



EAST CAMBRIDGESHIRE DISTRICT COUNCIL

THE GRANGE, NUTHOLT LANE,
ELY, CAMBRIDGESHIRE CB7 4EE
Telephone: 01353 665555

NOTICE OF MEETING

NOTICE IS HEREBY GIVEN that a meeting of the **EAST CAMBRIDGESHIRE DISTRICT COUNCIL** will be held in **THE COUNCIL CHAMBER, NUTHOLT LANE, ELY ON THURSDAY 18 OCTOBER 2018** commencing at **6.00pm** with up to 15 minutes of Public Question Time, immediately followed by the formal business, and you are summoned to attend for the transaction of the following business.

AGENDA

- 1. PUBLIC QUESTION TIME** [oral]
The meeting will commence with up to 15 minutes public question time
- 2. APOLOGIES FOR ABSENCE** [oral]
- 3. DECLARATIONS OF INTEREST** [oral]
To receive declarations of interest from Members for any items on the Agenda in accordance with the Members Code of Conduct
- 4. MINUTES – 12 JULY 2018**
To confirm as a correct record
- 5. CHAIRMAN'S ANNOUNCEMENTS** [oral]
- 6. TO RECEIVE PETITIONS (IF ANY)** [oral]
- 7. NOTICE OF MOTIONS UNDER PROCEDURE RULE 10** [oral]
- 8. TO ANSWER QUESTIONS FROM MEMBERS** [oral]
- 9. PRESENTATION** [oral]
Police Re-structure by Inspector Paul Rogerson
- 10. PRESENTATION** [oral]
General Data Protection Regulations Update
- 11. RECOMMENDATIONS FROM COMMITTEES**
Licensing Committee – Gambling Act 2005 Licensing Statement of Principles – Three Year Review

12. COMBINED AUTHORITY UPDATE REPORTS

To receive reports on the activities of the Combined Authority from the Council's appointee(s) for meetings:

Appendix 1: Overview and Scrutiny Committee, 25 June 2018

Appendix 2: Combined Authority Board, 27 June 2018

Appendix 3: Audit and Governance Committee, 20 July 2018

Appendix 4: Overview and Scrutiny Committee, 23 July 2018

Appendix 5: Combined Authority Board, 25 July 2018

Appendix 6: Overview and Scrutiny Committee, 24 September 2018

Appendix 7: Combined Authority Board, 26 September 2018

Appendix 8: Audit and Governance Committee, 28 September 2018



J Hill
Chief Executive

To: All Members of the Council

NOTES:

Members of the public are welcome to attend this meeting. If you are visiting The Grange during normal office hours you should report to the main reception desk, where you will be asked to fill in a visitor's pass that must be worn at all times whilst you are in the building. Please remember to return your pass before you leave.

This will not apply if you come to an evening meeting: in this case you will enter via the rear access doors in the glass atrium at the back of the building and a Facilities Assistant will direct you to the room in which the meeting will take place.

The maximum capacity for meetings in the Council Chamber has been set by the Fire Officer at 100 persons. Allowing for Member/Officer attendance and room layout constraints, this will normally give a capacity for public attendance of 30 people. Admittance to the Council Chamber is on a "first come, first served" basis and public access will be from 15 minutes before the start time of the meeting.

There are a number of schemes aimed at encouraging public participation in the Council's activities and meetings. These include public question times and a process to enable petitions to be submitted. Details of these can be obtained by calling the telephone number as listed at the top of this agenda or by logging onto the Council's website.

Meetings of full Council are webcast and broadcast live to the internet via YouTube.

Fire instructions for meetings:

- If the fire alarm sounds please make your way out of the building by the nearest available exit - i.e. the back staircase or the fire escape in the chamber. Do not use the lifts.
- The fire assembly point is in the front staff car park by the exit barrier.
- This building has an auto-call system to the fire services, so there is no need for anyone to call the fire services.
- The Committee Officer will sweep the area to ensure that everyone is out of this area.

Reports are attached for each agenda item unless marked "oral".

If required all items on the agenda can be provided in different formats (e.g. large type, Braille or audio tape, or translated into other languages), on request, by calling Main Reception on (01353) 665555 or e-mail:

translate@eastcambs.gov.uk

If the Committee wishes to exclude the public and press from the meeting, a resolution in the following terms will need to be passed:

"That the press and public be excluded during the consideration of the remaining item no(s). X because it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the item(s) there would be disclosure to them of exempt information of Category X of Part I Schedule 12A to the Local Government Act 1972 (as amended)."

SCHEDULE OF ITEMS RECOMMENDED FROM COMMITTEES AND OTHER MEMBER BODIES

Committee: Council

Date: 18 October 2018

Author: Adrian Scaites-Stokes, Democratic Services Officer

[T120]

Member Body	Report No.
LICENSING COMMITTEE – 12 SEPTEMBER 2018 20. <u>GAMBLING ACT 2005 – LICENSING STATEMENT OF PRINCIPLES – THREE YEAR REVIEW</u> The Committee considered a report, T97 previously circulated, that detailed the revised version of the Council's Gambling Act 2005 – Statement of Principles for Licensing. The Senior Licensing Officer advised the Committee that it was requested to approve the Statement, as revised following the presentation of the draft version to the Committee on 11th April 2018. This was in consequence of the relevant consultation which had received two replies. The first had nothing to do with the consultation so was disregarded. The second was included as Appendix 1 to the report. <i>Councillor Chris Morris left the meeting at this point, 12:10.</i> The Senior Licensing Officer continued and explained that Table 1 in the report set out the proposed amendments to the draft Statement following the comments received. These amendments included clarifying the 'sufficient evidence of the location' wording, that the reference to 'ethnic profile of residents in the area' be retained as it would not lead to predetermination and it reflected the policy design to consider the society rather than individuals, and accepting that nothing within paragraphs 16.34 to 16.36 overrid the provisions of Section 172 of the Act. It was resolved: (i) That revised version of the Gambling Act 2005 – Statement of Principles for Licensing be	T97 (attached at Appendix)

approved, including the amendments as stated in Table 1 in the report;

It was resolved TO RECOMMEND TO COUNCIL:

- (ii) That the approved Gambling Act 2005 – Statement of Principles for Licensing be adopted to come into effect on 31 January 2019, following a period of publication to be not less than 28 days.**

APPENDIX

TITLE: GAMBLING ACT 2005 LICENSING STATEMENT OF PRINCIPLES – THREE YEAR REVIEW

COMMITTEE: LICENSING COMMITTEE

DATE: 12 SEPTEMBER 2018

AUTHOR: SENIOR LICENSING OFFICER

[T97]

1.0 ISSUE

- 1.1 To approve the revised version of the Council's Gambling Act 2005 - Statement of Principles for Licensing.

2.0 RECOMMENDATION(S)

- 2.1 That Members consider the content of this report, and approve the revised version of the Gambling Act 2005 - Statement of Principles for Licensing, subject to such amendments that they consider appropriate having considered the content of this report.
- 2.2 That Members recommend the approved Gambling Act 2005 - Statement of Principles for Licensing to full Council for adoption to come into effect on 31 January 2019, following a period of publication to be not less than 28 days.

3.0 BACKGROUND

- 3.1 The draft Statement of Principles of Licensing was presented to the Licensing Committee on 11 April 2018 and formal consultation took place between 1 May 2018 and 30 June 2018.
- 3.2 Officers received two responses from those consulted. One response did not relate to the consultation and for this reason has not been included in this report. The other response was from Gosschalks Solicitors on behalf of the Association of British Bookmakers (the "ABB"). This response asks that Members note their views on regulatory practice, and they also ask Members to consider making a small number of amendments to the policy. This response can be found as **Appendix 1** to this report.

4.0 SUMMARY

- 4.1 **Table 1** on the following page provides an overview of the suggestions made by the ABB in their official response.

Table 1

Current policy wording	ABB comment	Proposed amendment
16.14 The council will need to be satisfied that there is sufficient evidence that the particular location of the premises would be harmful to the licensing objectives.	This sentence seems incomplete, as it does not elude to what the consequences of this satisfaction would be and they suggest adding “if an application is to be refused” or similar wording to this.	16.14 The council will need to be satisfied that there is sufficient evidence that the particular location of the premises would be harmful to the licensing objectives, if an application is to be refused.
16.16 The council will expect the local risk assessment to consider as a minimum: □ whether the premises is in an area of deprivation □ whether the premises is in an area subject to high levels of crime and/or disorder the ethnic profile of residents in the area □ the demographics of the area in relation to vulnerable groups □ the location of services for children such as schools, playgrounds, toy shops, leisure centres and other areas where children will gather	The ABB would request that references to their local risk assessment taking into account the ethnic profile of the area, and the affluence of the area be removed, as they believe that these statements suggest a predetermination by the Authority that persons from an area of lower affluence or of a certain ethnicity are more prone to commit crime associated with gambling activity, or are automatically vulnerable.	Members are advised that the text “the ethnic profile of residents in the area” was included as there is research that suggests problem gambling is more prevalent in persons from an ethnic minority background compared to those from a non-ethnic minority background. There are also studies which have suggested a link between problem gambling and a person’s economic status. Whilst it is true that a person’s ethnicity and affluence does not automatically make them vulnerable to the harms of gambling, or automatically lead them into a life of crime in order to fund a gambling addiction, Officers believe that these two considerations should remain in the policy, as the policy is not designed to look at individuals but reflects society as a whole, and the views of current academia.
16.34 Betting machines The Licensing Authority will, in line with Gambling Commission Guidance, take into account the size of the premises, the number of counter positions available	The ABB have asked that Members consider adding a section to clarify that these sections do not affect the legal rights afforded by section 178 of the Gambling Act 2005.	Officers suggest adding the following to the policy: 16.37 Nothing contained in paragraphs 16.34 to 16.36 is intended to override the provisions of section 172 of

for person-to-person transactions and the ability of staff to monitor the use of the machines by children and young persons (it is an offence for those under the age of 18 to bet) or by vulnerable persons, when considering the number, nature and circumstances of betting machines an operator proposes to offer. 16.35 When considering whether to impose a condition to restrict the number of betting machines in particular premises, the Licensing Authority, among other things, shall take into account: ☐ the size of the premises; ☐ the number of counter positions available for person to person transactions; and ☐ the ability of staff to monitor the use of the machines by children and young persons or by vulnerable persons. 16.36 In deciding whether to impose conditions to limit the number of betting machines, each application will be considered on its own merit and account will be taken of codes of practice or guidance issued under the Act.		the Gambling Act 2005 to provide gaming machines under the authority of a Premises Licence.
---	--	--

5 CONCLUSIONS

- 5.1 The Association of British Bookmakers (ABB) have provided a very constructive document for member's consideration. Although the comments in this document do not discuss the items listed in **Table 2** on the following page (which were the items for consultation), they do provide very useful feedback on the sections dealing with local risk assessments and gaming machines.

Table 2

- | |
|--|
| <p>1) Removal of 'non-commercial' from 'incidental non-commercial lottery' in section 33.6 to reflect the change made by The Legislative Reform (Exempt Lotteries) Order 2016.</p> <p>2) Removal of references to a premises needing to be ready to provide gambling functions before a licence can be issued in paragraph 16.8, as a result of the Gambling Commission removing references to this requirement from their Guidance to Licensing Authorities 5th Edition.</p> <p>3) Plans information added in paragraph 16.9.</p> |
|--|

5.2 Members are not bound to follow the suggestions provided by Officers in **Table 1**.

5.3 The main consultation items in **Table 2** have not received any adverse comments, and reflect legislative changes or changes to statutory guidance and for that reason, Members are recommended to recommend Council to adopt these changes as consulted.

6.0 FINANCIAL IMPLICATIONS

6.1 There are no cost implications over and above the normal costs of administering the 2005 Act.

6.2 An Equality Impact Assessment (EIA) has been completed showing there is no adverse impact on the community.

7.0 APPENDICES

- | | | |
|-----|------------|----------------------------------|
| 7.1 | Appendix 1 | ABB response |
| 7.2 | Appendix 2 | Equality Impact Assessment (EIA) |

Background Documents

	<u>Location</u>	<u>Contact Officer</u>
The Gambling Act 2003		
Gambling Commission guidance for Local Authorities.	Room SF208 The Grange, Ely	Senior Licensing Officer (01353) 616477
Gambling Commission: Strengthening social responsibility: LCCP amendments		



BY EMAIL ONLY
Licensing Section
East Cambridgeshire District Council

Please ask for: Richard Taylor
Direct Tel:
Email:
Our ref:
Your ref:
Date: 27 June 2018

Dear Sir/Madam,

Re: Gambling Act 2005 Policy Statement Consultation

We act for the Association of British Bookmakers (ABB) and have received instructions to respond on behalf of our client to the current consultation on the Council's review of its gambling policy statement.

The Association of British Bookmakers (ABB) represents over 80% of the high street betting market. Its members include large national operators such as William Hill, Ladbrokes Coral and Paddy Power, as well as almost 100 smaller independent bookmakers.

Please see below for the ABB's response to the Council's current consultation on the draft gambling policy statement.

This response starts by setting out the ABB's approach in areas relevant to the local authority's regulation of betting shop premises, and its commitment to working with local authorities in partnership. The response finishes by highlighting matters within the policy statement which the ABB feels may need to be addressed.

Betting shops have been part of the British high street for over 50 years and ensuring a dialogue with the communities they serve is vital.

The ABB recognises the importance of the gambling policy statement in focusing on the local environment and welcomes the informed approach this will enable operators to take for example, with regard, to the new requirements for local area risk assessments and ensuring the right structures are in place in shops that are appropriate for that area.

Whilst it is important that the gambling policy statement fully reflects the local area, the ABB is also keen to ensure that the statutory requirements placed on operators and local authorities under the Gambling Act 2005 remain clear; this includes mandatory conditions (for instance, relating to Think 21 policies) and the aim to permit structure. Any duplication or obscuring of these within new processes would be detrimental to the gambling licensing regime. The ABB also believes it is important that the key protections already offered for communities, and clear process

(including putting the public on notice) for objections to premises licence applications, continue to be recognised under the new regime.

Any consideration of gambling licensing at the local level should also be considered within the wider context.

- the overall number of betting shops is in decline. The latest Gambling Commission industry statistics show that numbers as of March 2017 were 8,788 - a decline of 349 since March 2014, when there were 9,137 recorded.
- planning law changes introduced in April 2015 have increased the ability of licensing authorities to review applications for new premises, as all new betting shops must now apply for planning permission.
- successive prevalence surveys and health surveys tells us that problem gambling rates in the UK are stable (0.6%) and possibly falling.

Working in partnership with local authorities

The ABB is fully committed to ensuring constructive working relationships exist between betting operators and licensing authorities, and that where problems may arise that they can be dealt with in partnership. The exchange of clear information between councils and betting operators is a key part of this and the opportunity to respond to this consultation is welcomed.

LGA – ABB Betting Partnership Framework

In January 2015 the ABB signed a partnership agreement with the Local Government Association (LGA), developed over a period of months by a specially formed Betting Commission consisting of councillors and betting shop firms, which established a framework designed to encourage more joint working between councils and the industry.

Launching the document Cllr Tony Page, LGA Licensing spokesman, said it demonstrated the *"desire on both sides to increase joint-working in order to try and use existing powers to tackle local concerns, whatever they might be."*

The framework builds on earlier examples of joint working between councils and the industry, for example the Medway Responsible Gambling Partnership which was launched by Medway Council and the ABB in December 2014. The first of its kind in Britain, the voluntary agreement led the way in trialing multi-operator self-exclusion. Lessons learned from this trial paved the way for the national multi-operator self-exclusion scheme now in place across the country. By phoning a free phone number (0800 294 2060) a customer who is concerned they are developing a problem with their gambling can exclude themselves from betting shops close to where they live, work and socialise. The ABB is working with local authorities to help raise awareness of the scheme, which is widely promoted within betting shops.

The national scheme was first trialed in Glasgow in partnership with Glasgow City Council. Cllr Paul Rooney, Glasgow's City Treasurer and Chairman of a cross-party Sounding Board on gambling, described the project as *"breaking new ground in terms of the industry sharing information, both between operators and, crucially, with their regulator."*

Primary Authority Partnerships in place between the ABB and local authorities

All major operators, and the ABB on behalf of independent members, have also established Primary Authority Partnerships with local authorities. These partnerships help provide a consistent approach to regulation by local authorities, within the areas covered by the partnership; such as age-verification or health and safety. We believe this level of consistency is beneficial both for local authorities and for operators.

For instance, Primary Authority Partnerships between Milton Keynes Council and Reading Council and their respective partners, Ladbrokes and Paddy Power, led to the first Primary Authority inspection plans for gambling coming into effect in January 2015. By creating largely uniform plans, and requiring enforcing officers to inform the relevant Primary Authority before conducting a proactive test-purchase, and provide feedback afterwards, the plans have been able to bring consistency to proactive test-purchasing whilst allowing the Primary Authorities to help the businesses prevent underage gambling on their premises.

Local area risk assessments

Since April 2016, under new Gambling Commission LCCP provisions, operators have been required to complete local area risk assessments identifying any risks posed to the licensing objectives and how these would be mitigated. Licensees must take into account relevant matters identified in the licensing authority's statement of licensing policy, and any local area profile, in their risk assessment. These must be reviewed where there are significant local changes or changes to the premises, or when applying for a variation to or for a new premises licence.

The ABB fully supports the implementation of risk assessments which will take into account risks presented in the local area, such as exposure to vulnerable groups and crime. The new requirements build on measures the industry has already introduced through the ABB Responsible Gambling Code to better identify problem gamblers and to encourage all customers to gamble responsibly.

This includes training for shop staff on how to intervene and direct problem gamblers to support services, as well as new rules on advertising including banning gaming machine advertising in shop windows, and the introduction of Player Awareness Systems which use technology to track account based gaming machine customers' player history data to allow earlier intervention with any customers whose data displays known 'markers of harm'.

Best practice

The ABB is committed to working pro-actively with local authorities to help drive the development of best practice with regard to local area risk assessments, both through responses to consultations such as this and directly with local authorities. Both the ABB and its members are open and willing to engage with any local authority with questions or concerns relating to the risk assessment process, and would encourage them to make contact.

Westminster Council is one local authority which entered into early dialogue with the industry, leading to the development of and consultation on draft guidance on the risk assessment process, which the ABB and our members contributed to. Most recently one operator, Coral, has been working closely with the Council ahead of it issuing its final version of the guidance, which we welcome.

The final guidance includes a recommended template for the local area risk assessment which we would point to as a good example of what should be expected to be covered in an operator's risk assessment. It is not feasible for national operators to submit bespoke risk assessments to each of the c.350 local authorities they each deal with, and all operators have been working to ensure that their templates can meet the requirements set out by all individual local authorities.

The ABB would be concerned should any local authority seek to prescribe the form of an operator's risk assessment. This would not be in line with better regulation principles. Operators must remain free to shape their risk assessment in whichever way best meets their operational processes.

The ABB has also shared recommendations of best practice with its smaller independent members, who although they deal with fewer different local authorities, have less resource to devote to developing their approach to the new assessments. In this way we hope to encourage a consistent application of the new rules by operators which will benefit both them and local authorities.

Concerns around increases in the regulatory burden on operators

The ABB is concerned to ensure that any changes in the licensing regime at a local level are implemented in a proportionate manner. This would include if any local authority were to set out overly onerous requirements on operators to review their local risk assessments with unnecessary frequency, as this could be damaging. As set out in the LCCP a review should only be required in response to significant local or premises change. In the ABB's view this should be where evidence can be provided to demonstrate that the change could impact the premises' ability to operate consistently with the three licensing objectives.

Any increase in the regulatory burden would severely impact ABB members at a time when overall shop numbers are in decline, and operators are continuing to absorb the impacts of significant recent regulatory change. This includes the increase to 25% of Machine Games Duty, limits to staking over £50 on gaming machines, and planning use class changes which require all new betting shops in England to apply for planning permission.

Employing additional licence conditions

It should continue to be the case that additional conditions are only imposed in exceptional circumstances where there are clear reasons for doing so. There are already mandatory and default conditions attached to any premises licence which will ensure operation that is consistent with the licensing objectives. In the vast majority of cases, these will not need to be supplemented by additional conditions.

The LCCP require that premises operate an age verification policy. The industry operates a policy called “Think 21”. This policy is successful in preventing under-age gambling. Independent test purchasing carried out by operators and the ABB, and submitted to the Gambling Commission, shows that ID challenge rates are consistently around 85%. The ABB has seen statements of principles requiring the operation of Challenge 25. Unless there is clear evidence of a need to deviate from the industry standard then conditions requiring an alternative age verification policy should not be imposed.

The ABB is concerned that the imposition of additional licensing conditions could become commonplace if there are no clear requirements in the revised licensing policy statement as to the need for evidence. If additional licence conditions are more commonly applied this would increase variation across licensing authorities and create uncertainty amongst operators as to licensing requirements, over complicating the licensing process both for operators and local authorities

Other concerns

Where a local area profile is produced by the licensing authority, this be made clearly available within the body of the licensing policy statement, where it will be easily accessible by the operator and also available for consultation whenever the policy statement is reviewed.

Considerations specific to the Gambling Act 2005 Statement of Principles 2019

On behalf of the ABB we welcome the light touch approach to the policy and in particular the statement within the foreword that recognises the importance of the gambling sector. We also welcome the acknowledgement within paragraph 16.24 that the mandatory and default conditions imposed by the Gambling Commission will normally be sufficient to regulate a gambling premises and that additional conditions will only be considered in exceptional circumstances.

It appears that the first sentence of paragraph 16.14 may be incomplete. This states that *“The Council will need to be satisfied that there is sufficient evidence that the particular location of the premises will be harmful to the licensing objectives”* but it does not state what the consequence of

that satisfaction would be. We assume that the words “if an application is to be refused” or similar words would complete the sentence and give it sense.

Paragraph 16.16 should be amended. This paragraph contains a list of bullet points that the Council expects operators to take into account when considering a local area risk assessment. The first bullet point refers to whether the premises is in an area of deprivation.

The purpose of the risk assessment is to assess the local risks to the licensing objective posed by the provision of gambling facilities at the premises and to dictate policies, procedures and control measures to mitigate those risks. It is impossible to see how the relevant affluence of an area could impact upon the licensing objectives unless the Licensing Authority has predetermined that persons of a certain income level or in a certain socio-economic bracket are more likely to commit crime or are automatically vulnerable. We are certain that the Licensing Authority has not made this determination and as issues of deprivation cannot be relevant to an assessment of risk to the licensing objectives then this reference should be removed.

Similarly, the reference to “*the ethnic profile of residents in the area*” should be removed as once again, we are certain the that Licensing Authority has not predetermined that persons in a certain ethnic group are automatically vulnerable or more or less likely to commit crime associated with gambling.

Paragraph 16.34 to 16.36 inclusive explain the Licensing Authority’s approach to betting machines. These paragraphs would be assisted if it were made clear that whilst the Licensing Authority may limit the number of betting machines in a premise, as the holder of a Gambling Act 2005 premises licence, gaming machines may be available for use. Section 172(8) Gaming Act 2005 provides that the holder of a betting premises licence may make up to four category B, C or D gaming machines available for use. This number may not be altered by the Licensing Committee.

Conclusion

The ABB and its members are committed to working closely with both the Gambling Commission and local authorities to continually drive up standards in regulatory compliance in support of the three licensing objectives: to keep crime out of gambling, ensure that gambling is conducted in a fair and open way, and to protect the vulnerable.

Indeed, as set out, the ABB and its members already do this successfully in partnership with local authorities now. This includes through the ABB Responsible Gambling Code, which is mandatory for all members, and the Safe Bet Alliance (SBA), which sets voluntary standards across the industry to make shops safer for customers and staff.

We would encourage local authorities to engage with us as we continue to develop both these codes of practice, which are in direct support of the licensing objectives, as well as our processes around local area risk assessments.

Yours faithfully,



GOSSCHALKS

EQUALITY IMPACT ASSESSMENT (EIA) FORM

Name of Policy:	Gambling Act 2005 – Statement of Principles for Licensing
Lead Officer (responsible for assessment):	Stewart Broome
Department:	Licensing
Others Involved in the Assessment (i.e. peer review, external challenge):	
Date EIA Completed:	31/8/18

What is an Equality Impact Assessment (EIA)?

As part of any effective policy development process, it is important to consider any potential risks to those who will be affected by the policy's aims or by its implementation. The Equality Impact Assessment (EIA) process helps us to assess the implications of our decisions on the whole community, to eliminate discrimination, tackle inequality, develop a better understanding of the community we serve, target resources efficiently, and adhere to the transparency and accountability element of the Public Sector Equality Duty.

The word 'policy', in this context, includes the different things that the Council does. It includes any policy, procedure or practice - both in employment and service delivery. It also includes proposals for restructuring, redundancies and changes to service provision.

- (a) **What is the policy trying to achieve?** i.e. What is the aim/purpose of the policy? Is it affected by external drivers for change? What outcomes do we want to achieve from the policy? How will the policy be put into practice?

The Licensing Authority has a statutory duty to produce and review a Statement of Principles for Licensing under the Gambling Act 2005 every three years or sooner if deemed necessary in order to issue permissions under the Act.

- (b) **Who are its main beneficiaries?** i.e. who will be affected by the policy?

Persons wishing to conduct gambling activities in the district.

- (c) **Is the EIA informed by any information or background data (quantitative or qualitative)?** i.e. consultations, complaints, applications received, allocations/take-up, satisfaction rates, performance indicators, access audits, census data, benchmarking, workforce profile etc.

Yes – a full consultation took place between 1 May 2018 and 30 June 2018. One response was received.

- (d) **Does this policy have the potential to cause a positive or negative impact on different groups in the community, on the grounds of any of the protected characteristics?** (please tick all that apply)

Ethnicity	☐	Age	☐
Gender	☐	Religion and Belief	☐
Disability	☐	Sexual Orientation	☐
Gender Reassignment	☐	Marriage & Civil Partnership	☐
Pregnancy & Maternity	☐	Caring Responsibilities	☐

Please explain any impact identified: i.e. What do you already know about equality impact or need? Is there any evidence that there is a higher or lower take-up by particular groups? Have there been any demographic changes or trends locally? Are there any barriers to accessing the policy or service?

N/A

(e) Does the policy have a differential impact on different groups?

NO

(f) Is the impact *adverse* (i.e. less favourable)?

NO

(g) Does it have the potential to disadvantage or discriminate unfairly against any of the groups in a way that is unlawful?

NO

(h) **How have you engaged stakeholders in gathering evidence or testing the policy proposals?** Who was involved, how and when where they engaged? Does the evidence show potential for differential impact? How will you mitigate any negative impacts? Where there is the potential for an adverse impact that cannot be addressed immediately, these should be highlighted in your recommendations and objectives at the end of the EIA.

A full consultation took place between 1 May 2018 and 30 June 2018.

* The Consultation Register is available to assist staff in consulting with the Council's stakeholders.

(i) **Summarise the findings of your research and/or consultation (please use a separate sheet if necessary).**

One comment was received that praised the policy, but offered a few comments on how to improve it. Members will determine whether to accept the proposals from the consultee response.

(j) **What are the risks associated with the policy in relation to differential impact and unmet needs/requirements?** i.e. reputation, financial, breach of legislation, service exclusion, lack of resources, lack of cooperation, insufficient budget etc.

None

(k) **Use the information gathered in the earlier stages of your EIA to make a judgement on whether there is the potential for the policy to result in unlawful discrimination or a less favourable impact on any group in the community, and what changes (if any) need to be made to the policy.**

Option 1:	No major change - the evidence shows that the policy is robust and no potential for discrimination.	X
Option 2:	Adjust the policy - to remove barriers or to better promote equality.	
Option 3:	Continue the policy - despite potential for adverse impact or missed opportunity to promote equality, provided you have satisfied yourself that it does not unlawfully discriminate.	
Option 4:	Stop and remove the policy – if the policy shows adverse effects that cannot be justified.	

- (I) Where you have identified the potential for adverse impact, what action can be taken to remove or mitigate against the potential for the policy to unlawfully discriminate or impact less favourably on one or more communities in a way that cannot be justified?** Include key activities that are likely to have the greatest impact (max. 6). Identified actions should be specified in detail for the first year but there may be further longer term actions which need to be considered. To ensure that your actions are more than just a list of good intentions, include for each: the person responsible for its completion, a timescale for completion, any cost implications and how these will be addressed. It is essential that you incorporate these actions into your service plans.

--

This completed EIA will need to be countersigned by your Head of Service. **Please forward completed and signed forms to the Principal HR Officer.**

All completed EIAs will need to be scrutinised and verified by the Council's Equal Opportunities Working Group (EOWG) and published on the Council's Intranet to demonstrate to local people that the Council is actively engaged in tackling potential discrimination and improving its practices in relation to equalities. Please be aware that you may be asked to attend a half-an-hour session to summarise the findings of the EIA to the Scrutiny and Verification panel.

Signatures:

Completing Officer:	Stewart Broome	Date:	31/8/2018
	Liz Knox		3/9/2018
Head of Service:		Date:	



AGENDA ITEM NO. 12

Cambridgeshire & Peterborough Combined Authority

Reports from Constituent Council Representatives on the Combined Authority

Member representatives

Meeting	Dates of Meetings	Representative
Overview and Scrutiny Committee	25 June 2018 23 July 2018 24 September 2018	Councillor Mike Bradley Councillor Alan Sharp Substitutes: Councillor Julia Huffer Councillor Chirs Morris
Combined Authority Board	27 June 2018 25 July 2018 26 September 2018	Councillor Charles Roberts Substitute: Councillor Anna Bailey
Audit and Governance Committee	20 July 2018 28 September 2018	Councillor Chris Morris Substitute: Councillor Alan Sharp

The above meetings have taken place.

Overview and Scrutiny Committee –Monday 25 June 2018

The Overview and Scrutiny Committee met on Monday 25 June 2018. A summary of the committee's minutes is attached at **Appendix 1**.

Board meeting – Wednesday 27 June 2018

The Board met on Wednesday 27 June 2018 and the decision summary is attached at **Appendix 2**.

Audit and Governance Committee –Friday 20 July 2018

The Audit and Governance Committee met on Friday 20 July 2018. A summary of the committee's minutes is attached at **Appendix 3**.

Overview and Scrutiny Committee –Monday 23 July 2018

The Overview and Scrutiny Committee met on Monday 23 July 2018. A summary of the committee's minutes is attached at **Appendix 4**.

Board meeting – Wednesday 25 July 2018

The Board met on Wednesday 25 July 2018 and the decision summary is attached at **Appendix 5**.

Overview and Scrutiny Committee –Monday 24 September 2018

The Overview and Scrutiny Committee met on Monday 24 September 2018. A summary of the committee's minutes is attached at **Appendix 6**.

Board meeting – Wednesday 26 September 2018

The Board met on Wednesday 26 September 2018 and the decision summary is attached at **Appendix 7**.

Audit and Governance Committee –Friday 28 September 2018

The Audit and Governance Committee met on Friday 28 September 2018. A summary of the committee's minutes is attached at **Appendix 8**.

The agendas and minutes of the meetings are on the Combined Authority's website:

<http://cambridgeshirepeterborough-ca.gov.uk/>



Overview and Scrutiny Committee_ Decision Summary

Meeting: 25th June 2018

<http://cambridgeshirepeterborough-ca.gov.uk/meetings/overview-and-scrutiny-committee-15th-june-2/?date=2018-06-25>

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 Cllr Chamberlain, no substitute.
2.	Declaration of Interests	There were no declarations of interest.
3.	Minutes	a) The minutes of the meeting held on the 1st June 2018 were agreed as a correct record. Cllr Boden advised the committee that he had received information from officers regarding the Land Trust Loan which had been raised at the previous meeting and was satisfied that the work being undertaken was following best practice.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		Cllr Boden advised that in reference to the Key Priority themes discussed at the last meeting that he had met with the Portfolio Holder for Fiscal Strategy and that Cllr Count fully welcomed the involvement of the Overview and Scrutiny members. b) The minutes of the meeting held on the 15th June 2018 were agreed as a correct record. The Chair agreed to allow a question from Cllr Baigent from Cambridge City Council, under her discretionary powers. Cllr Baigent asked the committee: ‘The failure of the scrutiny committee to be quorate for the ‘call in meeting’ on the 15th June is unexplained. Without an explanation it is possible to suggest a very serious contempt of the scrutiny process by the majority party. My question is to each of those members who failed to turn up. I would like them to explain why they did not attend, if they notified their deputy (and if they did) why did their deputy did not attend and I would also like to ask them to provide a detailed account of any communications or discussions about the ‘call in meeting’ that they had with the mayor, his Chief of Staff, the Chief Executive, the Monitoring Officer or any other member of the combined authority staff.’ The Chair advised that she did not feel it was appropriate to ask each member to explain their absence and the absence of their substitute at the public meeting. The Committee discussed their concerns around the call in failure due to member attendance and that it was worrying if the meeting had been inquorate due to a political stunt. 3.6 Members advised that as call in meetings were ad hoc it was sometimes difficult to ensure attendance for themselves or for their substitutes as it was such short notice. The Committee discussed how call in’s are an important power that the committee has and that it must be used effectively otherwise the Overview and Scrutiny would lose its teeth. Following comments from another member, the Chair said that if there had been any involvement from officers or the Mayor’s office in members’ decision not to attend the call in meeting that would be of great concern and would request that the committee receive written assurance that this was not the case.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		The Committee agreed that it was important to put the incident behind them and for the committee to operate together to ensure effective overview and scrutiny of the Combined Authority.
4.	Mayor in Attendance	The Mayor of the Combined Authority was in attendance at the meeting to answer questions from the committee members. The following points were discussed with the Mayor: <u>Committee structure:</u> The members queried why a committee structure was being considered and when it would be coming to the Board for a decision - The Mayor advised the Committee that a report would be coming to the July Board meeting for the members to discuss. The Mayor felt that the committee structure was stronger and a more resilient structure than the cabinet/ executive structure. The position for the Leaders from each constituent council to undertake the work of Portfolio Holders at the Combined Authority was a much larger demand than previously expected and it was important to consider who had the capacity to take on the work. Any changes to leadership at the constituent councils had an immediate impact on the resilience of Portfolio Holders to continue their work for the Combined Authority. The plan was to have chairman of committees so that if a leader changed then the committee could continue its work. The Mayor felt that the committee structure would also mean that decision making would be shared in a more democratic way. The Mayor recognised that the structure for the Combined Authority needed to be reconsidered. <u>Forward plan:</u> A member of the committee raised a question about the publication date and items being put on the forward plan and was advised that the Combined Authority operated under the same

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		statutory rules as any other council with regard to the forward plan, ie the forward plan had to be published 28 days before the intended decision was due to be taken but this meant that the decision could be taken on this date or could be deferred to a later date if necessary, the forward plan was updated every month and the next statutory deadline for publication was the 27th June. <u>Public engagement:</u> Members questioned the Mayor on public engagement and whether with the ambitious timescales that the Mayor had set for projects, was public consultation factored into these timescales. The Mayor advised that public consultations had been factored into all projects. He was always available and happy to attend meetings and be involved in public consultations and engage with the public to ensure an understanding of each project. The fast pace of the Combined Authority was possible as unlike constituent councils there was no need to apply and wait for funding to be allocated from central government for projects. <u>Overview and Scrutiny Call In meeting and the Mayor's views on the Overview and Scrutiny Committee.</u> The Mayor advised he had received a call from the Monitoring Officer to advise the call in meeting would not be quorate but had been willing to attend that morning. Regarding the work of the committee, the Mayor stated that he believed that this committee had a great opportunity to drive change and set the pace for what could be achieved. The Mayor was happy to attend all Overview and Scrutiny committee meetings if that was required but believed that it was up to the committee to decide how best to operate going forward. In response to a question about funding for Task and Finish groups for the committee, the Mayor advised that it would be up to the committee to approach the Mayor when there was an area that they felt would need further investigation. He thought that the committee would have more time

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		to scrutinise decisions or the implementation of decisions that the Board may have missed or could be improved upon and therefore the role of the Committee was incredibly important. <u>The Mayor's trip to Boston:</u> Cllr Gehring asked a question about whether the Mayor was representing himself as the Mayor for Cambridge when he was abroad and whether he was representing the Combined Authority area. Cllr Gehring also asked about the agreement that had been signed between the Mayor and the Mayor of Cambridge, Massachusetts. The Mayor responded that he was representing the Cambridgeshire and Peterborough area not just Cambridge and that he was not a chain wearing Mayor. The Mayor advised that his role was to promote the area of Cambridgeshire and Peterborough and through his travels to the USA he had met numerous Mayors who represented similar areas to Cambridgeshire and that it was very important to ensure that Cambridgeshire was known on the international stage, especially with Brexit and the unknown outcomes of Brexit, it was important to have international partners who knew Cambridgeshire. The agreement that had been signed between the Mayor and the Mayor of Cambridge Massachusetts had resulted from previous meetings held when the Mayor had travelled to Washington earlier in the year and the Mayor was happy to share the agreement that had been signed. The Chair thanked the Mayor for answering the committees' questions.
5.	Cambridgeshire and Peterborough 2030 Prospectus and the Cambridgeshire and Peterborough Four Year Plan 2018-19 -2021-22	The Committee agreed to ask questions to the Mayor on the Cambridgeshire and Peterborough 2030 Prospectus and the Four Year Plan 2018/19-2021/22 together. The following points were discussed:

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		- Members asked the Mayor what modelling had been done and what was planned to carry out the objectives for doubling the economy. The Committee were advised that there was an interim report from the Economic Commission which would be finalised in September. This report showed a significant difference in growth for the area than that predicted by central government. There were three separate areas of growth in the Combined Authority area; strongest was in the Peterborough area. The Cambridge Ahead report stated that if changes weren't made then the cost of living would push the growth backwards and there was a significant risk around this. The Mayor had been tasked to build 100k new homes on top of the local plans, there was also the spatial plan. The Mayor stated that he believed that Community Land Trusts were the key alternative way to deliver housing; the traditional model currently used was not working and new options and innovative ways of thinking were needed. - In response to a question about Land Capture and dealing with developers to tackle the housing problems, the Mayor advised that Land Capture was the same as using Community Land Trusts and by using these, the control would rest with the trust rather than with the developer and it was very important to take out this viability and stop national developers controlling the housing market. - Even though central government had rejected the idea of Land Value Capture, the point of the devolution deal was to create a system that would work for Cambridgeshire and Peterborough without Westminster involvement. The Mayor felt that the Combined Authority could find money through Land Value Capture to produce something fundamental. - The funding for the St Neots Masterplan would come from the Combined Authority and it was important to note that most people in Cambridgeshire and Peterborough lived in these smaller market towns. - The committee were advised that the process for the prospectus and four year plan had been done in consultation with leaders and chief executive officers of each constituent council and had been approved by the Board in May. The Mayor was now presenting the

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		prospectus and four-year plan to all councils in the area to give members an opportunity to comment. An annual review of the plan would be undertaken each year. • The Mayor was working with the Mayor of London to get delivery of electric charging points a priority to make the change to electric cars more viable. • It was important to recognise that there were many businesses in the Cambridgeshire and Peterborough area that needed to use the road systems; there was business traffic that used the roads to get to London and other places which could not be ignored. The biggest industry in the area was agriculture which required an improved road system. • Most people didn't work in the centre of Cambridge and therefore an integrated transport system which would enable people to choose an easy mode of public transport to get from one side of the city to the other was necessary. • Electric buses should be where the Combined Authority should be looking but currently the bus review was ongoing and the outcome of the review would ensure the best system was put in place. • In response to a question about Brexit the Mayor advised that there was no certainty around the Brexit issue. This was part of the reason why the Mayor was building relationships in America to ensure that Cambridgeshire was at the front of the queue once the outcome of Brexit had become clearer. Any assessments that would be undertaken now would not give the Combined Authority a clear direction and it was better to wait before carrying out assessments on Brexit. • Cllr Boden asked whether a Cambridgeshire and Peterborough Business Airport could be considered by the Mayor and the Mayor responded that Stanstead was the international airport that could be accessed easily by improving the infrastructure in the area. • The Mayor advised that the Mayoral Capacity Fund was an amount of £2m to help with the running costs for the Combined Authority.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		• The Mayor would be meeting with seven potential investors for the CAM system over the next couple of weeks. • The Mayor advised that the bus subsidy power was part of the remit for the Combined Authority but these had been passed back to Cambridgeshire County Council and Peterborough City Council to manage until March 2019. The Committee thanked the Mayor for answering their questions.
6.	Affordable Housing	The Committee received the report which provided an update on the current position on the delivery of the affordable housing. The following points were raised during the discussion:- Only £9m of the £100m allocated for affordable housing had been committed so far and the Director for Housing advised he would be aiming to accelerate this. The Combined Authority was working alongside a grant that had strict parameters, the funding had to feed into the existing system. The Mayor felt that the current system didn't work but it was the deal that they had to work with until a different deal could be worked out with government. Schemes were currently brought forward by the local councils to the Combined Authority. The Committee were concerned that there was not more detail available around the criteria for identifying need for affordable housing but recognised that the Director for Housing had only been in post for a short while and that a more detailed report would be brought to the September Board meeting. The Committee agreed that a report should be brought to the September Overview and Scrutiny committee meeting and that the Director for Housing should attend to provide a more detailed update.
7.	Review of Combined Authority Agenda	The Committee reviewed the agenda due to come to the Board on Wednesday 27th June 2018.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		In reference to the Cambridgeshire and Peterborough Combined Authority Unified Staffing Structure – Combined Authority and Local Enterprise Partnership paper members raised some concerns around the processes followed. The Chief Finance Officer who had been dealing with the process for the recruitment of directors advised the committee that the process had been approved by the Combined Authority Employment Committee, they had engaged the services of a recruitment agency and advertisements were sent out to a number of national appropriate publications for the director posts. Once the matching of the staff from the LEP to the existing roles had been completed the vacancies available would be clearer and then the process for the most appropriate recruitment process would be identified for filling the remaining positions. The Committee requested that the Chief Executive Officer be asked to provide a written response regarding the staffing structure process and that a quarterly update with an overview of the staffing situation for the Combined Authority be provided for the committee members. Some members of the committee raised their concerns about the new location for the offices of the Combined Authority being based at Alconbury Weald and its inaccessibility. The Committee agreed that they would ask the following question at the Combined Authority Board meeting: 1) The Overview and Scrutiny Committee were supportive of the St Neots Market Place Masterplan. 2) The Overview and Scrutiny Committee would like to ask whether the carbon footprint been taken into account when considering the East-West (North) Corridor - A47 Dualling Study and that the committee hoped that the carbon footprint for the project would be a key point to be considered as part of the business case.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		3) The Overview and Scrutiny committee would like to know what consultation process had been undertaken for the Strategic Spatial Framework?
8.	Combined Authority Forward Plan	The Committee had no comments to make regarding the forward plan of the Combined Authority.
9.	Overview and Scrutiny Work Programme Report	The Committee received the report which provided the Committee with the draft work programme for the Overview & Scrutiny Committee for the 2018/19 municipal year and asked them for comments and suggestions. Members noted that it had been useful to speak with the programme director at the workshop held before the meeting and suggested that the officer be invited to the July meeting to provide further information for the committee around the project management processes used by the Combined Authority. The Chair requested that a paper on the Medium Term Financial Plan be brought to the July meeting which would indicate which projects going forward have concrete funding. The committee members requested that a report on Affordable Housing as discussed earlier in the meeting be added to the work programme for September. The committee requested that a report and that the Director for Transport attend the November meeting to provide an interim update on the Transport Plan. The Committee requested that a standing item be added to the agenda for members from each themed group covering the work of the Combined Authority to provide a verbal update for the rest of the committee.
10.	Date of Next Meeting	The next meeting would be held on the 23 rd July at Fenland District Council at 11am.



CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY

Decision Statement

Meeting: 27th June 2018

Item	Topic	Decision
	Part 1 – Governance Items	
1.1	Announcements, Apologies and Declarations of Interest	Councillor Roberts declared a disclosable interest under the Code of Conduct in relation to Item 3.2: Strategic Community Land Trust (CLT) Programme Development, as a Director of the East Cambridgeshire Trading Company. Councillor Roberts had sought advice from the Monitoring Officer and confirmed that he would be speaking and answering questions but would not vote on this item.
1.2	Minutes – 30 May 2018	It was resolved to approve the minutes of the meeting of 30th May 2018 as a correct record.
1.3	Petitions	None received.
1.4	Public Questions	Two questions were received. A summary of the questions and responses are published at the following link: Cambridgeshire and Peterborough Combined Authority meeting 27/06/2018

1.5	Forward Plan	It was resolved to approve the Forward Plan of Executive Decisions dated to be published on 27th June 2018.
1.6	Appointment of Interim Deputy Chief Finance Officer and Business Board Chief Finance Officer	The purpose of this report was to ask the Board to appoint an interim statutory Deputy Chief Finance Officer for the Combined Authority, and to also act as the Chief Finance Officer for the Business Board. It was resolved to appoint Noel O'Neill as interim deputy Chief Finance Officer to the Combined Authority, and also to act as the Chief Finance Officer for the Business Board
	Part 2 – Key Decisions	
2.1	St Neots Masterplan	The Board considered Phase 1 and 2 of the St Neots Masterplan. It was resolved to: (a) Note the impact the St Neots Masterplan was already having in providing vision and strategic direction for the town (b) Note the recognition the St Neots Masterplan received in the Interim Cambridgeshire and Peterborough Independent Economic Review (CPIER) (c) Welcome the partnership with Kier Group and the St Neots Manufacturing Club to provide skills provision and career opportunities within St Neots (d) Approve the £4.1m package of funding in order to deliver the first phase of the St Neots Masterplan
2.2	Strategic Spatial Framework Phase 2	The report brought forward the next stage of work on the Cambridgeshire and Peterborough (Non-Statutory) Strategic Spatial Framework. It was resolved to: (a) Agree the work programme and approach for Phase 2 of the non-statutory Strategic Spatial Framework; (b) Agree a budget provision of up to £135,000 for Phase 2; (c) Agree that Phase 2 of the non-statutory Strategic Spatial Framework would be developed and delivered in conjunction with the planning policy forum to support the evidence gathering and analysis of spatial implications of the economic and

		housing projections, key infrastructure and environmental implications and views on strategic sites.
2.3	East-West (North) Corridor – A47 Dualling Study – Strategic Outline Business Case	The Board considered the key findings of the Strategic Outline Business Case and recommendations made to further advance study work on 12 of the 20 route options initially identified, into the Outlined Business, where they would be further reduced. It was resolved to: (a) Note the findings of the A47 Strategic Outline Business Case, and that a strong case exists for the dualling of the whole section of the route, and the intention to update this for new growth figures stated within this paper. (b) Approve the procurement of consultancy support for the planned public consultation and the development of an Outline Business Case. (c) Note that further Board approval would be sought prior to supplier appointment, along with the associated budget. (d) Note that engagement with the Department for Transport and its partners would now commence to explore alternative delivery arrangements in order to bring forward completion to 2025 to 2027.
2.4	Cambridgeshire and Peterborough Combined Authority Unified Staffing Structure – Combined Authority and Local Enterprise Partnership	The Board received details of the newly unified staffing team, incorporating activity and staff transferred on 1 April 2018. The new structure was designed to support the Combined Authority Board, its work programme, and the new Business Board and its activities. It was resolved to support the Chief Executive's proposed unified structure of the Combined Authority.
2.5	Combined Authority and Business Board Offices	The Board considered the opportunity to rationalise the accommodation into a single, fit for purpose, agile working office space following its previous decision to bring together the staff of the Combined Authority and the former Greater Cambridge Greater Peterborough Local Enterprise Partnership into a single organisation. It was resolved to: (a) Agree the location of the Combined Authority offices at the Alconbury Weald Enterprise Campus.

		(b) Approve the 2018/19 budget for occupation of the accommodation of £169,300. (c) Approve the 2019/20 and ongoing budget for occupation of the accommodation of £225,300 per annum. (d) Agree that any final insubstantial amendments that were required prior to signing the lease could be made by the Legal Counsel, in consultation with the Mayor. (e) Agree that any final insubstantial financial amendments that were required could be made by the Section 151 Officer.
2.6	Growth Programme Update (referral from Business Board)	The purpose of the report was to summarise the current position on Growth Deal, identify to the Board some of the major milestones that were about to complete, demonstrate the major scheme commitments from Growth Deal that had been transferred to the Combined Authority after the closure of the LEP and a status position of those projects. It was resolved to endorse the recommendations of the Business Board to: (a) note the programme updates for the Local Growth Fund (Growth Deal) and Growing Places Fund; (b) note activity to bring forward business cases for provisional schemes and develop approach for new allocations; (c) approve payment to Peterborough City Council of £513,492.63 for Claim 8 under the Bourges Boulevard 2 contract.
	Part 3 – Non Key Decision	
3.1	Local Energy East Strategy (referral from Business Board)	The Board was asked to endorse the Local Energy East Strategy to meet the requirements of the Department for Business, Energy and Industrial Strategy (BEIS). It was resolved to: (a) note and endorse the decision of the Business Board (to be reported at the meeting). This includes:

		(b) endorse the Strategy for the whole LEP area and as the basis for the Local Energy Hub to start considering projects in the Cambridgeshire and Peterborough area. (c) agree the Strategy and use of the Combined Authority name and logo within the final version of the Strategy.
3.2	Strategic Community Land Trust (CLT) Programme Development	The Board considered the key principles of an umbrella agreement for East Cambridgeshire Community Land Trust that could then be applied on an area wide scale. It was resolved to: (a) Note the intention to develop a strategic model to deliver Community Land Trust schemes across the Cambridgeshire and Peterborough area, including an assessment of the total loan facility required (b) Agree the s151 Officer engage with HM Treasury to establish the position with regards to the existing Borrowing Cap for CPCA in respect of the potential borrowing requirement, and establish any treasury rules, guidelines or requirements for borrowing for this purpose. (b) Agree in principle the proposal to develop an umbrella agreement which could provide a loan facility, with up to £40m to potentially be funded through borrowing for ECTC (c) Agree the intention for the Chief Executive, Monitoring Officer and the Chief Finance Officer to develop the following in consultation with the Portfolio Holder Fiscal a. the procedures for agreeing the future draw down of funding within the loan facility b. the appropriate level of any delegations to officers and Portfolio Holder, for individual loan and/or total scheme sign off

		c. the monitoring of the delivery of housing schemes under the loan facility at appropriate stages to maintain oversight of delivery, including reporting to Board and External Audit
--	--	---

	Part 4 – Finance	
4.1	Budget Update	This report provided the outturn position against budget for the year to 31 March 2018 and an update of the preparation and audit of the draft Statement of Accounts of the Combined Authority for the year to 31 March 2018. It was resolved to: 1. Note the outturn position against budget for the year to 31 March 2018. 2. Note progress being made in the preparation and audit of the draft Statement of Accounts for 2017/18. 3. Note that a further report would be brought to the Board to recommend the approval of certain unspent budgets, to be identified in that report, to be carried forward for use in 2018/19.
	Part 5 – Date of Next Meeting	
5.1	Date of Next Meeting	It was resolved to note the date of the next meeting – Wednesday, 25 July 2018, East Cambridgeshire District Council, Council Chamber, The Grange, Nutholt Lane, Ely, CB7 4EE



AUDIT & GOVERNANCE COMMITTEE - Decision Summary

Meeting: 20th July 2018

<http://cambridgeshirepeterborough-ca.gov.uk/meetings/audit-and-governance-committee-2/?date=2018-07-20>

Chair: John Pye (Chair and Independent Person)

Summary of decisions taken at this meeting

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
1.	Apologies and Declarations of Interests	Apologies were received from Cllr Anne Hay, substituted by Cllr Will Sutton. No declarations of interest were made. The Chair thanked the outgoing members of the committee and welcomed the new members Cllr McGuire and Cllr Mason to the committee.
2.	Appointment of Vice Chair	Councillor Mac McGuire was nominated by Councillor Will Sutton and seconded by Councillor Nichola Harrison for the position of Vice Chairman. The Committee resolved to appoint Councillor Mac McGuire as Vice Chairman for the municipal year 2018/19.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
3.	Minutes of the meeting held on 26th March 2018	The minutes of the meeting held on the 26 th March 2018 were agreed as a correct record.
4.	Combined Authority Board Update	The Chairman invited the Interim Chief Finance Officer, Rachel Musson to provide the committee with an overview of the Combined Authority activities. The Interim Chief Finance Officer highlighted the following points:- • The Combined Authority had undertaken a large piece of work in creating a new organisational staffing structure with the inclusion of the former Greater Cambridgeshire Greater Peterborough staff. A number of staff had been matched to posts while others were now going through an interview process to ensure that all the roles within the new structure were covered. • The Chief Finance Officer position was still being recruited. • Overall staffing level is now circa 60 members of staff with a staffing budget of circa £5m. The increased cost was largely covered by different income streams, although some streams such as the Mayoral Capacity Fund are only guaranteed for two years and so this is reflected in staff contracts. • A key piece of work within the Medium Term Financial Plan development, was the integration of former LEP and Combined Authority work, which was currently underway. • There had been some costs to the Combined Authority due to taking on the LEP; payments that had to be made to ensure voluntary liquidation. However, there had been large funding streams to which the Combined Authority would be able to benefit from in the future, in terms of coordinating all work by the Business Board and Cambridgeshire and Peterborough Combined Authority. • The new Business Board, which would take on the role of the local enterprise partnership was being recruited in September, this Business Board was a separate legal entity to the Combined Authority Board and it was important to note that the Business Board had different areas of responsibility. A piece of work on how to bring the two separate geographical areas, covered by each organisation, together was being carried out.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		• There would be a separate Code of Conduct for members of the Business Board. • The Committee were advised that the officers would be taking a paper to the Board next week to propose introducing a committee structure for the Combined Authority which would see a Transport Committee, Housing Committee and a Skills Committee introduced to consider decisions in these areas. It was requested that a report be brought to the September meeting outlining the structure and governance arrangements for the LEP functions and the Business Board, including the role of the Audit & Governance Committee. The Committee also asked for a development session prior to the next meeting on these topics.
5.	Report from the Informal Audit & Governance Committee Meeting	The Committee received and noted the report which provided an update on the items that were discussed at the informal workshop held on 22nd May 2018. The Committee discussed the necessity to hold the review of the draft accounts as an informal meeting and whether it would be better to have a public meeting. Officers advised there may be practical issues around statutory deadlines but would look into organising a date in May for a public meeting. The Committee members agreed that, subject to the practicalities, they would like to hold the review of the draft accounts in public next May.
6.	Annual Audit Report	The Committee considered their draft Annual Audit report and the accompanying self-assessment analysis and approved the report for submission to the Combined Authority Board. The following points were raised regarding the self-assessment analysis: • The Committee felt that the self-assessment form should be turned into an action sheet with time-frames and should be reviewed by the committee on a quarterly basis. • The Combined Authority was a new concept, quite different from standard local government and therefore it was expected that there should be some question marks within the self-assessment responses

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		• The challenge for the committee would be holding the ambiguity of a new organisation to account while helping it to develop. • The newness of the Audit and Governance Committee for the Combined Authority meant that it was still developing its role, unlike the well-established committees in local authorities. • The Committee discussed the need for substitutes on the committee to be involved with training and discussed whether the training sessions should be mandatory; some members felt that this would meet with resistance. The Committee agreed that it was up to the individual member to ensure their substitute was aware of issues for the committee; officers advised that substitutes were copied into all correspondence. The Committee endorsed the value of having development sessions at each meeting. It was agreed that where possible the development sessions should be held immediately after the public meeting to help with attendance levels. Development sessions before a meeting would only usually occur when the development topic informed an item on the agenda. Diary planning would assume a 3-hour period, from 10am until 1pm – 2 hrs for the meeting and 1 hr for development.
7.	Constitution Review – Audit and Governance Committee	The Committee received the report which requested the committee to review its terms of reference within the Combined Authority constitution and suggest any changes they would like to put forward as a recommendation to the Board. The Committee discussed how its role was to ensure processes were put in place and were working effectively. The Committee needed to develop a better understanding of the business being undertaken and requested that a workshop be arranged for committee members to meet with the directors once all posts had been recruited to.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		The Committee requested that officers provide a glossary of the terms used within the Terms of References and a register of when policies would be reviewed over the municipal year. The Committee requested that a development session be arranged to explore and clarify the committee's role and procedures. The Committee requested that Combined Authority agree that the Committee's role in relation to the new Business Board be added to the Terms of Reference.
8.	Annual Financial Report 2017/18	The Committee received the report from the Interim Chief Finance Officer which requested that the committee approve the audited Statement of Accounts 2017/18 and approve the Annual Governance Statement 2017/18. The following points were discussed: • The accounts had been reviewed by the external auditors and they had no concerns. • Some members advised that the layout of the accounts were quite confusing; there were two tables which showed movement of reserves, but they displayed different numbers. • Officers explained that one of the tables was included within the narrative which was meant to help provide some clarity. • The money that had been allocated for housing was earmarked and therefore could not be spent on other projects. • The amount of £92,517 referenced within the accounts were grant payments that had been received. • The grants that had been received were given on the provision of certain conditions being met by the Combined Authority, if these were not spent appropriately they would be returned. • The Internal Auditor advised that the Governance statement should be signed by the Chief Executive and the Mayor not the Audit Chairman.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		The Committee approved the audited Statement of Accounts 2017/18 and the Annual Governance Statement 2017/18 as included within the Statement of Accounts.
9.	External Audit - Audit Results Report	The Committee received the report which introduced the audit results report prepared for the Audit and Governance Committee by Ernst & Young LLP (EY). The External Auditors congratulated the team for producing the accounts within the new time-frame. The External Auditors felt that the audit had been smooth and, although the accounts were a bit more complicated than originally expected, they were happy with the presentation provided of the grant funding. Arrangements had been put in place in regard to governance. They had had some areas of concern around governance initially, but they had noted that that arrangements were due to be put in place and that the activity was being dealt with appropriately in the interim. The External Auditors advised that the initial fee charged had been based on a national tender process and had been estimated at £35k, however the work carried out had been far more significant especially around the analysis of value for money. The new fee represented the amount of extra work that had been provided. With the widening scope of the Combined Authority by taking on the LEP, the risk that represented and the wider value for money(VFM) implications would mean a reconsideration of the fee. The role of external auditors was to check that VFM processes were in place and that they were soundly based; external audit did not currently have a mandate to advise whether or not those arrangements would lead to VFM. The Chair advised that it was for the Audit and Governance Committee to take a view on the effectiveness of both the Treasury Management Strategy and the Combined Authority's overall VFM approach and arrangements.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		The Committee noted the Annual results report for the year ended 31 March 2018 and endorsed the external auditors remarks that the finance team had done incredibly well to prepare the accounts in the new, foreshortened timeframe.
10.	Review of Investment Strategy & Risk Appetite	The Committee received an oral update from the Interim Chief Finance Officer which provided information on the status of the investment strategy and the risk appetite for the Combined Authority. The Combined Authority had engaged CBRE and would be working with them over the summer to develop an investment strategy and develop the organisational risk appetite with the view that a report would be brought to the Board in October. This was a key piece of work to help identify how the organisation would fund projects over the foreseeable future. There was currently enough money in the bank to fund projects that were already in hand but in the fourth year the larger projects, such as the University of Peterborough and the Mass Rapid Transport would mean that the Combined Authority would need to consider what funding options might be available and what strategic investment partners may look like. There could be opportunities for external investment as well as government investment. Following the piece of work being done by CBRE there would be a much clearer picture and there would be a model that could be built upon – the work would be ongoing and dynamic over the years. The Committee requested that the report to be taken to the Board in October be brought to the November Audit and Governance Committee meeting.
11.	Internal Audit Annual Report	The Committee received and noted the report from the Internal Auditor, Steve Crabtree which provided assurance to the Audit and Governance Committee that activities undertaken across the Combined Authority were managed, monitored and delivered in accordance with set governance, controls and risk management frameworks. The report provided notice of the Annual Audit Report and Opinion.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		The report had provided reasonable assurance as many policies were still being put in place, but they needed to be embedded and the internal auditor would be following these up.
12.	Internal Audit – Progress Report	The Committee received and noted the report which provided detail of the progress made in delivering the approved Audit Plan for 2018 / 2019. The Internal Auditor would be reviewing the Business Board in the next quarter. The East Cambridgeshire Trading Company Loan Facility would also be reviewed. The Internal Auditor wanted to make the Committee aware that there were a lot of changes coming up, including the addition of the Adult Education budget which would need to be looked at going forward. A quick risk assessment had been carried out in relation to contracts and projects, but further work would be done later in the year as they were new projects and contracts upcoming. The Internal Auditor reassured the committee that they had examined the processes for appointing consultants and they were found to be appropriate. The Committee noted the report.
13.	Work Programme	The Committee received the report which provided the draft work programme for Audit and Governance Committee for the remainder of the 2018/19 municipal year. The Committee agreed to add the following to the work programme: A new paper for the September meeting. This would set out the governance arrangements for the LEP functions within the Combined Authority, and the composition and role of the Business Board; the report would also describe the role of the Audit & Governance Committee in relation to these new arrangements. The report taken to the Board in October regarding the Investment Strategy would come to the November meeting.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
14.	Date of Next Meeting	The Committee agreed the next meeting shall be held on September 28 th at Cambridgeshire County Council.



Overview and Scrutiny Committee_ Decision Summary

Meeting: 23rd July 2018

<http://cambridgeshirepeterborough-ca.gov.uk/meetings/overview-and-scrutiny-committee-2/?date=2018-07-23>

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 Cllr Bradley, no substitute, Cllr Chamberlain, no substitute, Cllr Connor, no substitute. Cllr Allen, Cllr Heylings substituted. There was currently a vacancy at Peterborough City Council. The Committee raised concerns around the quorum for the Combined Authority meetings as the attendance had come close to being inquorate and the committee agreed if it happened again then the committee would write to the Combined Authority officers and to the local MP's to highlight there may be issues with the 2/3rds attendance provision set out in the Order.
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 1st June 2018 were agreed as a correct record subject to the following amendments:- Under point 5.2 second paragraph that the sentence be amended to state that it was ‘important to take out viability issues and stop national developers controlling the housing market.’ Under point 5.2 eleventh paragraph that the word ‘considered’ be replaced with ‘retained’.
4.	Community Land Trust Presentation	The Committee received a presentation from the Director for Housing and Development. The following points were raised during the discussion:- • The Director for Housing and Development advised that they were trying to get the message out that the Combined Authority was open for business; anybody could submit and applications from private organisations as well as from the constituent councils were welcome. • In response to a question about bias in the preparation of bids and in approving them, the Director advised that it was up to the Combined Authority teams to assess if there could be any bias and the ability of a team to do this would be based on resourcing and experience. • Another question was raised about whether the Combined Authority had the necessary resources to challenge bias from those submitting bids and was advised that at this time the resources were not well known enough for the Director to comment. • In relation to a question on risk, the committee were advised that all developers would take a risk assessment in terms of cost and revenue; all development had risk associated with it with different developers taking different approaches to managing risk. • Recruitment was ongoing to install the team to undertake appraisals; the appraisals that had been received to date had been dealt with by current staff. • Work was being done by consultants to identify areas of need for affordable housing in Cambridgeshire and Peterborough which should produce some information in the next few months.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		• In response to question about whether the Combined Authority was being proactive in trying to get schemes the Director advised that they were looking to engage and encourage bids from numerous sources. Some had been received but an acceleration to the process was needed. • The Director stated that he was confident that the team being put in place at the Combined Authority could take on the role for assessing incoming appraisals and that an independent project appraisal panel would not be necessary and could cause delays to the process which required acceleration. • In response to a question on the Northstowe development the Housing Director advised that the Combined Authority would be looking to support the project by helping with any funding gaps but these would not be known until April/May 2019 when the financial matrix from the developers would be provided but the final decision would rest with Housing England. • The Committee were advised that there was a top down housing strategy coming to the Board in September which would build upon and provide further information on the affordable housing strategy. The Housing Director was aware of the need for transparency around this area. • The Committee were concerned that need and geography were not being considered and that there was little clarity on what exactly was being delivered by the Combined Authority, the Committee were also concerned around the current level of resources for the department. • The Committee agreed to ask the Board at the meeting on Wednesday if officers could provide a briefing document that would outline the criteria that would be used for analysing the need for affordable housing across the Combined Authority area and how bids were being assessed.
5.	Medium Term Financial Plan	The Committee received the report from the Interim Finance Director. The following points were made: • The Committee were advised that this was a draft Medium Term Financial Plan and to note that the figures involved were constantly changing.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		- Members of the committee raised concern that there was no differentiation between the capital figures and the revenue figures and were advised by officers that this would be amended. - The Committee queried why the East Cambridgeshire Loan Trust amount was included in the Medium Term Financial Plan and were advised that when the plan was originally produced its design was an attempt to capture all funding and cash flows. The officers advised they recognised that this was a loan and that it should be rectified in the final plan. - The Committee advised that an extra column should be included that would highlight future years expenditure. - The Committee requested that the costs for bus schemes especially from April 2019 onwards needed to be shown within the cash flow figures. - Electric charging points were not detailed in the Medium Term Financial Plan; officers advised they would check with the relevant director on this item. - Currently the Combined Authority did not know what its borrowing needs would be in the future which was why it was not included within the Medium Term Financial Plan. - The Mayor and officers were currently meeting with potential investors and the meetings were going well; over the next few weeks officers would be working on developing the Investment Strategy to figure out where income streams could be found. - The Committee requested that the final draft of the Medium Term Financial Plan could be sent to members as early as possible to have time to provide feedback before the Board met on the 26th September. - The finance for the Mayoral Interim Transport Plan had not been agreed; however, the financial implications would not fall on the Combined Authority. - To date there were no specific requests for funding for CLT– once an application for CLT had been received it would be considered on a case by case basis – there were currently no applications.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		The points and comments raised by the committee on the MTF Plan would be considered and changed for the report going to the Board in September.
6.	Review of the Combined Authority Board Agenda	The Committee reviewed the agenda due to come to the Board on Wednesday 25th July 2018. The Committee discussed the following items: <u>Constitution - Committee System</u> Members were concerned that the structure outlined in the report included the Overview and Scrutiny Committee and the Audit and Governance Committee with the new proposed committees and requested that it was made clear that these were separate committees and carried out separate roles to those of the new committees. The Committee were advised that once the proposed system had been agreed by the Board, the constitutional arrangements would then be put in place. Members felt that the membership outlined within the report lacked some consistency and should be reconsidered; especially in regard to substitute members. Some members felt that the system as a hybrid of both committees and portfolio holders was confusing and would not be practical. The Committee were advised that the new committees for Housing, Skills and Transport would manage the strategy once it had been approved by the Board. Some members felt that the current system at the Combined Authority was not working and therefore it was reasonable to implement an alternative and welcomed the inclusion of a review in six months' time to monitor the new systems effectiveness. <u>Mayoral Transport Strategy</u> Members raised concerns around the temporary approach for the Park Ride developments and the lack of buildings in the proposals, especially toilet facilities. Members raised some concerns around partnership working with local authorities and the GCP and highlighted that many council's local plans relied upon the transport schemes.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		The Committee welcomed the change of perspective on the use of buses & Park and Rides but were concerned that this would need to be reflected in the budget. Cambridgeshire and Peterborough Independent Economic Review (CPIER) Progress Update A member raised the point that while natural capital was included within the report that it needed further development in the economic modelling to take into account the degradation of the land. The Committee agreed that the review needed to consider the impact of Brexit within the report. The Committee agreed that they would ask the following question at the Combined Authority Board meeting: ➤ Item 1.6 – Constitution – Committee Structure 1) The Committee requested that the O&S Committee is represented in the new structure as separate to these new committees. 2) The O&S Committee had concerns around the consistency in the terms of reference for each of the new committees proposed. 3) Would the new committees have a role in developing strategy in the areas they cover? ➤ Item 2.1 - Delivering the Mayoral Transport Strategy 1) The Committee welcomed the positive view and change of perspective on the use of buses & P&R however they had concerns around the proposal that some P&R be temporary in their nature and that there would be no buildings and a lack of toilet provision included on these sites? 2) The Committee had some concerns around partnership working and that many council's local plans relied upon the transport schemes – could there be more clarity around the relationships between the Combined Authority and their relevant partners in these schemes? ➤ Item 3.1 - Cambridgeshire and Peterborough Independent Economic Review (CPIER) Progress Update 1) The committee requested that soil depletion should be taken into consideration when considering the long term outlook for agricultural industries in the north of the County. 2) The Committee requested that the impact of Brexit be included within the final report.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		➤ Item 3.3 – Affordable Housing 1) Please could the Board request that officers provide a briefing document that outlines the criteria that will be used for analysing the need for affordable housing across the Combined Authority area and the how bids are being assessed.
7.	Member Update on Activity of Combined Authority	Cllr Mike Sargeant provided a short update on the Task and Finish Group for Mass Rapid Transport and advised that the group were still waiting to receive a CV for the consultant for members to consider. Officers agreed to chase this and report back to the group members. No other member updates were received.
8.	Reconsider the Amendment to Standing Orders for the Overview & Scrutiny Committee – Public Question Scheme	The Committee received the report which asked the Committee to consider whether they would like to adopt a Public Question scheme. The Committee members felt that it was important to give the public question scheme a trial. Some members were concerned it could be used for making political points. The Committee were advised that any questions received would be assessed by the Monitoring Officer to ensure they were relevant to the committee. The Committee agreed they would like to introduce a question time scheme. The Committee agreed to recommend to the Combined Authority Board that the Constitution (Chapter 8 - Overview and Scrutiny procedure rules) be amended to include an overview and scrutiny question time scheme as set out in Appendix 1b of the report.
9.	Overview & Scrutiny Budget Proposal	The Committee received the report which provided the Committee with an opportunity to discuss whether they would like to recommend to the Combined Authority Board that a budget be allocated for the Overview and Scrutiny Committee to help support their work programme. Members felt that an amount similar to that already proposed for the Task and Finish group would be sufficient for the committee's needs and that if over the year it was not required then it would be returned.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		The Committee agreed there should be a budget proposal taken to the next Board meeting to request an amount of 20k for the Overview and Scrutiny Committee to be made available for their work programme over the course of the year.
10.	Combined Authority Forward Plan	The Committee discussed the Forward Plan for the Combined Authority Board. The Committee felt that the Forward Plan was only useful for looking ahead for two meetings and it would be helpful if the Committee could get a better idea of what other reports were upcoming, even if these reports changed over time. Cllr Sargeant raised the point that the most recent Forward Plan was published after the Committee met and requested that this be looked at by officers to enable the committee to review the most up to date plan at the meeting. Cllr Gehring felt that the committee needed to be more proactive when considering items on the Forward Plan. The Chair advised that if members had any items from the Forward Plan they would like to add to the Committee's work programme to email her or the Scrutiny Officer and it would be considered. The Committee agreed they would ask the following questions at the Board meeting on Wednesday: ➤ Item 1.5 - Forward Plan 1) The publication date of the Forward Plan is after the date the O&S Committee meet which makes it difficult for members to consider upcoming items, could an earlier publication date be considered? 2) Currently the Forward Plan only lists reports coming to the Board for the next couple of months – could other upcoming reports be added to the Forward Plan, even if the exact date cannot be included?
11.	Overview and Scrutiny Work Programme Report	The Committee received the report which provided the Committee with the draft work programme for the Overview & Scrutiny Committee for the 2018/19 municipal year and asked them for comments and suggestions.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		The Committee requested that an update on the Skills Strategy be brought to the October meeting. The Committee requested that they receive a presentation on Land Value Capture at their November meeting. The Committee requested that a report on how the Combined Authority was working with investors and Investment Strategy Update be brought to the November meeting. The Committee requested that a representative from the Community Land Trust company be invited to the September meeting to give a presentation.
12.	Date of Next Meeting	The next meeting would be held on the 24 th September 2018 at Cambridgeshire County Council



CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY

Decision Statement

Meeting: 25th July 2018

Item	Topic	Decision
	Part 1 – Governance Items	
1.1	Announcements, Apologies and Declarations of Interest	Apologies received from Councillor C Roberts (Councillor A Bailey substituting), Councillor C Seaton (Councillor D Oliver substituting), Jason Ablewhite (Councillor R Bisby substituting), Jess Bawden (Sue Watkinson substituting) and Councillor K Reynolds (Councillor D Over substituting)
1.2	Minutes – 30 May 2018	It was resolved to approve the minutes of the meeting of 30th May 2018 as a correct record.
1.3	Petitions	None received.
1.4	Public Questions	One question was received. A summary of the question and response is published at the following link Cambridgeshire and Peterborough Combined Authority meeting 25/07/2018
1.5	Forward Plan	It was resolved to approve the Forward Plan of Executive Decisions dated to be published on 24th July 2018.

1.6	Review of Constitution – Committee Structure	The Combined Authority is a dynamic organisation, which has considerably increased its scope and budget over the past 12 months. It operates within an equally dynamic economic environment. The recent Cambridgeshire and Peterborough Independent Economic interim report highlighted the fast rate of economic and employment growth in the region, and the importance of planning now to ensure that strong growth will be sustainable and more inclusive. The impact of working to deliver against the rapid pace of growth means that the Combined Authority will have an increasing level of business over the coming 12 months. It needs a responsive governance framework that allows for decision making outside of the monthly Board meeting. This report proposed a framework of decision making which will assist in delivering projects in a fast paced environment. It was resolved to: (a) Agree the establishment of the following committees from 1 September and the terms of reference of each as set out in Appendix 1. (a) Transport Committee, (b) Skills Committee and (c) Housing and Communities Committee. (b) Note and agree the portfolios as set out in Appendix 2. (c) Agree the timetable of meetings for the above committees (Appendix 3). (d) That the Monitoring Officer be authorised to amend the constitution to take account of the Board’s decision and to bring a further report to the Board in September to confirm the changes to the constitution and the appointments to the committees.
1.7	Business Board Recommendations of its meeting on 25 June	It was resolved to note the Business Board Recommendations of its meeting on 25 June.
	Part 2 – Key Decisions	

2.1	Delivering the Mayoral Transport Strategy	The Cambridgeshire and Peterborough Combined Authority Order 2017 transferred the local transport planning powers to the Combined Authority and created the Cambridgeshire and Peterborough Combined Authority as the local transport authority for the area. The Combined Authority at its meeting in May approved the Mayoral Interim Transport Strategy Statement and committed the Combined Authority to undertaking a review of the features and timeframes for all transport corridors to ascertain their alignment with the Mayoral Interim Transport Strategy Statement (MITSS). The review has identified significant opportunities across the transport programme to save money, accelerate delivery and remove interim solutions that divert public money away from delivery of the long-term transport ambitions. In particular, the review has identified that the projects A1307, A428 Cambridge to Cambourne and A10 and park and ride schemes can be delivered at lower cost by making some elements temporary and accelerating delivery of the Cambridge Autonomous Metro. This report set out the findings of that review and asked the Combined Authority Board to approve the actions arising. It was resolved to: 1. Note the relationship between the CPIER, Non-Statutory Spatial Plan 2, Local Transport Plan and Local Industrial Strategy as captured in section 2.1-2.6; 2. Agree to fully support the implementation of the transport ambitions set out in the Mayoral Interim Transport Strategy Statement (MITSS); 3. Agree that there are two types of transport project; those projects that can be delivered within existing growth plans (type 1) and those that will enable and require growth beyond current plans (type 2); 4. Agree that the projects are categorised as set out in sections 2.12 to 2.13;
-----	---	--

		5. Agree that it should develop the appropriate mechanisms necessary to secure and accelerate the delivery of growth projects; 6. Agree the measures and protocols set-out in section 2.15 to ensure all CAM projects are integrated and coordinated; 7. Agree to develop proposals with the GCP for the park & ride elements of the projects (A1307, A428, A10) in order to achieve cost savings and enable quicker delivery. 8. Note the opportunities that have been identified to accelerate the transport projects; 9. Ask officers to assess the potential delivery models to ensure the opportunities to accelerate delivery are pursued and report back to the Board in September. 10. That the Board confirms that the GCP schemes identified in para 2.14 (A10, A1307 and M11 Junction 11) support the early delivery of the CAM project and should be progressed, subject to recommendation 7; and that the continuing review of the A428 project be agreed and will conclude by the end of September as set out in para 2.16.
	Part 3 – Non Key Decision	
3.1	Cambridgeshire and Peterborough Independent Economic Review (CPIER)	The devolution deal made between Cambridgeshire and Peterborough, and Government, signalled a fundamental shift towards greater local leadership of the future growth that this area will experience, and the ways in which economic potential can be unlocked for the benefit of local communities. Across the Combined Authority and Business Board numerous programmes are underway to achieve this already, and these will be brought together in an overarching Local Industrial Strategy by the beginning of 2019. The Cambridgeshire and Peterborough Independent Economic Review (CPIER) provides world-class economic analysis and modelling to provide the foundation for our Local Industrial Strategy, the CPIER is the most in-depth economic study ever undertaken of the Cambridgeshire and Peterborough region. The findings of the Interim CPIER Report were reported to, and welcomed by the Board in May. This report provided an update on activity since May towards the final CPIER

		report due to be published in September, including a summary of the key points made by the Combined Authority in response to the Interim Report. The Combined Authority Board noted that the progress update was considered by the Business Board at its meeting on 23 July and their views and recommendations were reported orally at the meeting. It was resolved to: (a) Note recent progress towards the completion of the Review; (b) Note the response made by the Combined Authority to inform the final Review, alongside those responses made directly by constituent partners; (c) Note the views and recommendations of the Business Board (to be reported orally at the meeting); (d) Note the final tranche of funding provided to complete the Review, in preparation for the development of the Local Industrial Strategy.
3.2	£70m Cambridge City Devolution Housing Programme	The Combined Authority successfully secured £70million from the Government as part of the devolution deal to deliver 500 council homes. This report provided an update on the Cambridge City Devolution Housing Programme. It was resolved to: (a) Note the progress in the past 3 months of the programme. (b) Note the forward pipeline (c) Note the need to approve additional 2018/19 budget provision to fund the projected pipeline.

3.3	£100m Affordable Housing Programme Update	The Combined Authority successfully secured £100million from the Government as part of the devolution deal to deliver 2,000 affordable homes across Cambridgeshire and Peterborough. This report provided an update on the programme. It was resolved to: (a) Note the progress of the quick wins and housing scheme approvals agreed by the Board in March 2018. (b) Note the forward pipeline of affordable housing schemes, including emerging strategic sites. (c) Agree to receive further progress reports on a quarterly basis.
3.4	Skills Strategy: Work Readiness and Careers Promotion Pilot (referral from the Business Board)	This report updated member on progress on the Cambridgeshire and Peterborough Combined Authority Skills Strategy, and outlines an innovative programme designed to prepare school pupils for the workplace promote vocational and STEM related career pathways. This project forms the first suggested strand of the Skills Strategy which will be coming to the Board for approval in September 2018. Board Members were asked to consider the proposal, and to approve grant funding in principle for a three-year period, subject to the preparation of an appropriate business case and the passing of value for money tests. The Combined Authority Board noted that the Initiative was considered by the Business Board at its meeting on 23 July and its recommendations were noted. It was resolved to: a) Note the proposal for the creation of a work readiness and careers promotion pilot; b) Approve in principle the allocation of grant funding to a limit of £350,000 over three years to fund the pilot;

		c) Authorise the Chief Executive, in consultation with Chief Finance Officer, Director of Skills and the Portfolio Holder Fiscal to request the development of a full business case by the scheme promoters. The draw-down of funds to be dependent on passing appropriate value for money tests; d) Delegate to the Director of Skills to agree and approve a relevant funding agreement and programme reporting and delivery arrangements.
3.5	Devolution of the Adult Education Budget Readiness Conditions and Next Steps to Implementation (referral from Business Board)	The report updated members on the progress of the devolution of the Adult Education Budget (AEB), and follows the report to the Combined Authority Board on 30th May 2018 approving the transfer of function to the Combined Authority and to the draft Order giving effect to the transfer. The report updated Members on the next steps to the devolution process for implementation in April 2019 and seeks approval to the draft Cambridgeshire and Peterborough Combined Authority AEB Skills Plan and to the interim Governance arrangements proposed to engage industry into the delivery of AEB. It also included the functions required to provide resource and capacity to manage the programme post 2019. The Combined Authority Board noted that this report was considered by the Business Board at its meeting on 23 July and their recommendations were reported orally. It was resolved: (a) Note the Readiness Conditions for the Adult Education Budget (AEB) submitted to the Department for Education on the 18th May 2018 as set out in Appendix 1 and the next steps for the devolution process; (b) Comment on and approve the Cambridgeshire and Peterborough Combined Authority AEB Skills Plan, including the policies and actions set out in the plan (Appendix 2);

		(c) Agree that the Business Board take on the role of the Skills Board reporting into the Combined Authority's proposed Skills Committee, and the terms of reference set out in 4.2 of the plan be included in the Business Board's terms of reference; (d) Agree in principle that it is the Cambridgeshire and Peterborough Combined Authority's intention to fund ongoing system costs (including staffing) of AEB devolution from 2019 by allocating up to 4.9% of programme money for this purpose. (e) Note the amount of funding allocation and the mechanisms are yet to be determined until a full costing business case is developed and agreed by the Board at a future meeting.
	Part 4 – Date of Next Meeting	
4.1	Date of Next Meeting	It was resolved to note the date of the next meeting – Wednesday, 26 September 2018 Kreis Viersen, Shire Hall, Cambridge CB3 0AP



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Appendix 6

Overview and Scrutiny Committee - Decision Summary

Meeting: 24th September 2018

<http://cambridgeshirepeterborough-ca.gov.uk/meetings/overview-and-scrutiny-committee-4/?date=2018-09-24>

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: Cllr Bradley, substituted by Cllr Julia Huffer; Cllr Grenville Chamberlain, substituted by Cllr Peter Topping.
2.	Declaration of Interests	There were no declarations of interest.
3.	Minutes	The minutes of the meeting held on the 23rd July 2018 were agreed as a correct record.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		Under matters arising Cllr Murphy raised a concern around information that the Chief Finance Officer had agreed to send over to him at the last meeting regarding financing for a housing project in Peterborough and he had not received this – officers agreed to look into and contact Cllr Murphy directly.
4.	Mayor in Attendance	The Committee welcomed the Mayor for the Combined Authority to the meeting and thanked him for attending to answer some questions from the committee about the staffing arrangements at the Combined Authority. The following points were discussed: • The Committee members asked the Mayor questions around the resignation of the Chief Executive Officer (CEO), what processes had been followed, what advice had been given. The Mayor responded by saying that the CEO had resigned and therefore there had been no process to follow. Advice had been provided by legal officers and an agreement on a severance amount had been made to allow for the CEO to leave at the end of September and this would enable the Combined Authority to immediately start the recruitment process for a new CEO. • The amount that had been paid to the CEO was what he was entitled to and the amount would be released when it was appropriate to do so. • The Chair asked the Mayor if the resignation of the Chief Executive Officer had been requested and the Mayor responded that the Chief Executive Officer had resigned. • In response to a question about the interim arrangements being brought to the Board the Mayor advised that there had been an informal cabinet meeting in August where all members of the Board were informed of the situation and it was agreed following a democratic vote that the continuity of Kim Sawyer's experience at the Combined Authority and John Hill's extensive experience in local government made this the best option as an interim arrangement.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		• In response to a question on the recruitment process for the interim Chief Finance Officer the Mayor advised that the appointment had been made by the CEO who had the delegated power to make interim appointments. The preference would have been to appoint a permanent CFO but the candidate for the CFO role withdrew at the last minute so there was a need for a quick appointment, which was why an interim appointment was made by the CEO at the time. • In response to a question about staff appointments being made from the East Cambridgeshire area the Mayor stated that this was purely coincidental as all staff were appointed based on their skills and ability to do the job requirements. • In response to a question about the review being undertaken the Mayor advised that there had been an external audit which had stated that the Combined Authority was not failing, however with the resignation of the CEO it was felt that this was an appropriate time to have a review of the structure at the Combined Authority; this review would be reported to the Board. • The management of the Business Board would be covered by the interim Chief Executives as the Combined Authority was the accountable body for the Business Board. • In response to a question about a possible conflict of interest for the interim Chief Executives, the Mayor stated that John Hill was an experienced officer with an exemplary record who could be trusted to act appropriately in these situations. The Combined Authority by its nature had used and continued to use staff from constituent councils. • In response to concerns that the members raised regarding the constant revolving members of staff and the need for permanent staff at the Combined Authority the Mayor responded that he agreed that permanent staff were needed and that it had taken longer than he would have liked but it was important to get the right people. There were now three

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		permanent directors in place for Housing; Business and Skills and Spatial Planning. • In response to questions around work streams and delivery of projects the Mayor advised that the new committee system would give clear indication on the streams of work and would enable the Combined Authority to be more open and transparent. • In response to a question around project delivery and having sight of the different stages for each project, the Mayor advised that project information would become available when it was appropriate for it to come into the public domain and that the new committee system would enable the members to have greater sight of the stages for the ongoing projects for the Combined Authority. • The Committee were advised that the new staffing structure was being developed as part of the review and would be made available for members in the next six months. The interim staffing arrangements would be sent around to members after the Board had agreed the interim arrangements on the 26th September 2018.
5.	Community Land Trust Presentation	The Committee received a presentation from Mr Stephen Hill from the Community Land Trusts Network. The following points were discussed: • Members felt that the scale of the projects were too small to have a real impact on the issues in Cambridgeshire and Peterborough; however it was important to realise that although the numbers were small the impact on individual villages was great. • How can CLT be better integrated in local plans is being looked at. • Members queried how the schemes could become money multipliers and were advised that whatever public resource goes in stays in and that progressively over time the schemes would get better. • Members were advised that people would be able to get mortgages for these properties.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		- The East Cambridgeshire Community Land Trust had very clear political leadership and a commitment to provide resources. The setting up of Palace Green Homes had helped a lot with the successes. - CLT had found there was a particular role for it to play where people were originally resistant to housing - each area has their own reasons for doing what they need in regard for CLT. The Committee thanked Stephen Hill for his presentation.
6.	Recruitment Process for the Director of Strategy & Planning	The Committee received the report from the Interim Chief Finance Officer which outlined the recruitment process followed by the Combined Authority. The following points were raised during the discussion:- - The shortlisting process was an informal process that was not minuted. The responsibility for the informal process rested with the Head of Paid Service and the Employment Sub-Committee had the delegated power to make appointments. - Members felt it was not clear or transparent who had been involved in the shortlisting process; there was potentially a flaw in the system that allowed the process to be seen as broken. There were no formal minutes and no formal process for the shortlisting. - The provision for political balance on sub committees had been removed with agreement of the Board for the Employment Sub Committees but this would be reinstated by the changes to the constitution suggested for agreement at the Board meeting on Wednesday. The Committee agreed that processes were not what they should have been and that the committee would continue to monitor this. The Committee noted the report.
7.	Review of the Combined Authority Board Agenda	The Committee reviewed the agenda due to come to the Board on Wednesday 26th September 2018. The Committee discussed the following items: <u>Forward Plan</u>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		The Board had agreed to provide more detail on the Forward Plan but this had not been the case. Officers advised that speculative items could be added to the Forward Plan but there was a possibility they would be removed. The Chair advised that there needed to be an understanding of what was happening and more clarity on which topics would be discussed by the Board and if they were deferred why this was so. The Committee were advised that the new Committee system should help to achieve this. <u>Constitutional Arrangements</u> Members discussed the call-in procedures for the new committees and whether they had concerns. Most members felt the suggestion removed the chance of call in's being duplicated and that the committee could still scrutinise a topic even if it was not called in. Members were advised that the Mayor had the power to nominate members to sit on the new committees, but the Board had the power to appoint. <u>Business Board</u> Members were advised that the funding for the Business Board was not affected and would remain as it currently was until 2020. The report asked for comment on the geography of the Business Board which if it was reduced in size may create an impact on funding in future. The new Business Board members were outlined in the Business Board papers.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<u>Appointment of the Interim Chief Finance officer and the Interim Chief Executive Arrangements</u> Members discussed their concerns around the constant stream of interim staff and felt this should fed back to the Board members. The members also felt that they should request further detail around the interim arrangements for the Chief executive role and how responsibilities would be shared and whether they would be part time or full time roles. <u>Housing Strategy</u> Members were disappointed in the standard of the report and felt it was of poor quality. As the Board recommendation was to adopt the report they felt this should be highlighted to the Board members. The members referenced the £60m within the Housing Strategy that would be used for grants for social housing providers but were concerned about the claw back provisions which would mean that housing associations were not able to sign up to providing houses for the Combined Authority which felt like an unnecessary restriction. Officers agreed to look into this and report back to the committee. Members raised concerns around the effectiveness of additionality. They were not convinced that safeguards were in place to oversee implementation and felt this should be raised with the Board and that the committee should consider housing again, particularly additionality. The Committee felt it was important to seek assurances that the £100m was being allocated as government had intended them to be in the original devolution deal. <u>Cambridgeshire & Peterborough Independent Economic Review</u> The members felt that this was an excellent report and should be taken into account across the decision making of the Combined Authority and shouldn't just sit within the remit of the Business Board.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		The Committee agreed that the following questions and comments should be made by the Chair to the Board; <u>Item 1.11 and 1.12 Appointment of Interim Chief Finance Officer and Interim Arrangements for Chief Executive.</u> 1) The Committee had concerns around the constant changing of interim staff appointments and wanted assurance that the appointment process for permanent staff was being set up so that in future the mistakes made during recent appointments were rectified. 2) The Committee requested more clarity around the CEO interim arrangements; in particular how the responsibilities would be shared between the two members of staff and whether they would be part time or full time roles? <u>Item 2.1 Housing Strategy</u> 1) The Committee would like to seek assurances that the £100m for housing is being allocated as government intended it to be under the devolution deal? 2) The Committee expressed disappointment in the standard of the report as it was felt that reference to other areas were not relevant. 3) Whether the CA was achieving additionality was not clear from the report and was a continuing concern for the committee. <u>Item 3.3 Cambridgeshire & Peterborough Independent Economic Review</u> 1) The Committee felt that this was an excellent report and should be used and taken into account across the whole decision making of the Combined Authority and not just be used within the remit of the Business Board.
8.	Member Update on Activity of Combined Authority	Cllr Sargeant informed the Committee that the Task and Finish Group for the Mass Rapid Transport would be meeting after the close of the O&S meeting.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		The Committee agreed that members covering particular areas should attend the relevant committees once they were set up and report back to the Overview and Scrutiny Committee at future meetings. No other member updates were received.
9.	Overview and Scrutiny – Call In Process	The Committee agreed that they would defer the report and requested that officers did further work on it before it came back to the committee.
10.	Combined Authority Forward Plan	The Committee had discussed the Forward Plan earlier in the meeting and had no further comments to make.
11.	Overview and Scrutiny Work Programme Report	The Committee received the report which outlined the work programme for the committee for the municipal year 2018/19 The Committee requested that a training session be arranged for the end of January or beginning of February to consider the new committee system. The Committee requested that a further housing paper be brought to the October meeting and that it should focus on the issue of additionality. The Committee requested that the Transport Plan be brought to the committee in January for them to consider and feed any recommendations to the Board.
12.	Date of Next Meeting	The next meeting would be held on the 29 th October 2018 at Peterborough City Council.



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Appendix 7

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

Meeting: 26th September 2018

<http://cambridgeshirepeterborough-ca.gov.uk/meetings/cambridgeshire-and-peterborough-combined-authority-board-4/?date=2018-09-26>

Item	Topic	Decision
	Part 1 – Governance Items	
1.1	Announcements, Apologies and Declarations of Interest	The Mayor introduced and welcomed Aamir Khalid who had been elected Chair of the Business Board at its meeting on 24 September 2018. Apologies were received from Councillor K Reynolds. Councillor Count declared a conflict of interest in relation to Agenda Item No.2.5, and explained that he would be acting in his capacity as Leader of Cambridgeshire County Council rather than Combined Authority Portfolio Holder for Investment and Finance in relation to this item.

1.2	Minutes – 25th July 2018	It was resolved to approve the minutes of the meeting of 25th July 2018 as a correct record.
1.3	Petitions	None received.
1.4	Public Questions	Two questions were received. A summary of the questions and responses is published at the following Cambridgeshire and Peterborough Combined Authority meeting 26/09/2018
1.5	Forward Plan	The Board approved the draft Forward Plan of Executive Decisions, which listed decisions up to 29 May 2019, dated to be published on 1 October 2018.
1.6	Membership of Combined Authority and Committees - Amendments	The Board was advised of amendments to its substitute membership and amendments to the membership of the Overview and Scrutiny Committee. It was resolved to: a) note the appointment by Cambridge City Council of Councillor Anna Smith as its substitute member on the Combined Authority Board for the remainder of the municipal year 2018/2019. b) note the appointment by Cambridge City Council of Councillor Dave Baigent as one of its substitute members on the Overview and Scrutiny Committee for the remainder of the municipal year 2018/2019. c) note the appointment by Peterborough City Council of Councillor June Stokes as one of its members on the Overview and Scrutiny Committee for the remainder of the municipal year 2018/19.
1.7	Review of Constitution – Committee Structure and Other Related Matters	The Board was reminded that it agreed at a previous meeting to establish three committees. It therefore considered proposed amendments to the constitution to take account of this decision. It was resolved:

		a) to approve the amendments to the constitution as set out in Appendix 1 of the report and summarised below. b) to note and agree the Mayor's nominations to portfolios and the membership of the committees including the Chairs of committees as set out in Appendix 2. c) that the Overview & Scrutiny Committee be advised of the amendments to the constitution to include the Overview & Scrutiny Committee's rights to call in these executive committee decisions. d) that a 6 month review of the committee process be undertaken and brought back to the Combined Authority Board in March 2019.
1.8	Audit and Governance Committee – Annual Report and Constitution Review	The Board was asked to note the Audit and Governance Committee Annual Report. It was resolved to: a) note the Audit and Governance Committee Annual Report and provide any feedback to the Committee. b) request that the Chief Finance Officer for the Business Board update the Audit and Governance Committee's Terms of Reference to reflect their role in regard to the Business Board for approval by a future meeting of the Board upon the recommendations of the committee.
1.9	Overview & Scrutiny Committee - Recommendations	Councillor Nethsingha presented a report proposing a public question scheme for the Committee, and requesting a budget be allocated for the Overview and Scrutiny Committee to help support future work. It was resolved to: a) agree that the Overview and Scrutiny Committee adopt a public question scheme as outlined in Appendix 2 of the report and that the constitution be amended accordingly.

		b) agree that an annual budget of £20k be available in the Combined Authority budget to support the work of the Overview and Scrutiny Committee; funds to be allocated subject to specific work programmes.
1.10	Government review of LEPs - Strengthened Local Enterprise Partnerships	The Government had launched a review of LEPs across the UK on 24 July 2018 with a requirement to respond to the question of geography by 28 September 2018, and separately on governance and performance matters by 31 October 2018. The Board was asked to agree the draft response from the Business Board on the question of geography. It was resolved to: a) act as the Accountable Body agree the draft response to Government from the Business Board as set out in Appendix A. b) agree the position on a coterminous boundary between the Local Enterprise Partnership area and Combined Authority area for submission to the Government. c) agree that any final insubstantial amendments that are required prior to submission of the response to Government.
1.11	Appointment of Interim Chief Finance Officer (s73)	The Board considered a report on the process which had led to the appointment of Karl Fenlon as Interim Chief of Finance and was asked to appoint Mr Fenlon as interim s73 Chief Finance Officer. It was resolved to: appoint Karl Fenlon as interim s73 Chief Finance Officer to the Combined Authority
1.12	Interim Arrangements for Chief Executive	The Board was asked to consider interim management arrangements following the resignation of Martin Whiteley, Chief Executive, Cambridgeshire and Peterborough Combined Authority (CPCA). It was resolved to: (i) appoint Kim Sawyer, Legal Counsel and Monitoring Officer, CPCA and John Hill, Chief Executive, East Cambridgeshire District Council as interim

		Chief Executives of the CPCA until 31st March 2019 (or until the appointment of a permanent Chief Executive, whichever is the sooner). (ii) appoint Patrick Arran as the CPCA interim Monitoring Officer until 31st March 2019 (or until the appointment of a permanent Chief Executive, whichever is the sooner).
	Part 2 – Combined Authority Matters	
2.1	Housing Strategy	The Board considered a report which set out an innovative and bold strategy to address the shortage in housing in all tenures in the area as quickly as possible. It was resolved to: a) agree the approach to delivering the Housing Strategy set out in the 31Ten report in Appendix 1 of the report. b) agree the concept of creating a revolving fund of monies from within the £100m programme for housing investment, to run within and beyond the 5 year programme.
2.2	Affordable Housing Programme- Cambridge City Council £70m 2018/2019 Budget	The Board considered a report detailing the baseline and current forecast programme expenditure and a specific request for the budget approval for the financial year 2018/19 to enable payments to be made to Cambridge City Council in accordance with claims and monitoring processes. It was resolved to: a) note the expenditure profile for 2018/19 financial year in respect of the Cambridge City Council £70 million, as part of the Authority's £170 million Affordable Housing Programme. b) approve the carry forward of 2017/18 approved budget of £387,041 to 2018/19.

		c) approve 2018/19 budget provision of £14,669,959, giving a 2018/19 total budget of £15,057,000 to enable the programme to proceed.
2.3	Public Service Reform: Health and Social Care Proposal	The commitment by partners to progress health and care transformation was enshrined within the Devolution Deal. There was a need to take this commitment forward given that the area's health economy was one of the most challenged in the country. It was resolved to: a) note the devolution deal commitment to, and the economic and administrative case for, taking action to implement new models of public service delivery. b) agree the proposal to design an innovative Cambridgeshire and Peterborough health and social care proposition based on further devolution which makes the case to Government for the further transfer of resources, decision-making and accountability relating to health and social care. c) agree the establishment of an independent Public Service Reform and Innovation Commission which will support, inform and challenge the development of the Cambridgeshire and Peterborough health and social care proposition. d) agree the commitment of up to £450,000 in 2018/19 from within the existing approved allocation for Public Sector Reform in the Medium Term Financial Plan (MTFP).
2.4	Soham Rail Station- Budget Update	The Combined Authority had assumed responsibility for the Soham Rail station from the County Council in June, 2018. The Authority had already allocated £1.5m to the delivery of the current phase, and an additional £1.7m was required to continue with the completion of GRIP 3. It was resolved to:

		a) approve a budget of £1.7m for GRIP Stage 3 for the acceleration and delivery of the Soham Rail Station. b) agree the DSA novation in principle and delegate to the Chief Finance Officer and Monitoring officer, in consultation with the Chair of the Transport Committee, to agree the terms of the novation. c) note that verbal commitments have taken place to progress this project at an accelerated pace and identify opportunities for early delivery. d) agree that an update will be provided to the CPCA Board, or other nominated meeting, prior to the end of GRIP Stage 3 to outline progress to date and identify the CPCA's requirements for the delivery of GRIP Stages 4 – 8. e) note how this work fits within the opportunities that have been identified to accelerate the transport projects; as reviewed in the July board.
2.5	Business Rate Pilot	The Board received a report detailing the one year business rate retention pilot bid to the Ministry of Housing, Communities and Local Government. It was proposed that all councils would be compensated for their expected business rates for the year. It was resolved to: a) ratify the Cambridgeshire and Peterborough 2019-20 Business Rates pilot bid submitted to MHCLG on the 25th September 2018.
	Part 3- Business Board matters	
3.1	Business Board Recommendations of the last meeting	The Board noted the recommendations of the meeting of the Business Board held on 23 July and received an oral update of the meeting held on 24 September 2018.

3.2	Membership of Business Board	The Board considered a report detailing the membership of the Business Board, following a recruitment campaign and interview process for private sector members. It was resolved to note: a) note the appointments of private sector members of the Business Board as set out in paragraph 2.16 of the report. b) note the appointment of Aamir Khalid as Chair and Andy Neely as Vice Chair of the Business Board. c) approve the Business Board's nomination of Aamir Khalid as a member of the Combined Authority Board to represent the Business Board and Andy Neely as his substitute member.
3.3	Cambridgeshire & Peterborough Independent Economic Review	The Board was informed that the Cambridgeshire and Peterborough Independent Economic Review (CPIER) had been published and that it was going to be used as evidence for the Local Industrial Strategy. It was resolved to: a) welcome the publication of the Cambridgeshire and Peterborough Independent Economic Review (CPIER) as a major milestone in the development of our Local Industrial Strategy and all 14 recommendations contained within the CPIER report. In doing so it agreed that these recommendations would form the basis of work undertaken by the Combined Authority in the development of a tailored Local Industrial Strategy which would incorporate the development of Growth, Business Investment, Skills Development, Housing and Spatial Planning Strategies. b) provide any initial opinions on the findings of the CPIER, in advance of the upcoming engagement sessions.

3.4	Growth Prospectus 2018/19-	The Business Board had approved the Growth Prospectus on 24 September 2018. The provisional date for the launch would be 8 October 2018. It was resolved to: a) agree the draft Growth Prospectus 2018/19 and the programmes contained therein, subject to final version to be signed off by Chief Executive (Acting). b) agree provisional allocations for each programme within the Prospectus, subject to review and cashflow within Growth Deal and Growing Places Fund budgets. c) agree processes for due diligence and appraisal, subject to review; and d) note that applications and business cases will be brought to the Business Board for consideration and recommendation to the Combined Authority, from November 2018 onwards.
	Part 4- Motion submitted under Committee Procedure Rule 14	
4.1	Motion from Councillor Bridget Smith: That the Combined Authority urgently commissions an organisation with suitable expertise to conduct an independent, full organisational review to be reported to the Combined Authority Board and senior officers, and to then be	The Board discussed the motion proposed by Councillor Smith and seconded by Councillor Herbert. On being put to the vote, the motion was lost.

	published in full. The review to include: delivery objectives for 2018/2019; governance, top to bottom staffing, operations and project delivery.	
	Part 5- Date of next meeting	
5.1	Date: Wednesday, 31 October 2018 Council Chamber, Peterborough City Council Town Hall; Bridge Street, Peterborough PE1 1HG	It was resolved to note the date of the next meeting.



EAST
CAMBRIDGESHIRE
DISTRICT COUNCIL

AGENDA ITEM NO. 4

Minutes of the Meeting of East Cambridgeshire
District Council held in the Council Chamber,
The Grange, Nutholt Lane, Ely on Thursday
12 July 2018 at 6.00pm

P R E S E N T

Councillor Peter Cresswell (Chairman)	
Councillor Allen Alderson	Councillor Elaine Griffin-Singh
Councillor Christine Ambrose Smith	Councillor Richard Hobbs
Councillor David Ambrose Smith	Councillor Mark Hugo
Councillor Anna Bailey	Councillor Bill Hunt
Councillor Ian Bovingdon	Councillor Charles Roberts
Councillor David Brown	Councillor Mike Rouse
Councillor Paul Cox	Councillor Dan Schumann
Councillor Lorna Dupré	Councillor Alan Sharp
Councillor Lavinia Edwards	Councillor Stuart Smith
Councillor Lis Every	Councillor Lisa Stubbs
Councillor Mark Goldsack	Councillor Jo Webber
Councillor Coralie Green	Councillor Christine Whelan

21. **PUBLIC QUESTION TIME**

No public questions were submitted.

22. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Allan, Austen, Beckett, Bradley, Cheetham, Hitchin, Huffer, Morris, Sennitt and Shuter.

23. **DECLARATIONS OF INTEREST**

Councillors Anna Bailey and Charles Roberts both declared an interest in Agenda Item 9, as both were Directors of the East Cambs Trading Company.

24. **MINUTES**

Councillor Anna Bailey pointed out that, with regard to the Annual meeting of 24th May, minute number 16, page 6, second paragraph needed to be re-worded as the Soham Mill and Viva projects were the same. Therefore the relevant sentence should read "The Soham Mill was a very exciting project and Viva was well known for its outstanding work in the community, particularly with young people." This amendment was agreed.

It was resolved:

That the Minutes of Annual Council meeting held on 24 May 2018, as amended, and the Extraordinary meeting on the same day be confirmed as correct records and be signed by the Chairman.

25. **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman made the following announcements:

Local Business Visits

The Chairman had organised a series of visits to local businesses, which had been well received and appreciated by all concerned. These would continue in the autumn with the next one being on Wednesday 26th September.

Previous visits had all been on Friday mornings, but some Members had found that morning of the week inconvenient. Therefore it had been decided to change the day of the week on this occasion, in anticipation that it would be more suitable. Details of the visit on 26th September would be emailed to Members by the Business Development Team in due course.

Chairman's Civic Service

It would take place this year on Sunday 21st October at St George's Church in Littleport, commencing at 3:00pm. Having held the Chairman's Reception in the south of the district and last year's Civic Service in Soham, it was time the Council held a civic event in Littleport. Invitations would be sent out in early September and the Chairman asked for Members' support.

End of World War I Commemoration

On Sunday 11th November this year the nation would be commemorating the end of World War I. Beacons would be lit throughout the land at 7:00pm that evening and church bells would be rung at 7:05pm to signify peace. Members were asked to ascertain whether the parishes they represented would be taking part in this commemoration. The Diocese had communicated with local churches regarding the ringing of bells but the Chairman wished to see as many beacons as possible lit throughout the district. The Chairman would be happy to co-ordinate the arrangements in East Cambridgeshire and people should feel free to give out the Chairman's contact details, so they could be registered with the National Pageantmaster.

26. **PETITIONS**

No Petitions had been received.

27. **MOTIONS**

No Motions were received.

28. **QUESTIONS FROM MEMBERS**

No questions from Members were received.

Councillors Bailey and Roberts left the meeting at this point.

29. **RECOMMENDATIONS FROM COMMITTEES**

Council considered a report T46, previously circulated, that gave details of recommendations from the Council's committees.

Resources and Finance Committee, 18 June 2018 - 2017/18 Treasury Operations Annual Performance Review

The Chairman considered this good news, as it highlighted the interest the Council had gained, greater than expected, during the last year.

It was resolved:

That the report on the Council's treasury operations during 2017-18, including the prudential and treasury indicators as set out in Appendix 1 be approved.

Shareholder Committee, 28 June 2018 - Future Role of the Shareholder Committee

Councillor Dupré noted that there were three recommendations to consider. The first two related to reducing the Shareholder Committee's influence. This meant that the Council would have no right to consider a whole raft of issues, such as the business dividend, bonuses, shares, the Companies entering contracts or loans. The Committee could approve the Companies' business plan but not any amendments to it. These changes reduced the remit of the Committee and would not allow any reviews of the Companies' structures and have no management of their accounts.

The Committee had already been emasculated as two meetings had already been cancelled, just when the Trading Company had a £40 million loan bid drawn up. Members of the Committee were supposed to have been provided with Board papers but had received none so the Shareholder Agreement had already been breached.

The objective of the Committee was to scrutinise but the Memorandum of Understanding, presented as the Modus Operandi, was in fact neither. It did not set out how the Committee was supposed to operate. It was expected that the Committee would act as the Companies' 'cheer leaders'.

These recommendations should be rejected, as the duty of a District Councillor was not to the Companies or the Council but to the taxpayer and to scrutinise matters as the Council's Constitution required.

Councillor Alan Sharp acknowledged that in accordance with the Constitution the Committee had to scrutinise and, although not mentioned in the Memorandum, this was its aim. The words 'critical friend' had been used, which meant that awkward questions could be asked to obtain the right answers. The Shareholder Committee was there to protect the Council and to question the Companies. Reports in terms of summary would be provided but the Committee could dig deeper if it wanted to. The Committee would see the quarterly financial and business plan reports but would not want to become bogged down in detail, as it should look at the strategic view. The proposed changes were a move in the right direction.

In response to Councillor David Brown's questions, the Legal Services Manager confirmed that the Memorandum would be added to the Council's Constitution and that the remit of the Committee was to scrutinise the Council's trading companies.

Upon being put to the vote,

It was resolved:

That, as amended in consultation with the Chairman of the Shareholder Committee:

- (i) The revision to the terms of reference of the Shareholder Committee detailed in Appendix 1 be agreed;
- (ii) The revisions to the Shareholder Agreements detailed in Appendix 2 be agreed;
- (iii) The 'modus operandi' detailed in Appendix 3 be agreed.

Councillors Bailey and Roberts returned to the meeting at this point.

30. **END OF YEAR COUNCIL REPORT 2017-2018**

Council considered a report, T47, previously circulated, that detailed the Council's End of Year report for 2017/18.

The Leader of the Council, Councillor Charles Roberts, thought that Members and staff should be proud of the Annual Report, as it demonstrated

that this Council was one of the best, efficient councils in the country and was the envy of others. Other councils looked to this Council, asking about its 'open for business' philosophy. Its achievements had not been by accident but through having a clear vision, being objective and its steely determination. This had not just been achieved by Members but by the Directors and Council staff. This had been done by being a joined up team, so thanks were given to Members and officers.

The Council had not finished and already had clear plans for the future including keeping finances tight, maintaining free parking and providing more affordable housing. The latter would be aided by the £6.5 million obtained for the Community Land Trust development in Haddenham as well as a £40 million loan from the Combined Authority. Other plans included improving transport and reviewing the waste service. There were exciting challenges ahead.

Councillor Bill Hunt thanked the Chief Executive and his team for producing an excellent report. The report reflected the good business management of the Council achieved by the excellent officers. The report was not just an information document but also provided a record of success. All Members should take this as an example of a well-run Council.

Councillor Lorna Dupré noted the report talked of infrastructure improvements but bus services had not been mentioned and this Council was not responsible for roads either. It was pointed out that recycling rates were down and that had not been included. There were no figures for the numbers of affordable housing provided. The Barton Road site was due to provide three, but only two would be on that site so where was the third going to be? There had also been no mention of the North Ely developments. The Council was reminded that a Planning Inspector had stated that the Council had an under-provision of affordable housing. Building of homes in rural areas was being encouraged, while 30% of them should be affordable.

Also missing from the report was information about figures for apprenticeships or a report on the Council's gender pay gap. As the report stated the Council had over 200 staff there was an obligation to publish that information. The 'purge on plastics' was also absent, nor was an update on the development of the Council building or its re-location. Therefore the report was not inspiring.

Councillor Christine Whelan thought it offensive that the report blamed people for suffering illness. Many residents suffered through no fault of their own. The wording of the first section of the report, relating to a £1.3 million cost, could have been more positive. With regard to commerce and tourism, the markets were now being run by the East Cambs Trading Company and the report failed to say tourism was now the responsibility of Ely City Council. This report could not be endorsed.

Councillor Mark Hugo, as Chairman of one of the Community Land Trusts (CLTs), stated that it had delivered 35% affordable housing. So it

appeared that Councillor Dupré had not understood the situation. These developments were for people who lived and worked in the community. CLTs were different to commercial developments and should be extended.

Councillor Peter Cresswell queried the number of staff employed by the Council. The Chief Executive explained that the Regulatory Services Committee had been advised of the statutory requirements but had gone beyond that to provide additional non-statutory information. The numbers were changing all the time so the Chief Executive would be happy to clarify those numbers.

Councillor Anna Bailey acknowledged that the report had not included everything, as that would have resulted in a very large document. Recycling rates had reduced but there were specific reasons for that, partly due to a technical issue related to the waste disposal plant. The provision of affordable homes in the North Ely development would be dependent on their viability but the Council would put up a robust defence in an attempt to achieve the right numbers. The 'purge on plastics' initiative had only recently been agreed but plans were being prepared to take action on that.

There was some sympathy about the £1.3 million statement and there was an opportunity to be more positive about it, so a view would be taken on re-wording that.

The cost of producing the report, which would be delivered to every household in the district, would be 26 pence per household. It would be right to inform the residents how the Council had done. Thanks were offered to the Management Team and the Reprographics department for producing the report.

Housing had received a fair amount of attention in the report, as it was a hot topic. As more housing was needed this was something the Council had to focus on. The Council had been doing the difficult things to stop people losing their homes through work by its Housing team. This had resulted in the housing register becoming freed up for the first time. New community hubs had also been opened and work was ongoing with local residents to deliver CLTs. These were community led and gave huge benefits to local communities, which the communities themselves chose. CLTs could increase the numbers of affordable housing and the CLTs would choose where, when and how they would be delivered. The Council's East Cambs Trading Company had provided such houses across the district with a planning application for 115 affordable houses at the Kennett site. This would be achieved through a secured loan, which would be paid in full with interest within 2 years, allowing the Combined Authority to re-use that money. The Combined Authority had also moved forward with a further £40 million loan to help build 550 Community Land Trust homes across the district.

A lot of new infrastructure had been delivered and there would be a focus on delivering more through a host of new projects. There had been a smooth

hand over of the waste service, though the Council had inherited a mess. This would improve and the new work force would be shown it was valued. The new waste service had already cleared 40 tons of fly-tips. Although Ely City Council had taken over tourism, this Council would approach tourism from a district-wide basis. Thanks were given to all the staff for being so efficient and innovative.

When put to the vote,

It was resolved:

That the progress made against the Corporate Priorities of the Council as detailed within the End of Year Council report 2017-2018 be noted.

31. **STATEMENT OF COMMUNITY INVOLVEMENT**

Council considered a report, T48 previously circulated, detailed a new Statement of Community Involvement (SCI)

The Strategic Planning Manager advised the Council a second version of the new SCI had been tabled, which highlighted the changes from the old version from 2015. Every Council had a legal requirement for a SCI and this set out how the Council would consult stakeholders on planning matters and explained how the public could get involved. The new SCI was similar to the previous version of 2015 but had a new section covering Neighbourhood Planning which included how the Council would assist parish councils. So the new SCI was essentially a refresh and an update.

Councillor Lorna Dupré thanked the officer for circulating the second version highlighting the amendments. With reference to Enforcement, who made the decisions? It was noted that the public had the right to speak on planning applications so this needed to be highlighted more.

Councillor Lis Every joined the meeting at this point.

It was resolved:

That an updated Statement of Community Involvement (SCI), as attached at Appendix A, be adopted.

32. **POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS REVIEW AND COMMUNITY GOVERNANCE REVIEW**

Council considered a report, T49 previously circulated, that set out the outcome of the Reviews.

The Chairman advised the Council that a revised recommendation had been tabled and circulated.

The Electoral Services Team Leader advised the Council that permission was being sought to agree to the final recommendations.

Councillor Anna Bailey thanked the officer for her hard work and stated that Mepal Parish Council would be very pleased with the outcome.

It was resolved:

- (i) That the Returning Officer's recommendations contained in the Polling Districts, Polling Places and Polling Stations Review (PDR) as set out in Appendix A be approved.
- (ii) That the final recommendations as set out in Appendix B, and making and publishing of the Community Governance Reorganisation Order 2018 be approved.

33. **RESOLUTION TO EXTEND 6 MONTH RULE – SECTION 85 LOCAL GOVERNMENT ACT 1972**

Council considered a report, T50 previously circulated, requesting an extension of the 6 month rule for Councillor Sue Austen, having regard for her absence from meetings.

The Chairman was happy to propose agreement to the recommendations and this was seconded by the Liberal Democrat Group Leader.

Councillor Anna Bailey sent her very best wishes to Councillor Austen for a full recovery. Her past attendance record had been very good and had only been interrupted by her ill health.

It was resolved:

That an extension of the 6 month rule for Councillor Sue Austen, on ill health grounds, for an additional 6 month period until the 22 February 2019 be approved and Council's best wishes be expressed to her for a speedy recovery.

34. **COMBINED AUTHORITY UPDATE REPORT**

The reports were received.

The meeting concluded at 6:54pm.

Appendix 8

AUDIT & GOVERNANCE COMMITTEE - Decision Summary

Meeting: 28th September 2018

<http://cambridgeshirepeterborough-ca.gov.uk/meetings/audit-and-governance-committee/?date=2018-09-28>

Chair: John Pye (Chair and Independent Person)

Summary of decisions taken at this meeting

Item	Topic	Decision [<i>None of the decisions below are key decisions</i>]
1.	Apologies and Declarations of Interests	Apologies were received from Cllr Anne Hay, substituted by Cllr Will Sutton and apologies from Cllr Chris Morris, substituted by Cllr Alan Sharp. Apologies received from Cllr Mac McGuire. No declarations of interest were made.
2.	Minutes of the meeting held on 20th July 2018	The minutes of the meeting held on the 20 th July 2018 were agreed as a correct record.
3.	Combined Authority Board Update	The Chairman invited the Interim Chief Finance Officer, Karl Fenlon to provide the committee with an overview of the Combined Authority activities. The following points were made:-

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		•There had been a lot of change at the Combined Authority, with the resignation of the Chief Executive Officer, appointment of new directors and new interim Chief Executives. •It had been recognised that there had been many interim members of staff and this was something the Combined Authority wanted to work on and get more permanent staff members appointed. •There was a new management team and a new interim staff structure which would allow the organisation to move forward, thinking carefully about how the organisation should operate in a new, fresh, innovative way. •There was work to be done on the Medium term Financial Plan to make it clearer in regard to the capital and revenue streams. •The new Business Board had been appointed this week which was a significant step forward. •In response to a questions and concerns raised about the internal review the committee were advised that the review was to help the organisation look forward. A lot of time had been spent trying to ensure that the correct compliance and governance arrangements were in place and moving forward the review would ensure that the right processes were in place and that the organisation had a structure that was appropriate for the future. •Officers felt that there were strong arrangements in place currently with the Board meeting monthly which was more than many other councils. The O&S committee met regularly and reviewed the Boards agenda each month and had

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		exercised its power of call in on two occasions. All governance arrangements that had been put in place had been brought to the Audit and Governance Committee for approval. •Part of the new interim CEO's roles would be to carry out the review and officers would feedback to the Board that the Audit Committee would like to be part of the review. •Governance structure was looked at as part of the internal audit and they had found that the processes in place were reasonable but that lots of areas needed to be embedded. •The Committee discussed that if they had concerns around governance arrangements they should request that internal audit investigate these concerns. The Interim Chief Executive Officer agreed that they would report back to the Audit and Governance Chair and the Overview and scrutiny Chair on the progress of the internal review and then if the two Chair's felt further action was required the matter would be brought back to the relevant committee. The Committee requested that a vigorous look at the governance areas previously flagged by the internal auditor be investigated for the committee to gain assurance and that a report be brought back to the November meeting.
4.	External Audit - Annual Audit Letter	The Committee received and noted the report from the external auditor which outlined the annual audit letter.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
5.	Treasury Management Mid Year Update	The Committee received the report which requested that the committee review the current performance against the prudential indicators included within the Treasury Management Strategy.
		The Committee requested that an update and a copy of the Medium Term Financial Plan approved by the Board in October be brought to the November meeting. The Committee agreed to note the emerging investment and capital strategy.
6.	Corporate Risk Register Review	The Committee received 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. The Committee requested that the Risk Register become a standing item on the agenda and that a better copy of the risk register would be produced for future meetings. The Committee requested that they receive a copy of the Business Board Risk register at each meeting as well. The Committee agreed to note the risk register.
		The Committee agreed to take items 7 and 8 together.
7 & 8.	Interim Governance Review of Business Board & Briefing on	The Committee received the reports from the Assurance Manager and the Deputy Section 151 Officer which outlined the governance arrangements that had been

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
	Governance of the Business Board	put in place since the Combined Authority took over the LEP and the new governance arrangements put in place for the Business Board. The Committee requested that an update of the governance for the Business Board be brought to the March meeting, in particular to consider how declarations of interest and member code of conduct was being dealt with. The Committee noted the reports.
9.	Internal Audit – Progress Report	The Committee received and noted the report which provided detail of the progress made in delivering the approved Audit Plan for 2018 / 2019.
10.	Adult Education Budget	The Committee received the report from the Skills Programme Manager which informed the Audit and Governance Committee of the AEB Devolution Programme. The Committee agreed to: a) note the Readiness Conditions submitted to the Department for Education in May 2018. b) note that the AEB Programme will be identified on the CPCA Risk Register c) note the inclusion of the AEB Programme audit on the CPCA Internal Audit plan d) note the timelines for delivery of the AEB Programme going forward.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
11.	Recruitment Processes	The Committee received the report from the Interim Chief Finance Officer which outlined the recruitment process followed for the appointment of Director for Strategy and Planning. The Committee requested that an information paper be brought to the next meeting to outline the new staffing structure and roles. The Committee requested that the Combined Authority follow best HR practice in regard to shortlisting practices in future. The Committee noted the report.
12.	Work Programme	The Committee received the report which provided the draft work programme for Audit and Governance Committee for the remainder of the 2018/19 municipal year.
13.	Date of Next Meeting	The Committee agreed the next meeting shall be held on November 30 th at East Cambs District Council.