting is scheduled for 26 July at 10:00am. The meeting venue is CPCA Offices Pathfinder House

Notes:

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1 Apologies for Absence

Apologies were received from Cllr Goodearl and Cllr Todd-Jones. Cllr Todd-Jones could not attend in person but joined the meeting remotely for the discussion. He was not able to vote and did not count towards quoracy.

2 Declaration of Interests

There were no declaration of interests made.

3 Election of Vice-Chair

On being proposed by Cllr Smith and seconded by Cllr Dupre, Cllr Davenport-Ray was unanimously appointed as Vice-Chair for the Committee.

4 Minutes of the Previous Meeting and Action Log

The minutes of the meeting on 11 March 2024 were approved as an accurate record. The Action Log was noted by the Committee.

5 Public Questions

No public questions were received.

6 Forward Plan

It was resolved to:

- A Note the Combined Authority Forward Plan.

7 Director's Highlight Report

RESOLVED

- A To note the Director's Highlight Report

8 Local Nature Recovery Strategy (LNRS)

RESOLVED

- A To recommend** that the Combined Authority Board delegate authority to the Environment and Sustainable Communities Committee to approve a draft Local Nature Recovery Strategy for public consultation

9 Budget and Performance Report

RESOLVED

- A To note the financial position of the Environment and Sustainable Communities division for the financial year 23/24 and Board approved carry-forwards.

10 Work Programme

It was resolved to:

- A Note the Committee Agenda Plan.

11 Date of Next Meeting

The next meeting is scheduled for Wednesday 31 July 2024 at 10am. The meeting venue is CPCA Offices, Pathfinder House.

Notes:

- a) Statements in **bold type** indicate additional resolutions made at the meeting.
- b) Five Members of the Overview and Scrutiny Committee may call-in a key decision of the Mayor, the Combined Authority Board or an Officer for scrutiny by notifying the Monitoring Officer, except for any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.



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1 Apologies for Absence

Apologies received from Cllr Wilson, substituted by Cllr Whelan, Cllr Todd-Jones, substituted by temporary substitute Cllr Smart, Cllr Christian Hogg, no substitute.

2 Declaration of Interests

There were no declaration of interests made.

3 Chair's Announcements

The Chair made the following announcements:

The Chair welcomed the new members of the Committee including the new Independent Person David Harwood.

The Chair advised that the Member Induction session had been held earlier that week with low numbers in attendance and advised members that it would be useful to attend all induction and development sessions in future if they were able to do so.

4 Election of Vice Chair

The Chair requested nominations for the position of Vice Chair for the municipal year 24/25.

Cllr Christy proposed Cllr Wilson seconded by Cllr Brown.

Cllr Wilson was unanimously elected Vice Chair for the Committee for the municipal year 2024/25.

5 Minutes of the previous meeting

The minutes of the meeting on 8th March 2024 were approved as an accurate record.

The Assistant Director for Finance advised that a report would be circulated to members after the meeting to provide an update on the CPCA business continuity.

The Action Log was noted by the Committee.

6 Improvement Plan Highlight Report

The Committee RESOLVED to note:

- a) the progress in March against the identified areas of ongoing concern set out in the Best Value Notice received in January 2024.
- b) the update from the Chair, Independent Improvement Board following the meeting held on 7 May 2024

7 Corporate Risk Register

The Committee RESOLVED to note:

- a) the May 2024 Corporate Risk Report including the Register, Dashboard and Heat Map B
- b) the update on progress of the Risk Software implementation
- c) the proposed risk deep dives for upcoming meetings

8 External Audit - 22/23 Value for Money Opinion

The Committee RESOLVED to note:-

- a) The External Auditors Value for Money report for 22/23.

9a Internal Audit - Progress Report

The Committee RESOLVED to note:

- a) The Internal Auditors Progress report.

9b Internal Audit - Annual Report 23/24

The Committee RESOLVED to note:

- a) The Internal Auditors Annual Opinion

10a Officer Delegations

The Committee RESOLVED to:

- a) Recommend to the Combined Authority Board that delegations detailed within the report were approved for the Chief Executive Officer ("CEO")
- b) Recommend to the Combined Authority Board that delegations detailed within the report were approved for the Assistant Director Human Resources ("ADHR")

10b Appointment to Outside Bodies

The Committee RESOLVED to:

- a) recommend to the Combined Authority Board to agree the protocol which should be included in the constitution.

11 Audit Reporting

The Committee RESOLVED to:

- a) Receive updates on the implementation of recommendations contained in all audit reports on a quarterly basis starting in July.

12 Independent Person Allowance

The Committee RESOLVED to:

- a) recommend to the Combined Authority Board to agree that both Independent Persons should receive the same allowance.

13 Performance Management Framework

The Committee RESOLVED to note:

- a) The progress made in the implementation of the Performance Management Framework and next steps.

14 A&G Committee Annual Report

The Committee RESOLVED to:

- a) Approve the draft report subject to agreed changes and recommend it to the CA Board.

15 Work Programme

The Committee RESOLVED to:

- a) Note the work programme for 24/25.

16 Date of Next Meeting

The next meeting is scheduled for 18th July at 10am. The meeting venue is CPCA Meeting Room, Huntingdonshire DC.

Notes:

- a) Statements in **bold type** indicate additional resolutions made at the meeting.
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1 Apologies for Absence

Apologies were received from Cllr Chris Seaton, who was substituted by Cllr Dr Haq Nawaz, and also from Andy Williams, Business Board Representative.

2 Declaration of Interests

There were no declaration of interests made.

3 Election of Vice-Chair

RESOLVED:

On being proposed by the Chair and seconded by Cllr Shailer, Cllr Sam Wakeford was unanimously elected as Vice-Chair of the Committee.

4 Minutes of the Previous Meeting and Action Log

RESOLVED:

The minutes of the meeting on 13 March 2024 were approved as an accurate record.
The Action Log was noted by the Committee.

5 Public Questions

No public questions were received.

6 Forward Plan

RESOLVED:

To note the Combined Authority's Forward Plan.

7 Director's Highlight Report

RESOLVED:

To note the Director's highlight report

9 Electric Vehicles Strategy and Funding

RESOLVED:

A To note of the progress on Electric Vehicles (EVs) and Electric Vehicle Charging Infrastructure including the outcomes of the Electric Vehicles and Charging Point Survey.

B To note that an initial draft strategic Local Electric Vehicle Infrastructure (LEVI) business case will be submitted to Energy Saving Trust on 19 July 2024.

9 March Area Transport Strategy

On being put to the vote, proposed by the Chair and seconded by Cllr MacDonald, the motion was not supported.

An update on the MATS proposal would therefore be re-presented at a future meeting.

10 Budget and Performance Report

RESOLVED:

- A To note the outturn financial position of the Transport and Infrastructure Division for the financial year 23/24 and Board approved carry forwards.
- B Note the Transport and Infrastructure Division budget for the next 4 years updated for approved carry forwards

11 Work Programme

RESOLVED:

To note the Committee's Agenda Plan.

12 Date of Next Meeting

The date of the next meeting was confirmed as Monday 22 July 2024.

Notes:

- a) Statements in **bold type** indicate additional resolutions made at the meeting.
- b) Five Members of the Overview and Scrutiny Committee may call-in a key decision of the Mayor, the Combined Authority Board or an Officer for scrutiny by notifying the Monitoring Officer, except for any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.