



Business Board: Decision Summary
Meeting: Monday, 8 July 2024

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 Apologies for Absence

No apologies were received.

2 Declaration of Interests

There were no declaration of interests made.

3 Minutes of the previous meeting

The minutes of the meeting held on 13 May 2024 were approved as an accurate record.
The Action Log was noted.

4 Business Board Role Profile

It was resolved to:

- A Approve the Business Board member role profile.

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 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 spoke to the Board about the impact of the General Election as well as providing an update on staffing changes.

9 Constituent Authority Update

The Economic Development Officer for Peterborough City Council (CEO at Opportunity Peterborough) updated the Business Board on the constituent authority's key priorities, talking through the Economic Growth Strategy.

10 Budget and Performance Report

It was resolved to:

- A Note the budget of the Business Division for the financial year 2024/25.

11 Post UKREiiF Update

The Interim Assistant Director Delivery gave a presentation to the Business Board on the outcomes and feedback received following the Combined Authority's representation at the UK's Real Estate Investment and Infrastructure Forum.

12 Strategic Funds Management Review

It was resolved to:

- A Note the updates contained within the report.

13 Exclusion of the Press and Public

It was resolved that the press and public be excluded from the meeting on the grounds that the next 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. The public interest in maintaining the exemption must be deemed to outweigh the public interest in its publication.

14 Bus Reform

The Executive Director, Place and Connectivity, gave a presentation to the Business Board on the Outline Business Case and draft Audit Letter regarding Bus Reform. Members discussed the proposed recommendations for the Combined Authority Board meeting on 24 July 2024.

15 Date of Next Meeting

The next meeting of the Business Board will take place on Monday 30 September 2024 at 2.30pm. The meeting will be held virtually.

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.

Overview and Scrutiny Committee: Decision Summary
Meeting: Thursday, 11 July 2024
Published:
Decision Review Deadline:



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1	Apologies for Absence
	Apologies received from Cllr Gilderdale, Cllr Van de Weyer substituted by Cllr Fane, Cllr Cane substituted by Cllr Shepherd, Cllr Farooq substituted by temporary substitute by Cllr Atunes.
2	Election of Chair
	Cllr Van de Weyer was elected Chair for the municipal year 24/25.
3	Election of Vice Chair
	Cllr Goldsack was elected the Vice Chair for the municipal year 24/25.
4	Declaration of Interests
	There were no declaration of interests made.
5	Public Questions
	<p>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.</p> <p>The Committee RESOLVED unanimously to set a working group to consider the Governance of the CPCA's Housing Programme in response to the public question received.</p> <p>The terms of reference for the working group would be circulated to Committee members. The membership would comprise of the following: Cllr Neish, Cllr Shepherd and Van de Weyer.</p>
6	Minutes of the previous meeting
	<p>The minutes of the meeting on 18th March 2024 were approved as an accurate record.</p> <p>The Action Log was noted by the Committee.</p>
7	Appointment of Rapporteurs
	<p>Cllr Bradnam and Cllr Neish were agreed as the rapporteurs for the Transport & Infrastructure Committee.</p> <p>Cllr Goldsack and Cllr Divkovic were agreed as the rapporteurs for the Skills & Employment Committee</p>

	Cllr Cahn was agreed as the rapporteur for the Environment & Sustainable Communities Committee.
8	Forward Plan
	It was resolved to note the Forward Plan.
9	Bus Reform Working Group Terms of Reference
	The Terms of Reference for the Bus Reform Working Group were ratified, and the below membership approved. Cllr Bradnam, Cllr Hay, Cllr Divkovic and Cllr Vellacott.
10	Corporate Strategy and the Budget Process for the Medium -Term Financial Plan (2025/26 TO 2028/29) and Scrutiny Arrangements
	The Committee RESOLVED to: <ul style="list-style-type: none"> a) Note the proposed timeline for the setting of the refreshed Corporate Strategy and budget and that this may be subject to change in line with Government announcements or other factors. b) Note and comment on the scrutiny proposals outlined in this report as set out in section 2 in order to agree and approve the budget scrutiny arrangements for the setting of the MTFP from 2025/26; c) Amend the wording for recommendation C to include 'approve'. d) Approve the terms of reference for the budget working group and agreed the below membership: Cllr Shepherd and Cllr Atunes.
11	State of the Region
	The Committee RESOLVED unanimously to note the report and request this was added to the work programme to be considered twice a year.
12	Shared Ambition
	The Committee RESOLVED unanimously to note the report.
13	'Q4 Corporate Performance Report
	The Committee RESOLVED to: Note the report.
14	Improvement Plan Highlight Report
	The Committee RESOLVED to note: the progress in March against the identified areas of ongoing concern set out in the

	Best Value Notice received in January 2024. the update from the Chair, Independent Improvement Board following the meeting held on 7 May 2024
15	Mayor in Attendance
	Mayor Nik Johnson attended and responded to questions from the Committee members.
16	Scrutiny Resources Review
	The Committee RESOLVED to note the report.
17	Work Programme
	It was resolved to note the work programme.
18	Exclusion of the Press and Public
	It was resolved that the press and public be excluded from the meeting on the grounds that the next 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. The public interest in maintaining the exemption must be deemed to outweigh the public interest in its publication.
19	Bus Reform Update
	The Committee RESOLVED to note the report.
20	Date of Next Meeting
	The date of the next meeting is the 12 th September and will be the Mayor's Question Time Informal O&S Committee – 8 th October O&S Committee – 7 th November.

Notes:

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1	Apologies for Absence
	Apologies were received from Cllr David Brown, Cllr Keith Horgan Substituted.
2	Declaration of Interests
	There were no declaration of interests made.
3	Chair's Announcements
	<p>The Chair made the following announcements:</p> <p>The Chair advised that he met with the Head of External Audit, who was present at the meeting, where they discussed the next value for money statement and when the committee would receive it for the 2024/2024 accounts.</p> <p>The Chair and the CEO had met where they discussed governance arrangements for Bus Franchising, which officers would bring to the committee at a future meeting</p>
4	Minutes of the previous meeting
	<p>The minutes of the meeting held on the 8th March were approved as a correct record.</p> <p>The action log was noted.</p>
5	Improvement Plan Highlight Report
	<p>The Committee RESOLVED to:</p> <ul style="list-style-type: none"> a) Note the progress in May against the identified areas of ongoing concern set out in the Best Vale Notice received in January 2024. b) Note the update from the Chair, Independent Improvement Board following the meeting held on 1 July 2024.
6	Corporate Risk Register
	<p>he Committee RESOLVED to:</p> <ul style="list-style-type: none"> a) To note the report and supporting documentation to enable to Committee to undertake a Deep Dive into the Culture risk b) To note the report and supporting documentation to enable to Committee to undertake a Deep Dive into the Governance VfM risk c) To note the Corporate Risk Register, Dashboard and Heatmap

7	Internal Audit Actions Tracker
	The Committee RESOLVED to: a) To note progress on the implementation of internal audit actions
8	Draft Statement of Accounts & Annual Governance Statement 23/24
	The Committee RESOLVED to note the report.
9	External Audit - 23/24 Draft Audit Plan
	The Committee RESOLVED to note the report.
10	Internal Audit - Progress Report
	The Committee RESOLVED to note the report.
11	Treasury Management Outturn Report 23/24
	The Committee RESOLVED to: a) Review and note the actual performance for the year to 31st March 2024 against the adopted prudential and treasury indicators.
12	Code of Conduct & Complaints Update
	The Committee RESOLVED to: a) The annual report on code of conduct complaints be reviewed and an update of complaints about officers be brought back to the committee at the end of this year.
13	Work Programme
	The Committee RESOLVED to: a) To note the draft work programme for the Audit and Governance Committee for the 2023/24 municipal year attached at Appendix 1.
14	Date of Next Meeting
	26th September 2024 at CPCA Meeting Room Huntingdonshire District Council at 10am. 10th September – Development Session on Teams.

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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.



Transport and Infrastructure Committee: Decision Summary

Meeting: Monday, 22 July 2024

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.

NB. The Chair proposed a change to the running order of the items on the agenda so that items that may have required a move into private session were heard last and also to accommodate guest speakers. This was unanimously agreed by the Committee. The decision summary is laid out in the revised order with the numbers in brackets referring to the original agenda item number as published on the website.

1 **Apologies for Absence**

Apologies were received from the Mayor Dr Nik Johnson, Rebecca Stephens, Business Board Representative and also from Cllr Sam Wakeford who was substituted by Cllr Tom Sanderson.

2 **Declarations of Interest**

Cllr Seaton declared an interest as he was a trustee of FACT Community Transport. This was deemed a non-pecuniary interest and therefore did not affect his participation in items on the agenda.

3 **Minutes of the previous meeting and Action Log**

The minutes of the meeting on 26 June 2024 were approved as an accurate record. The Action Log was noted by the Committee.

4 **Public Questions**

Four public questions had been received. The questions are published on the CPCA website and can be found [here](#) under item 4.

5 **Forward Plan**

It was resolved:

- A To note the Combined Authority Forward Plan.

6 **Director's Highlight Report**

It was resolved:

- A To note the Director's highlight report.

7 **Bus Service Improvement Plan**

On being proposed by the Chair and seconded by Cllr Jamil, the Committee resolved (unanimously) to:

- A To recommend to the Combined Authority Board that it approves the revised Bus Service Improvement Plan (BSIP), as prepared by the Combined Authority at the instruction of the Department for Transport.
- B To recommend to the Combined Authority Board, that subject to approval of the Bus Service Improvement Plan, this be published on the Combined Authority website and a final version to be submitted to the Department for Transport.

8 (11) England's Economic Heartland's (EEH) Connecting Economies investment brochures

It was resolved to:

- A To note the updated England's Economic Heartland's Connecting Economies investment brochures and seek comment from Committee members.

9 A141 & St.Ives Improvement Study - update on progress and engagement

It was resolved:

- A To note the update on A141 & St. Ives Improvement Study project progress and delivery including the need for future public engagement

10 Active Travel Plan 2024/25

On being proposed by the Chair and seconded by Cllr McDonald the Committee resolved unanimously to:

- A Note the five active travel strategic aims for 2024/25.
- B Recommend to the Combined Authority Board to approve the request for redistribution of Medium-Term Financial Plan (MTFP) Transport revenue funding and the moving of £143,907 from subject to approval to approved. Details of proposed spending can be found in Appendix E.
- C Subject to the Combined Authority Board approving recommendation B, approve the use of funds for a community Active Travel Grant.
- D Note the contents of the Active Travel Fund 4 (ATF4) Extension bid.
- E Recommend to the Combined Authority Board to approve the drawdown of £1.1m from Active Travel Fund 4 Extension funding.
- F Recommend to the Combined Authority Board approve the delegation of authority to the Assistant Director, Transport to enter into a Grant Funding Agreement with Cambridgeshire County Council following consultation with the Chief Financial Officer and Monitoring Officer.

11 (12) March Area Transport Study

On being proposed by the Chair and seconded by Cllr Shailer, the Committee resolved unanimously to:

- A Take note of the progress on March Area Transport Study (MATS).
- B Recommend to the Combined Authority Board to approve the MATS Full Business Case 2 (FBC 2)
- C Recommend to the Combined Authority Board, approve the drawdown of £7,000,000 of the MediumTerm Financial Plan (MTFP) from subject to approval to approved for the MATS project to be spent in Financial Years 2024/2025 and 2025/2026.
- D Recommend to the Combined Authority to delegate authority to the Assistant Director of Transport in consultation with the Chief Finance Officer and Monitoring Officer to enter into Grant Funding Agreements with Cambridgeshire County Council

12 (13) Work Programme

It was resolved to:

- A Note the Committee Agenda Plan.

13 ⁽¹⁴⁾ **Date of Next Meeting**

The date of the next meeting was confirmed as Wednesday 11 September 2024.

14 ⁽⁸⁾ **Bus Reform Outline Business Case**

On being proposed by the Chair and seconded by Cllr Sanderson, the Committee voted 4 in favour, with one abstention.

- A To recommend to the CPCA Board to approve the Bus Reform Assessment (also known as the Business Case) dated 1st July 2024, as provided to the independent auditor, in line with approvals received at the September 13th 2023 CPCA board and agree that the Assessment dated 1st July 2024 supersedes Assessment Dated September 2023 Recommend to the Combined Authority Board to approve the MATS Full Business Case 2 (FBC 2)
- B To recommend to the CPCA Board to proceed with the proposed bus franchising scheme, by taking the following next steps in the statutory process by:
 - giving notice of the proposed bus franchising scheme, and to make copies of the proposed bus franchising scheme, consultation document, Bus Reform Assessment and Audit Report available for inspection.
 - consulting with all statutory consultees as listed under section 123E(4) of the Transport Act 2000, as well as the general public of the region.
- C To recommend to the CPCA Board to note the final draft audit letter, as provided to CPCA by the independent auditor.
- D To recommend to the CPCA Board to delegate to the Executive Director Place and Connectivity to agree and publish the final Bus reform Assessment and to publish final Audit letter as received from the Auditor.

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1 Apologies for Absence

No apologies for absence were received.

2 Announcements

The Mayor congratulated newly elected Members of Parliament and expressed keenness for future collaboration to advance shared goals. He reiterated how Mayoral Combined Authorities play a crucial role in regional regeneration and economic growth.

3 Declaration of Interests

No declarations of interest were made.

4 Combined Authority Membership Update

It was resolved to:

- A Note the temporary change in substitute member from Cambridge City Council on the Combined Authority's Audit and Governance Committee on 20 June 2024.
- B Note the change in substitute Member from South Cambridgeshire District Council on the Combined Authority's Audit and Governance Committee.
- C Note the appointment by Cambridgeshire and Peterborough Fire Authority of Councillor Edna Murphy as their representative on the Combined Authority Board, with Councillor Mohammed Jamil as the substitute.
- D Note the temporary change in substitute member from East Cambridgeshire District Council on the Combined Authority's Audit and Governance Committee on 18 July 2024.
- E Note the change in membership from Peterborough City Council on the Combined Authority's Skills and Employment Committee.
- F Note the temporary change in substitute member from Peterborough City Council on the Combined Authority's Overview and Scrutiny Committee on 11 July 2024.
- G Note the change in Membership from East Cambridgeshire District Council on the Combined Authority's Overview and Scrutiny Committee.**
- H Note the change in Membership from Cambridge City Council on the Combined Authority's Skills and Employment, and Overview and Scrutiny Committees.**

5 Minutes of the previous meeting

The minutes of the meetings held on 5 June 2024 were approved as an accurate record and signed by the Mayor. The action log was noted.

6 Petitions

No petitions were received.

7 Public Questions

No public questions were received.

8 Forward Plan

It was resolved to:

- A Approve the Forward Plan for July 2024.

9 Audit and Governance Annual Report 2023-24

It was resolved to:

- A Note the Annual Report of the Chair of the Audit and Governance Committee for 2023-24

10 Combined Authority Chief Executive Highlight Report

It was resolved to:

- A Note the contents of the report.

11 UKREiiF Update

It was resolved to:

- A Note the contents of the report.

12 Bus Reform Outline Business Case [KD2024/032]

It was resolved to:

- A Approve the Bus Reform Assessment (also known as the Outline Business Case or OBC Assessment) dated 1st July 2024, as provided to the independent auditor, in line with approvals received at the September 13th 2023 CPCA board and agree that the Bus Reform Assessment dated 1st July 2024 supersedes the Bus Reform Assessment dated September 2023.
- B Note the final Draft Audit Report, as provided to CPCA by the independent Auditor
- C Proceed with the proposed Bus Franchising Scheme following receipt by CPCA of the issued Audit Report from the Auditor in a form which is substantially the same as that of the final Draft Audit Report, by taking the following next steps in the statutory process by:
 - giving notice of the proposed Bus Franchising Scheme, and to make copies of the proposed Bus Franchising Scheme, Consultation Document, final Bus Reform Assessment and Audit Report available for inspection.
 - consulting with all statutory consultees as listed under section 123E(4) of the Transport Act 2000 (the Act), as well as the general public of the region.
- D Delegate authority to the Executive Director Place and Connectivity to agree and publish the final Bus Reform Assessment and to publish the issued Audit Report as received from the Auditor.

13 Corporate Performance Report Q4 2023/24

It was resolved to:

- A Scrutinise performance information relating to the Combined Authority's Corporate Key Performance Indicators.
- B Scrutinise performance information relating to the Combined Authority's Most Complex Programmes and Projects.
- C Scrutinise performance information relating to the Combined Authority's Headline Priority Activities.
- D Note progress to evaluate the impact of the Devolution Deal Investment Fund in a Gateway Review.

14 Risk Report Q4 2023/24

It was resolved to:

- A note the risk register, dashboard and heat map in Appendix A-C.
- B note the update on progress of the Risk Software implementation
- C note the plan for risk deep dives

15 Budget Monitor Update

It was resolved to:

- A Note the restated 2024/25 revenue budget and capital programme updated for approved carry-forwards.
- B Approve the minor changes to the improvement plan budget as set out in section 3.4
- C Note variances forecast overachievement of Treasury Management Income

16 Improvement Plan Update

It was resolved to:

- A Note the progress in May 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 1 July 2024
- C Note the proposed ongoing arrangements for embedding continuous improvement

17 Overview and Scrutiny Committee Annual Report 2023/24

It was resolved to:

- A **Defer this item until the next meeting of the Combined Authority Board.**

18a Delegations to Officers

It was resolved to:

- A Approve delegations to the Chief Executive (to be added to the constitution) to:
 - Engage with all mayoral candidates leading up to the election of a Mayor for the CPCA
 - Attend meetings with all mayoral candidates leading up to the election of a Mayor for the CPCA
 - Provide guidance and support to all mayoral candidates where required.
- B Approve delegations to the Assistant Director Human Resources (to be added to the constitution) to:
 - Update relevant parts of the constitution and policies relating to Human resources and employment issues due to changes in statute and case law
 - Amend errors relating to Human resources and employment issues in relevant parts of the constitution.
 - Make nonmaterial amendments to processes and policies relating to Human resources and employment issues

18b Appointment to Outside Bodies Protocol

It was resolved to:

- A Approve the Appointment to Outside Bodies Protocol for adoption by the Combined Authority and inclusion in the constitution **with additions as agreed at the meeting.**

19 Appointments to Outside Bodies

It was resolved:

- A To approve the appointment of **the Mayor** as the Cambridgeshire and Peterborough Combined Authority representative on the Cambridge Growth Company Advisory Council.
- B That members appointed to external bodies provide updates to the CPCA Board at intervals agreed by the CPCA Board.

20 Allowance of Independent Persons

It was resolved to:

- A Approve changes to the allowances to ensure that both Independent Persons receive the same.

21 Business Growth and Social Impact Investment Fund Update

It was resolved to:

- A Note the progress updates contained within the report.

22 Appointment of a Director to CPCA Subsidiary Company

It was resolved to:

- A Appoint David Moore, Assistant Director Business Trade and Investment, CPCA as a director of Peterborough Higher Education Property Company Ltd (PROPCo1)

23 Recommendations from the Skills and Employment Committee

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

AEB and FCFJ Commissioning and Funding Flexibilities (2024-25 Academic Year) [KD2024/035]

- A Approve CPCA's funding flexibilities for 2024-25 (permitted under the CPCA's devolved AEB powers)

24 Recommendations from the Environment and Sustainable Communities Committee

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

Local Nature Recovery Strategy [KD2024/028]

- A Delegate authority to the Environment and Sustainable Communities Committee to approve a draft Local Nature Recovery Strategy for public consultation

25 Recommendations from the Transport and Infrastructure Committee

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

Bus Service Improvement Plan [KD2024/033]

- A approve the revised Bus Service Improvement Plan (BSIP), as prepared by the Combined Authority at the instruction of the Department for Transport
- B (subject to approval of the Bus Service Improvement Plan) approve publication on the Combined Authority website and submission to the Department for Transport

Active Travel Plan [KD2024/023]

- A Note the five active travel strategic aims for 2024/25.
- B approve the request for redistribution of Medium-Term Financial Plan (MTFP) Transport revenue funding and the moving of £143,907 from subject to approval to approved. Details of proposed spending can be found in Appendix E.

- C Subject to approving recommendation B, approve the use of funds for a community Active Travel Grant.
- D Note the contents of the Active Travel Fund 4 (ATF4) Extension bid.
- E approve the drawdown of £1.1m from Active Travel Fund 4 Extension funding.
- F approve the delegation of authority to the Assistant Director, Transport to enter into a Grant Funding Agreement with Cambridgeshire County Council following consultation with the Chief Financial Officer and Monitoring Officer.

March Area Transport Study [KD2024/007]

- A approve the MATS Full Business Case 2 (FBC 2)
- B approve the drawdown of £7,000,000 of the Medium-Term Financial Plan (MFTP) from subject to approval to approved for the MATS project to be spent in Financial Years 2024/2025 and 2025/2026.
- C delegate authority to the Assistant Director of Transport in consultation with the Chief Finance Officer and Monitoring Officer to enter into Grant Funding Agreements with Cambridgeshire County Council.

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1 Apologies for Absence

Apologies were received from Charlotte Horobin, Business Board Representative and from Cllr Wakeford, who was substituted by Cllr Pitt.

2 Declaration of Interests

No declarations of interests were made.

3 Minutes of the previous meeting

The minutes of the meeting on the 17 June 2024 were approved as an accurate record.

The Action Log was noted by the Committee.

4 Public Questions

One public question had been received and this was circulated to Members and published on the website. A response was given by the Chair.

5 Combine Authority Forward Plan

RESOLVED:

That the Combined Authority Forward Plan be noted.

6 Further Education (FE) Cold Spots - Feasibility Report

RESOLVED: (Unanimous)

The Skills and Employment Committee resolved to:

- A. Note Grant Thornton's independent Feasibility Report and accompanying papers, into FE Cold-Spots in East Cambridgeshire and St Neots
- B. Recommend that the Combined Authority Board accepts the proposal to create an Investment and Implementation Plan including a call for skills capital projects, with investment into skills capital in existing FE providers around Cambridgeshire and Peterborough funded from the remaining FE coldspots budget (set out in paragraph 5.1).
- C. Recommend that the Combined Authority delegate authority to the Assistant Director of Skills and Employment to develop the criteria within the proposed Investment and Implementation Plan.
- D. To note that a progress report will be brought to a future Skills and Employment Committee.

7 Good Work Charter: Progress Report

RESOLVED:

The Skills and Employment Committee resolved to:

- A. Receive a progress update/ presentation on plans to launch a Good Work Charter in 2025.
- B. Note the collaborative work with partners to gather insights which are helping to inform co-creation.
- C. Note the strategic engagement to date and future intentions, with the opportunity to input and shape the Good Work Charter

8 Universal Support Programme

The verbal update was noted by the Committee.

9 Work Programme

RESOLVED:

To note the Committee Agenda Plan.

10 Date of Next Meeting

The date of the next meeting was confirmed as Monday 9 September 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.

Environment and Sustainable Communities Committee: Decision Summary

Meeting: Wednesday, 31 July 2024

Published:

Decision Review Deadline:



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1	Apologies for Absence
	Apologies were received from Tim Jones and Emma Garfield, Business Board representatives.
2	Declaration of Interests
	No declarations of interests were made.
3	Minutes of the previous meeting
	The minutes of the meeting on 19 June 2024 were approved as an accurate record. The Action Log was noted by the Committee.
4	Public Questions
	Three public questions were received. The questions and their responses have been published on the website.
5	Forward Plan
	RESOLVED: To note the Combined Authority Forward Plan.
6	Director's Highlight Report
	RESOLVED: To note the Director's Highlight Report.
7	Affordable Housing Programme - Update on Implementation
	RESOLVED: To note the update in the report.
8	Acquiring additional units for the Affordable Housing Programme
	RESOLVED: (Unanimous) The Environment and Sustainable Communities Committee resolved to: A. Note the change to the units proposed by Heylo, this being units swapped from the

	<p>Vistry portfolio to the Allison Homes portfolio of 12 units</p> <p>B. Approve the use of clawback funding of approximately £280,000 for the acquisition of further 8 additional units in Peterborough as part of the Affordable Housing Programme</p>
9	£100k Homes, Fordham
	<p>RESOLVED:</p> <p>The Environment and Sustainable Communities Committee resolved to:</p> <p>A. Submit a recommendation to the Combined Authority's Board in accordance with point 2 of the Options Appraisal, to release resale price restrictions affecting eight £100k Homes in Fordham. Each restriction is to be released at the next point of sale of each dwelling and purchasers shall immediately enter into replacement resale price agreements with the Local Housing Authority: East Cambridgeshire District Council (ECDC).</p>
10	Infrastructure Delivery Framework
	<p>RESOLVED:</p> <p>To note progress on the Infrastructure Delivery Framework and next steps.</p>
11	Climate Programme
	<p>RESOLVED: (Unanimous)</p> <p>The Environment and Sustainable Communities Committee resolved to:</p> <p>A. Approve strategic direction of the climate programme and progress towards delivery noting the business case approval will go through Investment Panel and Committee.</p> <p>B. Within the wider climate programme, support the launch of a bidding round this autumn</p> <p>C. Recommend to Board the allocation of funding for the Net Zero Villages programme to our constituent councils to enable local delivery according to Table 4.</p> <p>D. Recommend to Board that the remaining capital funding from the Care Homes Retrofit Programme is redeployed as part of the Climate Programme.</p> <p>E. To note the progress on the Climate Action Plan review for 2025-30, using funds from the climate programme</p>
12	Greater South East Net Zero Hub Update
	<p>RESOLVED:</p> <p>A. To note the decisions made by the Executive Director of Resources & Performance (to 05/03/24) and Executive Director of Place & Connectivity (from 20/03/24) based on the recommendations of the Greater South East Net Zero Hub Board.</p> <p>B. To note the update on the Community Energy Fund.</p>
13	Work Programme
	RESOLVED:

	To note the Committee Agenda Plan.
14	Date of Next Meeting
	The scheduled September meeting date would now be used for an informal Member briefing session. The next public meeting would be in October when the draft Local Nature Recovery Strategy Plan would be ready to be considered. The date of this meeting was to be confirmed.

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1	Apologies for Absence
	There were no apologies from members of the Committee.
2	Declaration of Interests
	No declaration of interests were made.
3	Chair's Announcements
	The Chair welcomed Members to their first meeting and expressed his pride in chairing this new committee which would build on the existing governance structure to drive more timely, strategic and effective decisions on investments.
4	Election of Vice-Chair
	<u>RESOLVED:</u> On being proposed by the Chair and seconded by Cllr Smith, Cllr Sam Wakeford was unanimously elected as Vice-Chair of the Committee.
5	Investment Committee Terms of Reference
	<u>RESOLVED:</u> The Committee noted the Terms of Reference.
6	Single Assurance Framework Business Case Approvals: Chief Executive Officer Decisions
	<u>RESOLVED:</u> The Investment Committee resolved to: A. Note the Chief Executive business case decisions for projects less than £1m under the Single Assurance Framework.
7	Investment Concept Papers
	<u>RESOLVED:</u> The Investment Committee resolved to: A. Note and comment upon the concept papers prior to their presentation CPCA Board at its meeting on 4 September 2024:

8	Single Assurance Framework: Reporting of Major Project Performance and Wider CPCA Projects Dashboard
	<p><u>RESOLVED:</u></p> <p>The Investment Committee resolved to:</p> <p>A. Note the performance against major projects supported by Cambridgeshire and Peterborough Combined Authority (CPCA)</p> <p>B. Note the summary of the wider CPCA project landscape</p>
9	Work Programme
	<p><u>RESOLVED:</u></p> <p>The Investment Committee resolved to:</p> <p>A. Note the Work Programme</p>
10	Date of Next Meeting
	The date of the next meeting was confirmed as Monday 30 September 2024.

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1 Announcements

The Mayor welcomed everyone to the first meeting back after the summer break.

2 Apologies for Absence

Apologies were received from Councillor Bridget Smith (Councillor John Williams substituting) and Councillor Sarah Conboy (Councillor Sam Wakeford substituting).

3 Declaration of Interests

There were no declaration of interests made.

4 Combined Authority Membership Update

It was resolved to:

- A Note the changes in membership from Peterborough City Council on the following:
 - Combined Authority Board
 - Overview and Scrutiny Committee.
 - Audit and Governance Committee.
 - Skills and Employment Committee.
 - Transport and Infrastructure Committee.
 - Investment Committee

5 Minutes of the previous meeting

The minutes of the meeting on 24 July 2024 were approved as an accurate record and signed by the Mayor. The minutes action log was noted.

6 Petitions

No petitions were received.

7 Public Questions

No public questions were received.

8 Forward Plan

It was resolved to:

- A Approve the Forward Plan for September 2024.

9 Combined Authority Chief Executive Highlights Report

It was resolved to:

- A Note the content of the report

10 Improvement Plan Update

It was resolved to:

- A Note the Best Value Notice issued in January 2024 for six months has lapsed
- B Note the progress made across the Improvement Plan throughout June and July 2024
- C Note the outcome of the Internal Audit review on the 'Embedding Continuous Change'

11 Overview and Scrutiny Committee Annual Report 2023-24

It was resolved to:

- A Note the Annual Report of the Overview and Scrutiny Committee.

12 Budget Monitoring Update

It was resolved to:

- A Note the financial performance of the Combined Authority with actuals as at the 30th June 2024.
- B Note the decisions taken by the Chief Executive under powers delegated by the Board in section 7.

13 25/26 Medium Term Financial Plan and Corporate Plan Process - KD2024/015

It was resolved to:

- A Approve the proposed arrangements and timeline for the setting of the refreshed Corporate Strategy and the budget and noting that this may be subject to change in accordance with Government announcements or other factors.
- B Note the revised scrutiny arrangements including the feedback from Overview and Scrutiny Committee on the proposed process for the 2025/26 budget and Medium Term Financial Plan as set out in this report.

14 Appointment of a Combined Authority Returning Officer - KD2024/047

It was resolved to:

- A re-appoint John Hill, East Cambridgeshire District Council Chief Executive, as the Combined Area Returning Officer for the purposes of Article 6 of the Combined Authorities (Mayoral Elections) Order 2017 for the Mayoral election to be held on 1 May 2025.

15 Review of Investment Concept Papers

It was resolved to:

- A approve the concept paper for Cambridgeshire and Peterborough Impact to be developed as a formal business case.
- B approve the concept paper for Delivery of Digital Connectivity Strategy 2025-2029 to be developed as a formal business case.

16 Recommendations from the Skills and Employment Committee

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

Further Education Cold Spots: Feasibility Report [KD2024/039]

- Accept the proposal to create an Investment and Implementation Plan including a call for skills capital projects, with investment into skills capital in existing FE providers

around Cambridgeshire and Peterborough funded from the remaining FE cold-spots budget

- Delegate authority to the Assistant Director of Skills and Employment to develop the criteria within the proposed Investment and Implementation Plan

17 Recommendations from the Environment and Sustainable Communities Committee

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

£100k Homes, Fordham [KD2024/053]

- In accordance with point 2 of the Options Appraisal, to release resale price restrictions affecting eight £100k Homes in Fordham. Each restriction is to be released at the next point of sale of each dwelling and purchasers shall immediately enter into replacement resale price agreements with the Local Housing Authority: East Cambridgeshire District Council (ECDC).

Climate Programme [KD2024/026]

- To approve the allocation of funding for the Net Zero Villages programme to our constituent councils to enable local delivery
- To approve the remaining capital funding from the Care Homes Retrofit Programme to be redeployed as part of the Climate Programme.

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3	Minutes of the previous meeting
	<u>RESOLVED:</u> The minutes of the meeting on 22 July 2024 were approved as an accurate record. The Action Log was noted by the Committee.
6	Director's Highlight Report
	<u>RESOLVED:</u> To note the Director's Highlight Report.
7	Connecting Cambridgeshire Digital Connectivity Strategy 2021-25 Progress Update and Overview of the proposed 2025-29 Digital Connectivity Strategy
	<u>RESOLVED:</u> (UNANIMOUS) A. To note the contents of the report and Appendix A. B. To recommend to the Combined Authority Board to approve the new Digital Connectivity Strategy 2025-2029.
8	Electric Vehicles Strategy and Funding
	<u>RESOLVED:</u> (UNANIMOUS) A. To recommend to the CPCA Board to approve the Cambridgeshire and Peterborough Electric Vehicle Infrastructure Strategy B. Take notice of the progress on Electric Vehicles (EVs) and Local Electric Vehicle Infrastructure (LEVI) business case
9	English National Concessionary Travel Scheme -Local Concession Proposal for pre 09.30 Bus Travel
	<u>RESOLVED:</u> A. To recommend that the Combined Authority Board uses its powers as a local Travel Concession Authority to introduce a local concession allowing pre 9:30 travel for all passholders within the Cambridgeshire & Peterborough Travel Concession Area from May 2025 B. To recommend that the Combined Authority Board delegate authority to the Assistant Director for Transport (Public Transport Services) to engage with local operators from the date of decision through to May 2025 to ensure the new local concession is implemented for that date, providing updates to this committee.
10	East West Rail Update
	<u>RESOLVED:</u> (UNANIMOUS) A. Note the contents of the report.

	B. Delegate authority to the Assistant Director for Transport to coordinate a timely response to the East West Rail consultation, in collaboration with the Chair of the Transport and Infrastructure Committee, should the consultation timeline preclude further discussion at the November meeting.
11	Local Transport & Connectivity Plan and Associated Strategies
	<p><u>RESOLVED:</u> (UNANIMOUS)</p> <p>A. Note the update on the Local Transport and Connectivity Plan (LTCP) associated strategies and welcome comment on scopes and work stream</p> <p>B. Recommend to the Combined Authority Board to delegate authority to the Assistant Director for Transport in consultation with the Chief Finance Officer and Monitoring Officer to enter into one or more contracts with the relevant delivery body, as needed to continue the development of the LTCP sub strategies</p>
12	Vision Zero – Road Harm Reduction Programme Update
	<p><u>RESOLVED:</u></p> <p>The Committee resolved to:</p> <p>A. Take note of the progress on the Vision Zero (VZ) programme and raise any feedback or queries to the transport team.</p>
13	Bus Network Update
	<p><u>RESOLVED:</u></p> <p>The Committee resolved to:</p> <p>A. Note the progress on the improvements funded via the precept to the bus network, via increased and new bus services.</p> <p>B. Note the progress of the Tiger pass, £1 fares for Under 25s in the region.</p>
14	Budget and Performance Report
	<p><u>RESOLVED:</u></p> <p>The Committee resolved to:</p> <p>A. Note the financial position of the Transport Division for the financial year 24/25 to July 2024.</p> <p>B. Review and comment on the current Transport budgets within the Combined Authority's Medium-Term Financial Plan and Capital Programme.</p>

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1 Apologies for Absence

Apologies received from Cllr Wilson, substituted by Cllr Whelan, Cllr Hodgson-Jones, Cllr Christy substituted by temporary substitute Cllr Nawaz

2 Declaration of Interests

There were no declaration of interests made.

3 Chair's Announcements

The Chair made the following announcements:

- 1) Welcome to new member Cllr Wiggin the representative from Peterborough City Council.
- 2) The Chair encouraged all members to attend the A&G development sessions.
- 3) External Audit - In response to the challenges facing local government auditors nationally, the Minister of State for Local Government and English Devolution presented a statement to Parliament on the 30th July 2024 setting out the Government's intent to implementing a backstop date for audits of Local Government accounts for the 2022/23 financial year of the 13th December 2024. As a result we will need to consider that year's accounts before the end of November and, under the work programme item, the committee will be asked to consider moving our December meeting to the 28th November.
- 4) 4) Code of Corporate Governance moved to November's meeting

4 Minutes of the previous meeting

The minutes of the meeting on 18th July 2024 were approved as an accurate record.
The Action Log was noted by the Committee.

5 Improvement Plan Report

The Committee RESOLVED to:

- a) Note the contents of the letter from Max Soule, Deputy Director, Local Government Intervention and Stewardship, Ministry of Housing, Communities and Local Government
- b) Recognise the progress that has been made and the work undertaken by staff, Elected Members, partners and agencies to address the areas of identified improvement
- c) Note the close down arrangements for the current improvement programme (phase 3)
- d) Note the proposed revised future role for the Independent Improvement Board

6 Internal Audit Action Tracker

The Committee RESOLVED to:

To note and endorse progress on the implementation of internal audit action.

7 Constitution Update - Procurement

The Committee RESOLVED to recommend to the Combined Authority Board to approve the changes to the Contract procedure Rules (CPR's) within the constitution which is to be discussed and approved at Board on 16th of October 2024 and will become effective when the new legislation is implemented.

8 Internal Audit - Progress report

The Committee RESOLVED to note the report.

9 Independent Member Recruitment

The Committee RESOLVED to:

- a) Recommend to the CPCA Board that a new independent person is appointed to sit on Audit Committee for a period of four years which may be renewed up to a maximum of one further term (i.e. total maximum 8 years).
- b) Recommend that the CPCA Board agrees to delegate to the Executive Director of Resources and the Monitoring Officer, in consultation with the Chair of the Audit and Governance Committee, authority to finalise the draft role description, skills, competencies and person specification attached as Appendix 1 and to approve the advert.
- c) Recommend to the CPCA Board that the recruitment of the new Independent Member be led by a panel consisting of the Chairman of the Audit and Governance Committee and three members of the three main political parties of the committee supported by the Executive Director of Resources and the Monitoring Officer. Nominations for members of the committee be provided.
- d) Following the recruitment process, a report to formally appoint the Independent Person will be presented to a future CPCA Board meeting

10 Work Programme

The Committee RESOLVED to:

- a) Approve the work programme
- b) Amend the work programme so that the December meeting be rescheduled to 28th November.

11 Exclusion of the Press and Public

It was resolved that the press and public be excluded from the meeting on the grounds that the next 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. The public interest in maintaining the exemption must be deemed to outweigh the public interest in its publication.

12 Corporate Risk Register

The Committee RESOLVED to:

- a) *To endorse the Corporate Risk Register and Heatmap*
- b) *To undertake a deep dive into Cyber Security risk*
- c) *To note that the annual risk appetite statement exercise has taken place*

13 Date of Next Meeting

15th October 10am – Development Session (virtual)

8th November at 10am at CPCA Meeting Room HDC.

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