



**CAMBRIDGESHIRE  
& PETERBOROUGH**  
COMBINED AUTHORITY

## Agenda Item: 16b

### Cambridgeshire & Peterborough Combined Authority

#### Reports from Constituent Council Representatives on the Combined Authority

##### Member representatives

| Meeting                  | Dates of Meeting | Representative  |
|--------------------------|------------------|---|
| Overview and Scrutiny    | 25th March 2019  | Councillors Mike Bradley and Alan Sharp<br>Substitutes: Councillors Julia Huffer and Chris Morris |
| Combined Authority Board | 27th March 2019  | Councillor Charles Roberts<br>Substitute: Councillor Anna Bailey                                  |
| Audit and Governance     | 29th March 2019  | Councillor Chris Morris<br>Substitute: Councillor Alan Sharp                                      |

The above meetings have taken place in March 2019

##### Overview and Scrutiny Committee- Monday 25th March 2019

The Overview and Scrutiny Committee met on 25 March 2019 and the decision summary is attached at **Appendix 1**

##### Combined Authority Board – Wednesday 27th March 2019

The Combined Authority Board met on 27 March 2019 and the decision summary is attached at **Appendix 2**

##### Audit and Governance Committee- Friday 29th March 2019

The Audit and Governance Committee met on 29 March and the decision summary is attached as **Appendix 3**

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

## Appendix 1



**CAMBRIDGESHIRE  
& PETERBOROUGH**  
COMBINED AUTHORITY

### Overview and Scrutiny Committee - Decision Summary

Meeting: 25 March 2019

Agenda/Minutes: [Overview and Scrutiny](#)

Chair: Cllr Lucy Nethsingha

Summary of decisions taken at this meeting

| Item | Topic                    | Decision <i>[None of the decisions below are key decisions]</i>  |
|------|--------------------------|--|
| 1.   | Apologies                | Apologies received from:<br>Cllr Doug Dew<br>Cllr Tom Sanderson substituted by Cllr Barry Chapman<br>Cllr Ed Murphy substituted by Cllr Shaz Nawaz |
| 2.   | Declaration of Interests | There were no declarations of interest.  |

| Item | Topic                 | Decision [ <i>None of the decisions below are key decisions</i> ]  |
|------|-----------------------|--|
| 3.   | Minutes               | The minutes of the meeting held on the 25 <sup>th</sup> February 2019 were agreed as a correct record.   |
| 4.   | Public Questions      | There were no public questions received.   |
| 5.   | Business Board Update | <p>The Director of Business and Skills gave an overview of the functions of the Business Board and summarised the written report submitted and introduced the Chair of the Business Board.</p> <p>It was noted that the Local Industrial Strategy (LIS) would be presented to the Business Board and recommended for approval by the Cambridgeshire and Peterborough Combined Authority Board on Wednesday 27<sup>th</sup> March 2019.</p> <p>The following points were raised:</p> <ul style="list-style-type: none"> <li>• There needed to be a focus on ensuring an even distribution of job creation and increased productivity across the county to address the North- South divide.</li> <li>• Concern was expressed that environmental issues and sustainability had not been given adequate consideration with the growth of industry. Gender representation was not considered to be balanced and focus was needed to redress this.</li> <li>• Consideration was needed to ensure that digital expansion was aligned with the developing infrastructure.</li> <li>• It was explained by the Chair of the Business Board that they would continue to assist the development of small and medium businesses and noted that the Local Growth Fund would assist with the advancements in digital connectivity whilst ensuring infrastructure compatibility.</li> <li>• The Director of Business and Skills explained that efforts were being made to profile and target businesses that could address the gender imbalance</li> </ul> |

| Item | Topic                            | Decision <i>[None of the decisions below are key decisions]</i>   |
|------|----------------------------------|---|
|      |                                  | <p>and in response to concerns raised about environmental issues, it was noted that focus would be on companies committed to sustainability.</p> <p>The Committee noted the report.</p> <p>The Committee thanked the Chair of the Business Board for attending the meeting.</p>   |
| 6.   | Mayor for the Combined Authority | <p>The Committee members had been given the opportunity to submit questions prior to the meeting and written response had been provided (Appendix 1). The Chair opened the floor for questions from the members.</p> <p>The following points were raised during the discussion:-</p> <ul style="list-style-type: none"> <li>• In response to questions asked, the Mayor explained that the CAM would allow and improve freedom of movement across Cambridgeshire and explained that a number of suggestions had been considered about bus services including franchising. The proposed CAM would include 2 underground stops in Cambridgeshire which would reduce congestion in the City Centre and would further allow the bus services to be more reliable and effective.</li> <li>• The Mayor confirmed that he would welcome the involvement of the Overview and Scrutiny Committee in the CAM and wanted to work alongside them and committed to further discussions on accessing some of the associated exempt information.</li> <li>• In response to concerns raised about congestion on the A428 in part due to some commuters accessing the East Coast Main Line (ECML) the</li> </ul> |

| Item | Topic | Decision [ <i>None of the decisions below are key decisions</i> ]   |
|------|-------|---|
|      |       | <p>Mayor explained that he was in discussion with Huntingdonshire District Council to allow the Metro to provide links to the ECML.</p> <ul style="list-style-type: none"> <li>• The Mayor explained that garden cities would assist in the commitment to the delivery of housing and that an uplift in land value would provide funding in infrastructure. He reported that there was a projection of a 44% reduction in car use once the CAM was in place and that eco-garden cities would be complimentary in the reduction of pollution and progression to more clean air.</li> <li>• The Mayor confirmed that there was £1million in the budget for the current year for the bus review and that there was a need for a short, medium and long term bus solutions, which would include working with the bus companies, possible franchising and eventually integrating the bus system with the metro</li> <li>• In response to a further question, the Mayor explained that the non-statutory spatial plan covered some of the environmental concerns raised and noted that he had extensive dialogue with Anglian Water and the Environment Agency.</li> <li>• The Chair of the Task and Finish Group queried whether the Mayor would be willing to work with Overview and Scrutiny on some of the gaps that had been identified within the Strategic Outline Business Case for the CAM and consider the report produced by the Task and Finish group, in conjunction with the CFPS, to incorporate some of the points discussed within the report in the Outline Business Case; the Mayor agreed.</li> </ul> <p>The Committee thanked the Mayor for attending the meeting and answering the questions posed.</p> |

| Item | Topic                             | Decision [ <i>None of the decisions below are key decisions</i> ]  |
|------|-----------------------------------|--|
| 7    | University of Peterborough Update | <p>The Committee received the report from the Director of Business and Skills which provided an update on the University of Peterborough and reported that the University of Peterborough was a key feature of the devolution deal agreed with central government.</p> <p>It was explained that Peterborough was lacking in Higher Education (HE) education and skills and that the provision of the University would go some way in addressing this through offering technical qualifications to meet the needs of local businesses.</p> <p>It was noted that three independent reviews had been commissioned and completed and that the findings and recommendations of those would be outlined in a Skills Committee paper for the 3rd April 2019 meeting.</p> <p>The Committee agreed that they would meet in April to discuss the Peterborough University and the reports taken to the Skills Committee on the 3rd April 2019.</p> <p>The Committee noted the report.</p> |
| 8    | Skills Strategy Update            | <p>Committee received the report from the Director for Business and Skills which provided an update on the Skills Strategy for the Combined Authority.</p> <p>The Director of Business and Skills elaborated on the report and explained that the new Skills Strategy would identify priorities and interventions that would enable the economy to grow and respond to the needs of the varying communities. He explained that there were 7 different sub economies under the Combined Authority and noted that there was some skills inequality which the proposed Skills Strategy could address.</p> <p>The Committee commented that there were examples of Higher and Further Education establishments in the region having increased financial pressures and</p>   |

| Item | Topic   | Decision <i>[None of the decisions below are key decisions]</i>   |
|------|---|---|
|      |   | <p>that a commitment was needed to ensure that there would not be a reduction in the provision of them.</p> <p>There was a perceived inequality between the availability and delivery of education across the County and emphasis needed to be placed on businesses to inspire people to get skills. There was agreement that there was a need for teachers, pupils and businesses to incentives people to acquire the correct skills.</p> <p>The Committee noted the contents of the report</p>  |
| 9.   | Review of the Combined Authority Board Agenda | <p>The Committee reviewed the agenda due to come to the Board on Wednesday 27th March 2019. The Committee agreed to raise the following questions to the Board:</p> <p><b>Item 3.1 Budget Monitoring Update</b></p> <ol style="list-style-type: none"> <li>1) Could future budget monitoring reports include information relating to the spend on housing?</li> <li>2) The Committee asked that information contained within the Capital Programme differentiate between cash flow and capital e.g. loan to East Cambs?</li> </ol> <p><b>Item 4.1 Housing Development Company</b></p> <ol style="list-style-type: none"> <li>3) Can the Board reassure members that the Housing Director will not be distracted from their commitment to provide 100,000 new homes once seconded to the Development Company</li> <li>4) Will there be conflict and/or competition with other Council's that have set up and continue to run their own Housing Development Companies?</li> <li>5) What mechanisms are to be used for member scrutiny and engagement of the Development Company.</li> </ol> |

| Item | Topic | Decision <i>[None of the decisions below are key decisions]</i>   |
|------|-------|---|
|      |       | <p><b>Item 4.2 CAM Metro</b></p> <ul style="list-style-type: none"> <li>6) The Overview and Scrutiny Committee is concerned that there is no risk assessment of the Cases in the Strategic Outline Business Case</li> <li>7) Can assurance be given that there will be alignment of the CAM Metro with other public transport systems?</li> <li>8) Overview and Scrutiny would want proper governance to be put in place for all aspects of CAM and not just the provision of the tunnels and underground stations as identified in the SOBC?</li> <li>9) The Committee raised some concerns around the Financial Case and that it was unfortunate that they had not been able to see the exempt appendices.</li> <li>10) Overview and Scrutiny thanked the Mayor for his agreement that the gaps and concerns that they have raised for the SOBC compared with the questions that they identified with the Centre for Public Scrutiny will be taken into account by the Mayor and officers in drawing up the Outline Business Case.</li> <li>11) Overview and Scrutiny noted that engagement will be happening shortly with the Department for Transport in respect of the Strategic Outline Business Case</li> </ul> <p><b>Item 4.3 A10 Corridor – Strategic Outline Case and Next Steps</b></p> <ul style="list-style-type: none"> <li>12) Overview and Scrutiny is concerned that junction improvements which were highly rated are not being looked at in the Next Steps.</li> <li>13) Can the Committee get clarification whether consideration of climate change and environmental issue has been given due weight in respect of improvements on the A10?</li> </ul> |



| Item | Topic   | Decision [ <i>None of the decisions below are key decisions</i> ]  |
|------|---|--|
|      |   | <p><b>Item 4.4 Bus Reform Task Force – Governance and Subsidies</b></p> <p>14) The Committee was concerned that the recommendations included in this report differed from those agreed at the January meeting. In particular the long term proposal:</p> <p>15) Approval, to develop and deliver a Business case assessment of the benefits of operational models open to the Combined Authority including Enhanced Partnerships and franchising opportunities in line with DfT Guidelines and as set out in the Bus Service Act. The business case will be completed in Q1 2021.</p> <p>Could the status of this recommendation be clarified?</p>                           |
| 10.  | Member Update on Activity of Combined Authority | No updates were received from members  |
| 11.  | Combined Authority Forward Plan                 | The Committee considered the Combined Authority Forward Plan and had no comments or suggestions at this time.  |
| 12.  | Overview and Scrutiny Work Programme Report     | <p>The Committee received the report which outlined the work programme for the committee for the municipal year 2018/19.</p> <p>The Committee requested that a further report on the University of Peterborough be considered at the next meeting to include additional information from the Skills Committee on the 3<sup>rd</sup> April 2019.</p> <p>The Committee invited the Director of Business and Skills to attend the next meeting to respond to question raised in relation to the University of Peterborough.</p> <p>The Committee requested that they become more involved in the Bus Task Force and would welcome an opportunity to discuss this in future.</p> |

| Item | Topic                | Decision <i>[None of the decisions below are key decisions]</i>  |
|------|----------------------|--|
|      |                      | The Chair advised that she discuss with the Interim Chief Executive the Committees access to exempt papers. The Chair advised that she would work with the Interim Scrutiny Officer on the committees work programme and would circulate this to members.      |
| 13.  | Date of Next Meeting | The Committee agreed that the next meeting would be held at Council Chamber, Peterborough City Council Town Hall; Bridge Street; Peterborough PE1 1HG with a start time of 11am and a pre-meeting starting at 10:15am on Thursday 18 <sup>th</sup> April 2019. |



## **CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY - Decision Summary**

Meeting: 27 March 2019

Agenda/Minutes: [Combined Authority Board](#)

| Item | Topic   | Decision  |
|------|---|---|
|      | <b>Part 1 – Governance Items</b>                      |   |
| 1.1  | Announcements, Apologies and Declarations of Interest | Apologies were received from Aamir Khalid (substituted by Professor Andy Neely) |

|     |   |  |
|-----|---|--|
| 1.2 | Minutes – 27 <sup>th</sup> February 2019                                      | It was resolved to:<br><br>Approve the minutes of the meeting of 27 <sup>th</sup> February 2019 as a correct record.   |
| 1.3 | Petitions   | None received.   |
| 1.4 | Public Questions  | Four questions were received. A summary of the questions and responses is published at the following link - <a href="#">Combined Authority: Public Questions</a>   |
| 1.5 | Forward Plan  | It was resolved to note the Forward Plan.  |
| 1.6 | Designation of Statutory Officer  | The Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees Order 2017 states that, a Combined Authority must designate one of its officers as the scrutiny officer of the Overview and Scrutiny Committee.<br><br>It was resolved to:<br><br>Designate Emma Powley as Scrutiny Officer for the duration of the maternity leave of the current officer.   |
|     | <b>Part 2- Employment Committee Recommendations to the Combined Authority</b> |  |
| 2.1 | Appointment of Chief Executive and Monitoring Officer                         | The Board considered a report recommending the authority approves the recommendations of the Employment Committee for the appointment of the Chief Executive of the authority and the appointment of the Monitoring officer.<br>It was resolved to:<br><br>a) Extend the existing appointment of the interim joint Chief Executives, John Hill and Kim Sawyer, until the annual meeting in May 2019; |

|     |   |  |
|-----|---|--|
|     |   | b) Appoint Mr Howard Norris as the Monitoring Officer until the annual meeting in May 2019.  |
|     | <b>Part 3- Finance</b>                    |  |
| 3.1 | Budget Monitor Update                     | <p>The Board considered a report providing an update of income and expenditure of the Combined Authority for the period up until the end of January 2019.</p> <p>It was resolved to:</p> <p style="padding-left: 40px;">Note the financial position of the Combined Authority for the year to date.</p>  |
|     | <b>Part 4- Combined Authority Matters</b> |  |
| 4.1 | Housing Development Company               | <p>The Board considered a report outlining the key objectives and principles of the Housing Strategy approved on 26 September 2018. The Housing Strategy recommended that the Combined Authority accelerate housing delivery by establishing a wholly owned company to enable direct intervention in the housing market, which would enable the development of new homes and affordable homes in the region.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Approve the Business Case for establishing a Combined Authority Trading Company (CATC) as detailed in Appendix 1;</li> <li>b) Approve the Combined Authority Trading Company Business Plan and as detailed in Appendix 2;</li> <li>c) Approve the Housing Development Company (DevCo) business plan as detailed in Appendix 3</li> </ul> |

|     |   |  |
|-----|---|--|
|     |   | <p>d) Approve the funding strategy for the Housing Development Company (paragraph 6);</p> <p>e) Approve the composition of the CATC Board as set out in Appendix 2 (ref: P8 para 4.1.1 and P9 para 4.1.2);</p> <p>Furthermore, in order to implement a)-c), authorise and approve:</p> <p>f) The Chief Executive to enter into a loan agreement with CATC as detailed in paragraph 6;</p> <p>g) The Chief Executive and the Corporate Services Director to complete the necessary legal documentation to implement the above.</p>  |
| 4.2 | CAM Metro - Strategic Outline Business Case | <p>The Board considered a report presenting the findings from the Strategic Outline Business Case (SOBC) and recommending that the Board give its approval to move into the next stage of the Cambridgeshire Autonomous Metro (CAM) program.</p> <p>It was resolved to:</p> <p>a) Note that the CAM SOBC has been founded upon CPIER growth scenarios as set out in section 2.6 to 2.9.</p> <p>b) Note the strong strategic and economic case made in the SOBC for the CAM and that this case has been made drawing upon only 50% of the total potential economic growth in the CPIER report.</p> <p>c) Note the links between the timeline of the CAM outline business case and the Non-Statutory Spatial Plan.</p> |

|     |   |  |
|-----|---|--|
|     |   | <p>d) Agree that the funding solution for the CAM will be drawn from blend of sources as set out in section 3.9.</p> <p>e) Agree to release £1m of funding from the 2019/20 budget for the procurement and development of the Outline Business Case, the accompanying technical packages (including funding) and programme of stakeholder engagement.</p> <p>f) Agree to delegate authority to the Chief Executive, in consultation with the Chair of the Transport and Infrastructure Committee, to enter into the contractual relationships following the procurement of the external consultants required to undertake the Outline Business Case and accompanying technical packages</p>  |
| 4.3 | A10 Corridor- Strategic Outline Case and Next Steps | <p>The Board considered a report providing an update on the progress to date of the A10 Corridor project and the proposed next steps for this work.</p> <p>It was resolved to:</p> <p>a) Note the results of the A10 Corridor Strategic Outline Case and associated reports.</p> <p>b) Agree to release £500k of funding from the 2019/20 budget for the procurement and development of the Strategic Outline Business Case (SOBC) for:</p> <ul style="list-style-type: none"> <li>i. the A10 Dualling Project;</li> <li>ii. A10 junction improvement projects.</li> </ul> <p>c) Note the additional projects related to the A10 Corridor (Modal-shift interventions and junction improvements), and that if necessary business cases for these projects will be brought forward separately.</p> |

|     |  |  |
|-----|--|--|
|     |  | <p>d) Approve the approach towards engaging with the Department for Transport on funding streams for the A10;</p> <p>e) Approve the commencement of procurement of a professional services consultancy to undertake the work required to progress to SOBC for:</p> <ul style="list-style-type: none"> <li>i. A10 Dualling;</li> <li>ii. A10 junction upgrades.</li> </ul> <p>f) Delegate Authority to the Chief Executive, in consultation with the Chair of the Transport and Infrastructure Committee, to agree and proceed with the appointment of a professional services consultancy following the completion of an appropriate procurement procedure.</p>  |
| 4.4 | Bus Reform Task Force - Governance and Subsidies | <p>The Board considered a report requesting approval of the governance arrangements of the Bus Reform Group/Task Force and the work required to design and implement a system for the evaluation and award bus subsidies.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Approve the governance arrangements for the Bus Reform Task Force including proposals for member engagement;</li> <li>b) Approve the work required to design and implement a system for the evaluation and award of bus subsidies</li> <li>c) Approval to draw-down up to £400k, of the £1m allocated within the 2019/20 budget, to commence the work of the Bus Reform task force including preparing the brief, bus subsidy assessment framework and procuring external consultancy support for the business case.</li> </ul> |



|     |  |  |
|-----|--|--|
|     |  | <p>d) Delegate authority to the Transport Committee to spend funding within the allocated £1M budget upon recommendation from the Bus Reform Task Group.</p>   |
| 4.5 | Cambridge South Station (Interim Solution) | <p>The Board considered a report requesting the release of funds that had been identified for the use of the Cambridge South Station (Interim) project in the 2019/20 budget, in order to appoint consultants to provide the Combined Authority a report with details the feasibility of implementing an interim station on an accelerated timescales, and the likely capital and revenue costs of doing so.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Release the £100k allocated in the 2019/20 budget under the <i>Cambridge South Station – Interim Concept</i>;</li> <li>b) Delegate authority to the Chief Executive to appoint an external consultant to deliver a Cambridge South Station – Interim Station Study following the conclusion of the procurement process.</li> </ul> |
| 4.6 | Huntingdon Third River Crossing            | <p>The Board considered a report requesting the release of funding for the Huntingdon Third River Crossing and to delegate authority to the Chief Executive enter into arrangements to procure and make the study.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Agree to release £200k of funding from the 2019/20 and carry forward £198k from 2018/19 for the procurement and development of the Huntingdon Third River Crossing feasibility study;</li> <li>b) Delegate authority to the Chief Executive, in consultation with the Chair of the Transport and Infrastructure Committee, to enter into the contractual</li> </ul>  |

|     |   |   |
|-----|---|---|
|     |   | relationships following the procurement of the external consultants required to undertake the study.  |
| 4.7 | A505: Strategic Study   | <p>The Board considered a report evaluating the current transportation challenges and opportunities between Royston and Granta Park including the A505 and side road challenges, including the interaction with the M11, A11, A1301 and A1307 and how these interact with the proposed CAM route serving this area.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Endorse the commissioning of a multi-modal strategic transport study for the A505 corridor;</li> <li>b) Release to CCC the £1m allocation within 2018/19 capital budget;</li> <li>c) Agree the project inception and instruct officers to commence the procurement by competitive tender of this work;</li> <li>d) Following the completion of the procurement, delegate authority for contract award to the Chief Executive Officer, in consultation with the Chair of the Transport and Infrastructure Committee.</li> </ul> |
| 4.8 | Adult Education Budget: Delegation of Grant Provision for 2019/20 Academic Year | <p>The Board considered a report requesting delegated authority for the Skills Committee Chair and Director of Business &amp; Skills to award the Adult Education Budget (AEB) Grant allocation to the 12 local college and Local Authority Providers in April 2019.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Provide delegated authority to the Director of Business and Skills, in consultation with the Chair of the Skills Committee, to award Grants to the 12 Grant Funded Providers of AEB upon successful completion of Delivery</li> </ul>   |

|     |  |  |
|-----|--|--|
|     |  | Plans including a variance of up to a 25% on the condition that a new learning aim or approach is demonstrated in line with the Cambridgeshire and Peterborough Combined Authority (CPCA) Strategic Priorities.  |
| 4.9 | Monitoring and Evaluation Framework  | <p>The Board considered a report outlining and seeking approval of the 2019 Monitoring &amp; Evaluation Framework for the Combined Authority.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Agree the 2019 Monitoring &amp; Evaluation Framework for the Combined Authority.</li> <li>b) Note the resource implications for effective Monitoring &amp; Evaluation to be delivered alongside the Combined Authority's major projects.</li> </ul> |
|     | <b>Part 5 – Business Board/Committee Recommendations to the Combined Authority</b> |  |
| 5.1 | Growth Deal Project Proposals March 2019   | <p>The Board considered a report requesting that they consider and make recommendations against new applications that have been submitted for the Growth Deal.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Approve Applicants 2 and 3;</li> <li>b) Note that Applicants 1 and 4 had been asked to bring forward further detail to enable a final approval decision.</li> </ul>  |

|     |                           |   |
|-----|---------------------------|---|
| 5.2 | Local Industrial Strategy | <p>The Board considered a report outlining the inaugural Cambridgeshire and Peterborough Industrial Strategy to the Board for comments and approval.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Approve the Cambridgeshire and Peterborough Industrial Strategy to the Combined Authority Board for approval</li> <li>b) Delegate authority to the Business Board and the Director of Business and Skills, in consultation with the Chair of the Housing and Communities Committee, to take the Industrial Strategy through the remaining stages of national sign-off, and refine.</li> </ul> |
| 5.3 | Growth Programme Update   | <p>The Board considered a report providing and update on the Growth Deal programme's performance since April 2015, a summary of the programme monitoring report to Government to end December 2018 and the current in-year position to end February 2019 for the Growth Deal and Growing Place Funds combined.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Note the accumulative and in-year programme position to 28 February 2019 for Growth Deal and Growing Places Fund.</li> <li>b) Agree the submission of the Growth Deal monitoring report to Government to end Q3 2018/19.</li> </ul> |
| 5.4 | Local Assurance Framework | <p>The Board considered a report requesting that the Business Board approves a revised single Assurance Framework following the Ministry of Housing, Community &amp; Local Government's revised National Local Growth Assurance Framework for Mayoral Authorities with a Single Pot and Local Enterprise Partnerships.</p>  |

|     |  |   |
|-----|--|---|
|     |  | <p>It was resolved to:</p> <p>a) Agree the revised single Assurance Framework which is in line with the Ministry of Housing, Communities &amp; Local Government's revised National Local Growth Assurance Framework for Mayoral Combined Authorities with a Single Pot and Local Enterprise Partnerships.</p> |
|     | <b>Part 6- Motion Submitted under Proceedings of Meetings Rule 14</b>                |   |
| 6.1 | Motion from Councillor Bridget Smith   | On being put to the vote, the Motion was lost.  |
|     | <b>Part 7 – Date of Next Meeting</b>   |   |
| 7.1 | Wednesday 29 May 2019,<br>Council Chamber, The Grange,<br>Nutholt Lane, Ely, CB7 4EE |   |



**CAMBRIDGESHIRE  
& PETERBOROUGH**  
COMBINED AUTHORITY

## Appendix 3

### **AUDIT & GOVERNANCE COMMITTEE - Decision Summary**

Meeting: 29 March 2019

Agenda/Minutes: [Audit and Governance](#)

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 Councillors Morris and Hay.<br><br>No declarations of interest were made. |

| Item | Topic   | Decision <i>[None of the decisions below are key decisions]</i>  |
|------|---|--|
| 2.   | Chairs Announcement's   | <p>The Chair stated that he would write to the Councils about the tightness of the quoracy rules and the importance of attendance by members or their deputies. The inability of the Committee to conduct its full business reflected adversely on the Combined Authority's reputation</p> <p>Members of the Committee were asked if they would agree to have a joint induction with the Members of the Overview and Scrutiny Committee. The Committee agreed that members of the Audit and Governance Committee have a joint induction with members of the Overview and Scrutiny Committee in May 2019.</p> <p>Members were requested to consider whether to hold future meetings at the Alconbury office or continue rotating around the constituent councils. The Committee agreed that the Audit and Governance Committee would continue to hold their meetings at constituent councils.</p> |
| 3.   | Minutes of the meeting held on 30 <sup>th</sup> November 2018 | The minutes of the meeting held on the 30 <sup>th</sup> November 2018 were agreed as a correct record.   |
| 4a)  | Finance Review  | <p>The Programme Director (CIPFA) reported that he had been commissioned by the Combined Authority to undertake an independent assurance review related to the production of the Authority's 2019/20 budget.</p> <p>The Committee received a presentation which provided a summary of the timelines and noted that the review was scoped to:</p> <ul style="list-style-type: none"> <li>• Review the process undertaken to complete the 2019/20 budget</li> <li>• Asses and/or test the assumptions that underpin it</li> <li>• Asses the governance in place to report, asses and, where appropriate, intervene in the delivery of the budget.</li> </ul>   |

| Item | Topic                                  | Decision <i>[None of the decisions below are key decisions]</i>  |
|------|--|--|
|      |  | <p>It was explained that the reporting process for the budget showed marked improvements between the draft and the final. Having reviewed the relevant documents and discussions with key officers, it was confirmed that CIPFA were satisfied that;</p> <ul style="list-style-type: none"> <li>a) The Authority had prepared and was in the process of signing off its 2019/20 Budget and Medium-Term Financial Plan (MTFP) in accordance with the policies and procedures outlined in the Constitution.</li> <li>b) That the 2019/20 Budget's content including assumption and revenue/capital split were clear and appropriate</li> <li>c) That the Authority has in place robust and comprehensive budget monitoring and reporting process and procedures that will now include regular reporting to the Combined Authority Board.</li> </ul> <p>It was noted that there were no material findings or failings that had been identified as part of the review.</p> <p>The Chair thanked the Programme Director for his presentation.</p> |
| 4b)  | Internal Auditors Update Budget Review | <p>The Internal Auditor submitted a report and elaborated thereon. He explained that the work carried out by the internal auditors differed greatly to that of CIPFA. It was noted that the Internal Audit provided assurance to the Audit and Governance Committee that activities undertaken across the Combined Authority were appropriately managed, monitored and delivered in accordance with set governance and risk management frameworks.</p> <p>The Committee were reassured that despite receiving assurance from the External Auditors, the Internal Auditors would only give assurance once they had independently carried out their review.</p>  |



| Item | Topic                          | Decision [ <i>None of the decisions below are key decisions</i> ]   |
|------|--------------------------------|---|
|      |                                | <p>The Interim Chief Executive responded to questions asked of the Committee and explained that the Mayor had the authority to decide his staffing structure to deliver his priorities. It was noted that the Combined Authority could challenge the Mayoral expenditure but there had been majority vote in favour of the proposed staffing structure.</p> <p>The Interim Chief Finance Officer reported that approved funding had been spent on building schemes and capital monies had been spent on acquiring roads. He further noted that the Combined Authority followed the CIPFA accounting code and that funding was sourced from central government.</p> <p>In response to questions raised, the internal auditor reported that there were no areas where he would consider issuing ‘no assurance’. The Chair noted that additional progress needed to be made on value for money (vfm) and the significance between capital and revenue needs,</p> <p>The Interim Chief Finance Officer commented that if helpful for Members of the Committee, he could prepare a briefing note on the combined Authority’s policy documents relating to the rules and regulations adhered to in the national policies, followed also by CIPFA.</p> <p>The Committee noted that all monitoring reports were taken to the Combined Authority Board for review and transparency purposes.</p> |
| 5.   | Internal Audit Progress Report | The Committee received and noted the report from the Head of Finance which provided the Audit and Governance Committee with an update on the Combined Authority (CPCA)’s Treasury Management and requested that the cost of the strategy be factored into the next report.  |
| 6.   | Treasury Management            | The Committee received and noted the report from the External Auditor which provided the 2018/19 Outline Audit Plan as prepared by Ernst & Young LLP (EY).  |

| Item | Topic                            | Decision [ <i>None of the decisions below are key decisions</i> ]  |
|------|----------------------------------|--|
| 7.   | External Audit Progress Report   | <p>The Committee received the report from the Interim Monitoring Officer which outlined provided them with the factual background relating to the circumstances of the resignation of the former Chief Executive.</p> <p>The following points were made:-</p> <ul style="list-style-type: none"> <li>• The External Auditor reported that the Interim Monitoring Officer had provided requested information relating to the Chief Executive's departure and subsequent severance. Based on this information the external auditor had concluded that the Combined Authority had acted lawfully and reasonably.</li> <li>• The Committee was advised that the Mayor had the authority to get external legal advice and commit the authority to expenditure as he had the general power of competence which was set out in the legislation.</li> <li>• Under the Localism Act 2011 the Mayor like other local authorities had to work within the budget set by the authority.</li> <li>• The Committee was assured by the external auditors that the severance package provided to the Chief Executive Officer was reasonable.</li> </ul> |
| 8.   | Internal Audit Plan              | <p>The Committee received and noted the report from the Assurance Manager which asked the committee to review the Combined Authority Corporate Risk Register and suggest any changes they would like to put forward as a recommendation to the Board.</p>  |
| 9.   | Combined Authority Board Update  | <p>This item was deferred to the next meeting of the Audit and Governance Committee due to the meeting becoming inquorate.</p>   |
| 10.  | Business Board Governance Update | <p>This item was deferred to the next meeting of the Audit and Governance Committee due to the meeting becoming inquorate.</p>   |

| Item | Topic                                 | Decision <i>[None of the decisions below are key decisions]</i>  |
|------|---------------------------------------|--|
| 11.  | Corporate Risk Register Annual Review | This item was deferred to the next meeting of the Audit and Governance Committee due to the meeting becoming inquorate |
| 12.  | Assurance Framework                   | This item was deferred to the next meeting of the Audit and Governance Committee due to the meeting becoming inquorate |
| 13.  | Staffing Structure Update             | This item was deferred to the next meeting of the Audit and Governance Committee due to the meeting becoming inquorate |
| 14.  | Work Programme                        | This item was deferred to the next meeting of the Audit and Governance Committee due to the meeting becoming inquorate |
| 15.  | Date of Next Meeting                  | The Committee agreed the next meeting shall be held on 31 <sup>st</sup> May 2019 at East Cambridgeshire Council.       |