



**CAMBRIDGESHIRE  
& PETERBOROUGH**  
COMBINED AUTHORITY

**PAUL BRISTOW** MAYOR  
OF CAMBRIDGESHIRE  
& PETERBOROUGH

## Reports from Constituent Council Representatives on the Combined Authority

The following meetings have taken place in June 2025

### **Combined Authority Board, 4 June 2025 - AGM**

Councillor:

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

### **Combined Authority Board, 4 June 2025 - Ordinary**

Councillor:

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

### **Skills Committee, 16 June 2025**

Councillor:

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

### **Growth Committee, 18 June 2025**

Councillor:

Decision Summary Link: [Growth Committee \(June\)](#)

### **Audit and Governance Committee, 19 June 2025**

Councillor:

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

### **Overview and Scrutiny Committee, 24 June 2025**

Councillor:

Decision Summary Link: [Overview and Scrutiny Committee \(June\)](#)

### **Funding Committee, 30 June 2025**

Councillor:

Decision Summary Link: [Funding Committee \(June\)](#)



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**1. The Mayor - Declaration of Acceptance of Office**

Mayor Paul Bristow confirmed his acceptance of office.

**2. Apologies for Absence**

Apologies were received from Councillor Sarah Conboy, with Councillor Sam Wakeford substituting.

**3. Minutes of the previous meeting**

The minutes of the meeting on 19 March 2025 were approved as an accurate record. The action log was noted.

**4. Declaration of Interests**

Councillor Chris Boden declared an interest in agenda item 11 of the Ordinary meeting, as a trustee of FACT Community Transport.

**5. Announcements**

The Mayor expressed gratitude for the warm welcome received from Combined Authority staff and stakeholders. He emphasised a collaborative, inclusive approach to his term, highlighting shared ambition and the strong foundations for success across the region.

**6. Appointment of the Deputy Mayor(s)**

The Mayor announced the appointment of Councillor Anna Bailey as Statutory Deputy Mayor.

**7. 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 2025-26 (Appendix A)
- B Confirm that the following bodies continue to be given co-opted member status

for the municipal year 2025-26:

- i. The Police and Crime Commissioner for Cambridgeshire.
  - ii. Cambridgeshire and Peterborough Fire Authority.
  - iii. 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.

## **8. Appointments to Thematic Committees and Committee Chairs**

It was resolved to:

- A Note and agree the Mayor's nominations to Chairs of committees for 2025-26 as set out in Appendix A
- B Note the Committee Members and substitute Members appointed by constituent councils to the Combined Authority's thematic committees for the municipal year 2025-26 (Appendix B).
- C Note and agree the Membership for the Investment Committee for 2025-26 (Appendix C)
- D Note that Audit and Governance members and Overview & Scrutiny members can attend Investment Committee as observers.

## **9. 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 2025-26.
- B To 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 2025-26 as set out in Appendix B.

## **10. Appointment of the Audit and Governance Committee**

It was resolved to:

- A Confirm that the size of the Audit and Governance Committee should be nine

members; one member and one substitute from each Constituent Council and two independent persons.

- B To 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 2025-26 as set out in Appendix B.
- D Approve the appointment of Rhys Jarvis as the second Independent Person for the Audit & Governance Committee for a term of four years ending May 2029.
- E Appoint the Independent Person, Mr Rhys Jarvis as Chair for the municipal year 2025/26 and delegate the election of the Vice Chair to the Audit and Governance Committee.

## 11. Calendar of Meetings

It was resolved to:

- A Approve the amended calendar of meetings for the 2025/26 Municipal Year

### Notes:

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**1. Petitions**

No petitions were received.

**2. Public Questions**

Five public questions were received for the meeting. The questions and responses are published [here](#).

**3. Forward Plan**

It was resolved to:

- A Approve the Forward Plan for June 2025.

**4. Chief Executive Highlights Report**

It was resolved to:

- A Note the content of this report.

**5. Overview and Scrutiny Annual Report**

It was resolved to:

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

**6. Updates to the Constitution**

It was resolved to:

- A Approve the changes of each committee's Terms of Reference in the Constitution to reflect that Lead Members have not been recommended at this stage; and to amend the names for the Combined Authority's non regulatory committees as follows:

- Transport and Infrastructure Committee to become Transport Committee
- Environment and Sustainable Communities Committee to become Growth Committee
- Skills and Employment Committee to become Skills Committee
- Investment Committee to become Funding Committee
- Human Resources Committee to become Staffing Committee
- Business Board to become Business Panel

- B To approve the change to the Chief Executive's delegation to allow a referral to Investment Committee on decisions of a value of less than £1 million when considered appropriate.

- C To note the amendment to Chapter 5, Standing Orders, to reflect that amendments to the Constitution only require a majority vote.

- D To consider the changes to Chapter 13 Audit and Governance Committee proposed by the Monitoring Officer to eliminate inconsistencies with current practice.

- E To remove references to the Shareholder Board which was subsequently

replaced by the Investment Committee.

- F To delegate authority to the Director Legal and Governance and Monitoring Officer to accept nominations if they are late or altered.

## **7. Member Attendance Statistics and Member Development Annual Report**

It was resolved to:

- A Note the Member Attendance Statistics for 2024/25
- B Note the Member Development sessions held in 2024/25

## **8. Report of the Independent Remuneration Panel**

It was resolved to approve the recommendations as below:

- A The remuneration of the CPCA Mayor is reset at £93,000, subject to indexation going forward.
- B The allowance paid to the Constituent Council appointees to the CPCA Overview and Scrutiny Committee should be set at £2,176, subject to indexation going forward.
- C The allowance for the Chair of the CPCA Overview and Scrutiny Committee should be set at £5,900, subject to indexation going forward.
- D The allowance for the Vice Chair of the CPCA Overview and Scrutiny Committee should be set at £2,950, subject to indexation going forward.
- E The Substitute Members of the CPCA Overview and Scrutiny Committee are to be paid on the following basis, subject to any applicable indexation:
  - Full meetings of the Overview and Scrutiny Committee: £145
  - Working Groups, training and induction meetings: £73
- F An allowance should not be paid to Chair of the Overview and Scrutiny Working Groups.
- G The 3 Rapporteurs appointed by the Overview and Scrutiny Committee are paid an allowance set at £2,611.
- H The allowance paid to the Constituent Council appointees to the CPCA Audit and Governance Committee should be set at £2,176, subject to indexation going forward.
- I The current allowance of £3,068 paid to the Independent Member appointed to the Audit and Governance Committee is maintained at £3,068, subject to indexation going forward.
- J The allowance for the Independent Chair of the Audit and Governance Committee is reset at £5,900, subject to indexation going forward.
- K The allowance for the Vice Chair of the Audit and Governance Committee is set at £2,950, subject to indexation going forward.
- L Council appointees to the Authority's Overview and Scrutiny and Audit and Governance Committees should not be able to claim travel and subsistence costs via the Authority, they should continue to claim via their appointing councils. The Mayor and Independent Persons should be able to continue to claim travel and subsistence costs directly from the Authority on the current terms and conditions and applicable rates.
- M The right of the Mayor to claim a DCA is maintained, also it is extended to the Independent Persons appointed to the Audit and Governance Committee. It is not recommending that Council appointees to the Authority's Overview and Scrutiny and Audit and Governance Committees are extended the same right. The maximum hourly rate claimable for the informal caring element of the DCA is reset and indexed to the National Living Wage.
- N The remuneration of the CPCA Mayor continues to be indexed at the NJC annual percentage salary increase. It also recommends that the same

indexation is applied each year all Members allowances who sit on the Authority's Overview and Scrutiny and Audit and Governance Committees. The applicable index is set specifically with reference to NJC agreed annual cost of living salary increase at Spinal Column Point 43. The maximum hourly rate for claiming the informal care element of the DCA is indexed to the National Living Wage. The indexation of allowances should apply to the same year that it applies to Officers, but rather than the applicable year being the financial year it should be the municipal year.

- O Note the current status of the Business Board including the removal of funding, consequent removal of allowances and review of the Business Board status.
- P Note that the Allowances section of the Constitution is to be revised by the Monitoring Officer for consideration and approval.
- Q The recommendations contained in this report are implemented with effect from the date of the Authority Board's Annual Meeting on 4th June 2025.

## **9. Development of a New Corporate Plan 2025-2029**

It was resolved to:

- A Note and comment on the proposed approach and timeline for developing a new Corporate Plan 2025-2029.
- B Note and comment on the proposed new Corporate Plan Purpose to "Get Cambridgeshire and Peterborough Moving" and six new Objectives of Connectivity, Growth, Jobs, Homes, Resilience and Performance.
- C Note and comment on the proposal for the delivery of Annual Business Plans which will provide detail on the most significant activities and clear annual targets.

## **10. Cambridgeshire and Peterborough Local Growth Plan Update**

It was resolved to:

- A Note progress with the preparation and development of the Local Growth Plan for Cambridgeshire and Peterborough

## **11. Bus Network - Service Options KD2025/027**

It was resolved to:

- A Note the bus services which are planned to be withdrawn by the current operator as detailed at para 2.3 of this report and to note the ongoing engagement with the operator, particularly in relation to the most viable services (9 and 33)
- B Note the current position regarding the temporary local bus fare cap and Tiger pass and the financial unviability of both continuing in the current form and that a detailed recommendations paper will be brought to the Transport and Infrastructure Committee on June 25, 2025
- C Procure Bus Service 33 between March and Whittlesey to ensure continuity beyond August 31st, 2025.
- D Delegate authority to the Assistant Director, Public Transport, to lead the procurement and implementation process, including the award of contract.

## **12. Highways Maintenance Grant and Integrated Transport Block Funding 2025/26**

Board members reviewed and provided feedback on the proposed approach to the allocation of the Highways Maintenance Grant and Integrated Transport Block (ITB) funding for 2025/26 and future financial years.

### 13. Q4 Corporate Performance Report

It was resolved to:

- A Note performance information relating to the Combined Authority's Corporate Key Performance Indicators.
- B Note performance information relating to the Combined Authority's Most Complex Programmes and Projects.
- C Note 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.
- E Note plans to review and refresh the Combined Authority's Performance Management Framework.

### 14. Outturn Budget Monitoring Report - KD2025/017

It was resolved to:

- A Note the unaudited draft outturn position of the Combined Authority for the 2024/25 financial year.
- B Approve the requested carry forward on the revenue budget of £17.6m, and on the capital programme of £31.3m from 2024/25 into 2025/26 as set out in paragraphs 3.11 and 4.19 respectively.
- C Note the Mayoral Decision taken in March 2025 set out in section 6.

#### **Notes:**

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**1. Apologies for Absence**

Apologies for absence were received from Councillors Hemraj, Nestor and Petiitt. Councillors Jones, Divkovic and Jones were in attendance as their substitutes.

**2. Declaration of Interests**

There were no declaration 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 of the Committee.

**4. Minutes of the previous meeting**

The Minutes of the meeting held on 24th February 2025 were approved as an accurate record.

The Action Log was noted by the Committee.

**5. Public Questions**

One public question was received. The question and response is published here.

**6. Forward Plan**

RESOLVED:

- A. To note the CPCA's Forward Plan.

**7. Director's Highlight Report**

Agreed that a written update should be circulated to Members of the Committee after the meeting.

**8. Youth Guarantee Trailblazer**

RESOLVED:

- A. To note the progress made in the delivery of the Youth Guarantee Trailblazer.

B. To endorse the budget for the Youth Guarantee Trailblazer.

**9. Local Skills Improvement Plans**

RESOLVED:

A. To note the progress with the preparation and development of the Local Skills Improvement Plan (LSIP).

**10. Local Get Britain Working Plan**

RESOLVED:

A. To note progress with the preparation and development of the Local Get Britain Working Plan.

**11. Further Education Cold Spots**

RESOLVED:

A. To note progress with the FE Cold Spots Skills Capital Programme.

**12. Skills Bootcamp Performance Report**

RESOLVED:

A. To note the update on the Wave 5 Performance and the Wave 6 (FY 2025/26) Skills Bootcamps.

**13. Budget & Performance Report**

RESOLVED:

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

**14. Work Programme**

RESOLVED:

A. To note the Committee's Work Programme.

**15. Date of Next Meeting**

Monday 28 July 2025 at 10am – Reserve date if required  
Monday 8 September 2025 at 10am.

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**3 Election of Vice-Chair**

RESOLVED:

On being proposed by Cllr Day and seconded by Cllr Tierney, Cllr Davenport-Ray was unanimously appointed as Vice-Chair of the Committee

**4 Minutes of the previous meeting**

The minutes of the meeting on 26 February 2025 were approved as an accurate record.

The Action Log was noted by the Committee.

**6 Forward Plan**

RESOLVED:

A To note the Combined Authority Forward Plan.

**7 Director's Highlight Report**

RESOLVED:

To note the Director's Highlight Report.

**8 Local Nature Recovery Strategy**

RESOLVED:

On being proposed by the Chair and seconded by Cllr Rosie Moore it was unanimously resolved to:

- A. Approve the Draft Local Nature Recovery Strategy as set out in Appendix A and the associated Local Habitat Mapping for a period of 8 weeks public consultation commencing 18 July.
- B. Note the statutory 28-day period for Supporting Authorities to respond to the intention to consult (commencing 19 July).
- C. Approve that the Executive Director for Place and Connectivity, in consultation with the Chair of the Growth Committee, can make any minor edits to the draft strategy necessary for finalising the design and presentation of the consultation documentation.

## 9 Climate Programme Update

### RESOLVED:

To note the progress and status on funded climate and nature projects following the direction of the Environment and Sustainable Communities Committee.

## 10 Budget and Performance Report

### RESOLVED:

- A. To note the outturn financial position of the Committee for the financial year 24/25 and Board approved carry-forwards.
- B. To note the current budget for the next 4 years updated for approved carry-forwards pending any review of the Corporate Plan and Budget.

## 11 Work Programme

### RESOLVED:

To note the Committee's Work Programme.

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## **1 Apologies for Absence**

Apologies received from

- Councillor G Christy, substituted by Councillor S Wallwork,
- Councillor M Inskip, substituted by Councillor A Whelan
- Councillor I Divkovic substituted by Councillor M Smart; and
- Councillor C Poulton substituted by Councillor P Fane.

## **2 Declaration of Interests**

Councillor A Whelan declared a non-pecuniary interest in item 8 as a former Chair and current Vice-Chair of the Cambridgeshire Pension Fund Committee.

## **4 Election of Vice Chair**

On being proposed by Cllr Wallwork and seconded by Cllr Stobart, Cllr P Hodgson-Jones was appointed as Vice-Chair of the Committee.

## **5 Minutes of the previous meeting**

The Minutes of the meeting held on 21st February 2025 were approved as an accurate record.

The Action Log was noted by the Committee.

## **6 CPCA Update**

The Executive Director for Resources provided an update on recent CPCA activities.

## **7 Corporate Risk Report & Deep Dives**

The Committee endorsed the Corporate Risk Register, Dashboard and Heatmap for May 2025, including undertaking the respective risk deep dives and the deep dive schedule for the year.

The Committee undertook a deep dive into the Recruitment and Retention – Increased Turnover and the Equalities Legislation Non-Compliance Corporate Risk Items.

## **8 Draft Statement of Accounts and Annual Governance Statement 2024/25**

The Committee noted the draft Annual Governance Statement 2024/25 and the draft of the Statement of Accounts 2024/25.

**9a External Audit - 2024/25 External Audit Plan**

The Committee noted the External Audit – 2024/25 Draft Audit Plan.

**10a Internal Audit - Progress Report**

The Committee noted the Internal Auditor's progress report.

**10b Internal Audit - Draft Annual Report**

The Committee noted the draft Annual Report and Internal Audit Opinion.

**10c Internal Audit Strategy 2025/26**

The Committee approved the Internal Audit Plan and the associated Internal Audit Charter.

**11 Internal Audit Action Tracker Report**

The Committee noted and endorsed progress on the implementation of internal audit actions.

**12 Local Government and Social Care Ombudsman Summary of Complaints**

The Committee considered and noted the letter received from the Local Government and Social Care Ombudsman.

**13 Standing Items - Updates and Comments**

There were no updates to report.

**14 Work Programme**

The Committee noted the draft work programme for 2025/26 municipal year.

**15 Date of Next Meeting**

The Committee noted that their next meeting was scheduled for 10am on Tuesday, 15th July 2025 at Huntingdonshire District Council.

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**1 Apologies for Absence**

Apologises from Cllr Hay, Cllr Wells and his substitute Cllr Harvey, Cllr Neish substituted by Cllr Hodgson-Jones, Cllr Meschini substituted by Cllr Bulat.

**2 Election of Chair**

Cllr Van De Weyer was elected Chair for the municipal year 25/26.

**3 Election of Vice Chair**

The election of the Vice Chair was deferred to the next meeting of the O&S Committee.

**4 Declaration of Interests**

There were no declaration of interests made.

**5 Public Questions**

No public questions were received.

**6 Minutes of the previous meeting**

The minutes of the meeting on 12<sup>th</sup> March 2025 were approved as an accurate record.

The Action Log was noted by the Committee.

**7 Appointment of Rapporteurs**

Cllr Neish was agreed as the rapporteur for Transport Committee

Cllr Cahn was agreed as the rapporteur for Growth Committee with Cllr Davey to support.

Cllr Vellacott was agreed as the rapporteur for Skills Committee with Cllr Bulat to support.

**8 Scrutiny Protocol Review Working Group**

The Committee agreed to set up a working group to review their arrangements against the Scrutiny Protocol.

The following members were appointed to sit on the working group:

- Cllr Van De Weyer, Cllr Bradnam, Cllr Antunes.

## **9 Process for Review and Refresh of the Corporate Plan and the Settings of the Medium-Term Financial Plan (2026/27 to 2029/30)**

The Committee received the report which provided the Overview and Scrutiny Committee with an opportunity to note and comment on the introduction of a revised corporate plan.

The Committee agreed to set-up a working group to reflect on the new corporate plan. The following members were agreed as: Cllr Van De Weyer, Cllr Davey, Cllr Vellacott and Cllr Clough.

The Committee also agreed to the approach to the pre-scrutiny arrangements for the budget which including setting-up a budget scrutiny working group. The following members were agreed: Cllr Antunes, Cllr Meschini, Cllr Clough and Cllr Hodgson-Jones.

## **10 Mayor Paul Bristow in Attendance**

Mayor Paul Bristow attended and responded to questions from the Committee Members.

## **11 Corporate Performance Report Q4 2024/25**

The Committee discussed and noted the report.

## **12 Bus Procurement & Communications Strategy Working Group Report**

The Committee reviewed the Bus Procurement and Communications Strategy Working Group report.

The Committee discussed and noted the report.

The Committee agreed to recommend to the Transport Committee that the team look to bid for further capital to allow more work to be done around innovated digital real-time information being made available.

## **13 CPCA Forward Plan**

It was resolved to note the Forward Plan for the municipal year 2025/26.

## **14 Recommendations/Questions to the CA Board**

The Committee did not make any recommendations for the CA Board

## 15 Work Programme

It was resolved to:

- A Note the Committee Work Programme.
- B Elect the Vice-Chair of the Committee for the September meeting.
- C Update on the Transport recommendation implementation to the November meeting.

## 16 Date of Next Meeting

The next meeting is scheduled for 9<sup>th</sup> September at 10.00am. The meeting venue is CPCA Meeting Room, Pathfinder House, Huntingdon.

The next informal meeting is scheduled for the 31<sup>st</sup> July. The meeting venue is Microsoft Teams (Online).

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**3 Election of Vice-Chair**

RESOLVED: (Unanimous)

That Cllr Sam Wakeford be appointed as Vice-Chair of the Committee.

**4 Minutes of the previous meeting**

The minutes from the meeting held on 10 March 2025 were approved as an accurate record.

The Action Log was noted.

**5 Single Assurance Framework Business Case Approvals: Chief Executive Decisions**

RESOLVED:

A. To note the Chief Executive business case decisions for projects less than £1m under the Single Assurance Framework.

**6 Single Assurance Framework Business Case Approvals: Funding Committee Decisions and Recommendations**

RESOLVED: (Unanimous)

A. To approve the business case for Youth Guarantee Trailblazer and funding of £4,920,000, and to approve delegation to the Assistant Director for Skills and Employment to enter into Grant Funding Agreements **and procure and appoint using Service/Consultancy Agreements, as appropriate, in consultation with the Chair**, in consultation with the Monitoring Officer and Chief Finance Officer.

Recommendations outlined in Appendix B of the report:

- 1. To endorse the budget for the Youth Guarantee Trailblazer
  2. To give delegation to the Assistant Director for Skills & Employment to approve all expenditure related to the Youth Guarantee Trailblazer.
  3. To endorse proposals to use Grant Funding Agreements to support swift mobilisation and delivery during the 12-month Trailblazer
  4. To endorse an Interventions Fund to be made available for front-line organisations, including the voluntary & community sector, independent training organisations, FE colleges and other statutory services.
  5. To give delegation to the Assistant Director of Skills & Employment to enter into grant funding agreements and consultancy agreements with selected providers on behalf of the Combined Authority. This includes, but is not limited to, agreements with the Learning and Work Institute who will lead a robust evaluation of the programme, Grant Thornton who will be supporting to administer the Local Interventions Fund and Youth Employment UK who will be working with the Authority to support a digital platform of advice and guidance along with other interventions.
- B. To approve the change request to cancel the Meanwhile at Coresite project and to

withdraw the funding allocation of £1,000,000.

- C. To approve the change request for the Regional Transport Model (CaPcam) and revenue funds of £230k, as well as the scope change, and to approve delegation to the Executive Director Place and Connectivity to enter into Grant Funding Agreements in consultation with the Monitoring Officer and Chief Finance Officer.
- D. To approve the change request for the Huntingdonshire Biodiversity for All to extend the grant period for the programme to 31 October 2025.

## **7 Funding Committee Concept Papers**

### RESOLVED:

- A. To note and comment upon the concept paper for Adult Skills Fund prior to its presentation to the CPCA Board at its meeting on 22 July 2025.

## **8 Single Assurance Framework: Reporting of Most Complex Programmes and Projects**

### RESOLVED:

To note the performance report on the Most Complex Projects and Programmes.

## **9 Work Programme**

### RESOLVED:

- A. To note the Work Programme.

## **10 Date of Next Meeting**

The date of the next meeting was confirmed as Monday 4 August 2025.

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