

# **COUNCIL MEETING**

---

## **AGENDA**

---

**11th February 2020**

**Shire Hall  
Cambridge**

## **GUIDANCE NOTES FOR VISITORS - SHIRE HALL COMMITTEE ROOMS**

Please read these notes for your own safety.

The County Council will endeavour to ensure that you come to no harm whilst in our buildings, but **you** also have a responsibility to ensure that you do not put yourself or others at risk.

### **SECURITY**

All visitors must report to main reception to sign in and will be handed a visitor badge which must be worn at all times whilst in the building.

**Please do not forget to sign out at reception and return your badge when you leave. The visitor book is used as a register in case of emergency building evacuation.**

### **FIRE/EMERGENCY EVACUATION SIGNAL**

This is a continuously sounding alarm.

**If it sounds** - vacate the building immediately following the signs for emergency escape routes and fire exits. Go straight to the assembly point at the front of the building. (Notices with diagrams are available in each of the Committee Rooms.)

DO NOT STOP TO COLLECT PERSONAL BELONGINGS

DO NOT ATTEMPT TO USE THE LIFT

DO NOT RE-ENTER THE BUILDING UNTIL AUTHORISED TO DO SO

**If you see a fire** - activate the nearest emergency fire alarm or alert the nearest member of staff.

*[\*Please note that the alarm is tested every Wednesday morning.]*

### **FIRST AID**

If you feel unwell or need first aid, please contact main reception or the nearest member of staff.

### **DISABLED ACCESS**

Please contact the person named at the bottom of the Agenda for details.

### **FACILITIES FOR HEARING IMPAIRED**

The Council Chamber is fitted with a standard loop hearing system. The other Shire Hall Committee Rooms are fitted with an infra-red loop hearing system. Neckloop receivers for those who require assistance with their hearing in these rooms are available on loan from the Shire Hall main reception on the ground floor. Guidance on their use will be provided by reception staff.

### **TOILETS**

Access to visitors' toilets are from the corridor to the left of main reception [gentlemen] and disabled [unisex] and on the first floor landing [ladies].

### **SMOKING**

The Council operates a **NO SMOKING** policy in all areas of the Shire Hall site.

# CAMBRIDGESHIRE COUNTY COUNCIL

## NOTICE OF MEETING

The meeting of the County Council will be held at Shire Hall, Castle Hill, Cambridge on Tuesday 11th February 2020 at 10.30a.m.

---

### A G E N D A

---

Prayers led by the Reverend Nigel Uden, from the Downing Place United Reformed Church in Cambridge

Apologies for Absence

1. Minutes – 19th December 2019 (previously circulated)  
*[available at [County Council meeting 19/12/2019](#)]*
2. Chairman’s Announcements (oral)
3. Declarations of Interests (oral)  
  
*[Guidance for Councillors on declaring interests is available at <http://tinyurl.com/cc-conduct-code>]*
4. Public Question Time (oral)  
  
*To receive and respond to questions from members of the public in accordance with Council Procedure Rule 9.3.*
5. Petitions (oral)  
  
*To receive petitions from the public in accordance with Council Procedure Rule 9.4.*
6. Proposed Revisions to the Council’s Constitution (pages 5 -13)
7. Council’s Business Plan and Budget Proposals 2020-21 to 2024-25 (pages 14 - 29)

*Note: a copy of the report discussed by the General Purposes Committee on 28th January 2020 and the minutes of the meeting are available via the following link: [General Purposes Committee meeting 28/01/2020](#)*

8. Questions:

- (a) **Cambridgeshire and Peterborough Combined Authority and Overview and Scrutiny Committee** (pages 30 - 42)  
(Council Procedure Rule 9.1)
- (b) **Written Questions** (Council Procedure Rule 9.2) (oral)

To note responses to written questions from Councillors submitted under Council Procedure Rule 9.2.

Dated 3rd February 2020



Fiona McMillan  
Monitoring Officer

*The County Council is committed to open government and members of the public are welcome to attend this meeting. It supports the principle of transparency and encourages filming, recording and taking photographs at meetings that are open to the public. It also welcomes the use of social networking and micro-blogging websites (such as Twitter and Facebook) to communicate with people about what is happening, as it happens. These arrangements operate in accordance with a protocol agreed by the Chairman of the Council and political Group Leaders which can be accessed via the following link or made available on request:*  
<https://tinyurl.com/Filming-and-Recording>

*The Council cannot provide car parking on the Shire Hall site so you will need to use nearby public car parks. Details of other transport options are available on the Council's website at: <http://tinyurl.com/cc-carpark>*

*For more information about this meeting, including access arrangements and facilities for people with disabilities, please contact Michelle Rowe at the County Council's Democratic Services on Cambridge (01223) 699180 or by email at: [michelle.rowe@cambridgeshire.gov.uk](mailto:michelle.rowe@cambridgeshire.gov.uk)*

**PROPOSED REVISIONS TO THE COUNCIL'S CONSTITUTION**

**To:** Council

**Meeting Date:** 11th February 2020

**From:** Director of Governance and Legal Services and Monitoring Officer

**Electoral division(s):** All

**Purpose:** To consider proposed revisions to Part 3 and Part 4 of the Council's Constitution.

**Recommendation:** That full Council:

approves the amendments to the Constitution, as set out in Appendices 1 and 2, and the revised Contract Procedure Rules available at the following link [Constitution and Ethics Committee meeting 14/01/2020](#).

<b>Officer contact:</b>		<b>Member contact:</b>	
Name:	Michelle Rowe	Name:	Councillor Lis Every
Post:	Democratic Services Manager	Chairman:	Constitution and Ethics Committee
Email:	<a href="mailto:michelle.rowe@cambridgeshire.gov.uk">michelle.rowe@cambridgeshire.gov.uk</a>	Email:	<a href="mailto:lis.every@cambridgeshire.gov.uk">lis.every@cambridgeshire.gov.uk</a>
Tel:	01223 699180	Tel:	01223 706398 (office)

## 1. BACKGROUND

- 1.1 Part 3 of the Council's Constitution sets out the responsibility for functions as follows:

Part 3A – Responsibility for Functions  
Part 3B – Committees of Council  
Part 3C – Joint Committees  
Part 3D – Scheme of Delegation to Officers  
Part 3E – Shareholder Rights in LGSS Law Ltd.

- 1.2 Part 4 of the Council's Constitution sets out the responsibility for functions as follows:

Part 4-1 – Council Procedure Rules  
Part 4-2 – Access to Information Procedure Rules  
Part 4-3 – Budget and Policy Framework  
Part 4-4 – Procedure Rules for Committee and Sub-Committee Meetings  
Part 4-4a - Procedure for taking urgent decisions  
Part 4-5 - Financial and Contract Procedure Rules  
Part 4-5 - Annex 1 – Financial Regulations  
Part 4-5 - Annex 2 – Contract Procedure Rules  
Part 4-6 - Officer Employment Procedure Rules  
Part 4-7 – Decision Review Procedure Rules

## 2. MAIN ISSUES

### **Part 3 - Terms of Reference of General Purposes Committee**

- 2.1 General Purposes Committee has the following delegated authority from full Council:

<b>Delegated Authority</b>	<b>Delegation/condition</b>
Authority to lead the development of the Council's draft Business Plan (budget), to consider responses to consultation on it, and recommend a final draft for approval by Full Council	In consultation with relevant Service Committees

- 2.2 It is proposed to change this delegation to remove the words "recommend a final draft". Instead General Purposes Committee will inform the draft Business Plan to be submitted for approval by Full Council. Council will then be asked to balance the budget from within the total resources detailed in the report from General Purposes Committee. **Appendix 1** sets out the proposed changes to the Constitution with deletions in strikethrough and additions in bold.
- 2.3 Constitution and Ethics Committee considered this proposal at its meeting on 14 January 2020. Some Members expressed concern stating that it should be for General Purposes Committee to recommend a final draft for approval by Full Council. However, the proposed revision was agreed by the majority of the Committee.

### **Part 3 - Scheme of Delegation to Officers**

2.4 The Constitution contains one delegation to officers in consultation with Local Members as set out below:

<p>Authority to exercise, in accordance with the relevant policies of the authority and within the budget allocated for the purpose, the powers of the County Council regarding the following issues within the County's administrative boundary.</p> <ul style="list-style-type: none"><li>• For all districts except Cambridge City, authority to determine traffic regulation orders/statutory notices where the completion of the statutory consultation process results in objections, as per the relevant Highway, Road Traffic Regulation and Traffic Management legislation, with the exception of traffic regulation orders/statutory notices sought as part of a Greater Cambridge Partnership (formerly City Deal) Infrastructure scheme as defined in the Terms of Reference for Joint Development Control Committee for Cambridge Fringes</li></ul>	<p>Assistant Director, Highways in consultation with the Local Members for all districts, except Cambridge City.</p>
--	--

This is the only delegation to officers in consultation with Local Members set out in the Constitution. The only other time where Local Members may be involved is when a Committee delegates to an officer in consultation with the Local Member.

2.5 Policy and Service Committees will also on a regular basis delegate decisions to an officer in consultation with the Chairman/woman.

2.6 However, there is no reference in the Constitution to managing disputes when decisions are made. There may be occasions when a Local Member is reluctant to support the determination of a traffic regulation order in his/her Division for example.

2.7 It is therefore proposed to add clarification for managing such disputes in the Constitution. **Appendix 2** sets out the proposed changes with additions in bold.

2.8 Constitution and Ethics Committee considered this proposal at its meeting on 14 January 2020 and agreed it unanimously.

### **Part 4 – Contract Procedure Rules**

2.9 At its meeting on 14 January 2020, Constitution and Ethics Committee also considered a report which contained proposed changes to the Contract Procedure Rules (CPR). The Committee was advised by the Head of Procurement that procurement legislation, as well as legislation in areas that affected procurement, such as the General Data Protection Regulation, had been implemented since the previous update to the document. A number of case laws had also guided public procurement behaviour and therefore it had been decided to review the current rules and align them to these changes. A copy of the revised CPR with a summary of the key changes is available at the following link: [Constitution and Ethics Committee meeting 14/01/2020](#)

2.10 In recommending unanimously the amended CPR to Full Council for approval, the Committee noted that the Public Services (Social Value) Act 2012 required officers to have regard for the environmental well-being of the County while considering procurement, as laid out in section 9 of the CPR. One Member suggested that the wording used in the CPR should be stronger and more proactive in order to reflect the issue of climate change. The Head of Procurement acknowledged the proposal and assured Members that the authority was developing a tool kit to measure social value, which would be included in all procurement tender documents.

<b>Source Documents</b>	<b>Location</b>
<p>Constitution</p> <p>Agenda and minutes of Constitution and Ethics Committee – 14 January 2020</p>	<p><a href="https://www.cambridgeshire.gov.uk/council/council-structure/council-constitution/">https://www.cambridgeshire.gov.uk/council/council-structure/council-constitution/</a></p> <p><a href="#">Constitution and Ethics Committee meeting 14/01/2020</a></p>

**1. GENERAL PURPOSES COMMITTEE**

**Membership**

Fifteen members of the Council. Subject to proportionality, the Committee shall include the Chairman/woman of the Adults Committee, the Children and Young People Committee, the Economy and Environment Committee, the Health Committee, the Highways and Community Infrastructure Committee, the Commercial and Investment Committee, and the Communities and Partnership Committee. The Chairman/woman and Vice-Chairman/woman of the General Purposes Committee shall be appointed by Full Council and shall be, ex officio, the Council Leader and Deputy Council Leader.

**Summary of Functions**

The General Purposes Committee (GPC) is authorised by Full Council to co-ordinate the development ~~and recommendation~~ to Full Council of the Budget and Policy Framework, as described in Article 4 of the Constitution, including in-year adjustments.

In addition, the GPC is authorised to make decisions on the allocation of matters amongst committees where the function does not clearly fall within the remit of one particular committee.

The GPC has a number of specific functions including the following:

- Appointing members to a range of external bodies
- Oversight of ‘corporate’ or council-wide matters such as customer services unless reserved to Full Council.

<b>Delegated Authority</b>	<b>Delegation/ Condition</b>
In respect of the statutory and local plans, which form the Council’s Policy Framework, authority to lead the development of draft proposals, consider and recommend them for approval by Full Council	In consultation with relevant Service Committees
Authority to lead the development of the Council’s draft Business Plan (budget), to consider responses to consultation on it, <b>and inform the draft Business Plan to be submitted</b> <del>recommend a final draft</del> for approval by Full Council	In consultation with relevant Service Committees
Authority to recommend cross-cutting policies for approval by Full Council, e.g. the policy on Disclosure and Barring Service checks for councillors	
Authority for eight members of General Purposes Committee to initiate a review of a decision taken by a Policy and Service Committee by submitting a request for review to the Monitoring Officer or Chief Executive before the expiry of three full working days from the date on which the decision notice was published	

Delegated Authority	Delegation/ Condition
Authority to determine an appeal against any decision by or on behalf of the Authority except for those appeals whose determination falls with the remit of another committee, officer or panel of the Council.	
Authority to nominate representatives to Outside Bodies other than the Combined Authority, Greater Cambridge Partnership, Cambridgeshire and Peterborough Fire Authority, the County Councils Network Council and the Local Government Association	
Authority to determine the Council's involvement in and representation on County Advisory Groups. The Committee may add to, delete or vary any of these advisory groups, or change their composition or terms of reference	
Authority to review annual reports and inspection reports not within the remit of another committee	
Authority for monitoring and ensuring that Policy and Service Committees and the Cambridge City Joint Area Committee operate within the policy direction of the County Council and making any appropriate recommendations	
Authority for monitoring and reviewing the overall performance of the Council against its Business Plan	
Authority to determine the most appropriate committee for considering any matter which falls within the remit of more than one committee	
Authority to respond to any consultations within the remit of more than one committee as and when required	
Authority for managing those functions relating to elections and local democracy which are not reserved to Full Council	
<p>Authority for oversight, operation and review of 'corporate' services, for example:</p> <ul style="list-style-type: none"> <li>• the Council's internal and external communications policy and its implementation</li> <li>• Information Governance including but not limited to Data Protection and Freedom of Information</li> <li>• the Council's customer strategy and any matters dealt with by the Contact Centre, via digital channels or face-to-face</li> <li>• the Council's response to its equalities duties</li> <li>• the Council's Risk Management Strategy</li> <li>• the Council's Emergency Planning arrangements</li> </ul>	

<b>Delegated Authority</b>	<b>Delegation/ Condition</b>
<ul style="list-style-type: none"> <li>Authorising budget virement which is not covered within the limits of virement contained in the Council's financial rules, provided there is no change in the approved policy framework of the Council. Virement limits are set out in the Constitution in Part 3D (Scheme of Delegation to Officers) and Part 4 (Financial and Contract Procedure Rules)</li> </ul>	
<ul style="list-style-type: none"> <li>Authorising proposals which are not covered by the finance limits of the Executive and Corporate Directors' delegated powers contained in A3 – A7, as set out in the table at Paragraph 10 of Part 3D of the Constitution, provided there is no change in the Council's approved budget and policy framework</li> </ul>	
<ul style="list-style-type: none"> <li>Responsibility for the discharge of all functions and exercise of all powers of the County Council not expressly reserved to the Full Council or to any other part of the County Council by statute or by this Constitution</li> </ul>	

**Part 3D - SCHEME OF DELEGATION TO OFFICERS**

**1. Introduction**

This section describes the extent and nature of the authority delegated to officers to undertake functions on behalf of Cambridgeshire County Council. The delegations are made by either the Full Council or one of its committees.

**2. General Principles**

The Chief Executive and the Chief Officers, where they consider it necessary and expedient, may authorise officers within their respective service Directorates to undertake functions on their behalf. If such authorisations are made, the relevant Chief Officer shall prepare and maintain a written schedule of authorisations to be available for inspection by the Monitoring Officer and published on the Council's website.

Where an officer listed in this Scheme of Delegation is absent for any period, the Chief Executive may nominate in writing another officer to act in his/her place during their absence and shall make a record of all such nominations.

The Chairman/woman of the relevant committee may request an officer not to exercise their delegated power in any particular case and, if so, a report will be taken to the next available meeting of this committee for consideration.

Chief Officers shall agree with the Chairman/woman and Vice-Chairman/woman of the relevant committee the nature and level of information the committee requires regarding the exercise of officers' delegated powers.

Chief Officers shall exercise their delegated powers in accordance with any requirements of the Chief Executive.

**General Delegation**

The Chief Executive and Chief Officers/Directors are authorised to discharge all the functions of the authority within their areas of responsibility as defined below and subject to the General Conditions and Limitations set out below.

**Conditions Relating to the Exercise of Delegated Authority**

The exercise of functions delegated to officers under this scheme must comply with:

- i) any legal requirement or restriction
- ii) any relevant provision in the Council's Constitution
- iii) the Council's policy framework and any other plans and strategies approved by the Council
- iv) the relevant in-year budget
- v) the relevant officers' code of conduct
- vi) the Council's Financial and Contract Procedure Rules
- vii) the requirements of the Openness of Local Government Bodies Regulations 2014 and any supporting guidance
- viii) all other relevant policies, procedures, protocols and provisions.

## **Limitations to the Exercise of Delegated Powers**

Officers in the exercise of functions delegated by this scheme may not:

- i) make Key Decisions as defined in the relevant Council's Constitution unless it is specifically delegated to the officer. An officer making a Key Decision specifically delegated to him/her shall first consult with the Chairman/woman and Vice-Chairman/woman of the relevant committee before exercising such delegation.
- ii) change or contravene policies or strategies approved by the Council or its committees or joint committees in the absence of specific delegated authority to do so
- iii) create or approve new policies or strategies, in the absence of specific delegated authority to do so
- iv) take decisions to withdraw public services, in the absence of specific delegated authority to do so
- v) take decisions to significantly modify public services without consulting the appropriate committee chairman/woman and vice-chairman/woman before exercising the delegated power.

## **Consultation**

Where an officer takes a decision under delegated authority on a matter which has significant policy, service or operational implications or is known to be politically sensitive, the officer shall first consult with the appropriate committee chairman/woman and vice-chairman/woman before exercising the delegated powers.

**If the committee chairman/woman and vice-chairman/woman do not agree with the proposed officer decision, the decision will be taken to the next meeting of the committee for consideration.**

When exercising delegated powers, officers shall ensure that local Members are kept informed of matters affecting their divisions.

**If consultation involves a Local Member who does not agree with the proposed officer decision, the officer taking the decision will then consult the chairman/woman of the relevant committee to see if agreement can be reached. If agreement cannot be reached, the decision will be taken to the next meeting of the committee for consideration.**

**COUNCIL'S BUSINESS PLAN AND BUDGET PROPOSALS 2020-2021 TO 2024-25**

**To: Council**

**Meeting Date: 11th February 2020**

**From: Chief Executive and Chief Finance Officer**

**Electoral division(s): All**

**Purpose: (a) To advise Council of any amendments and changes made to the Business Plan subsequent to the General Purposes Committee meeting on 28 January 2020.**

***The amendments are in accordance with the appropriate delegations and do not alter the recommendations by the General Purposes Committee on 28 January 2020.***

**(b) To advise Full Council of the General Purposes Committee's consideration and recommendations on the Business Plan.**

**(c) To consider the Section 25 Statement from the Chief Finance Officer regarding the robustness of the budget proposals and position of the Council's reserves (given in Section 3).**

**Recommendation: General Purposes Committee recommends that Full Council:**

- 1. Approves the Service/Directorate budget allocations as set out in each Service/Directorate table in section 3 of the Business Plan.**
- 2. Gives consideration to a total county budget requirement and precept level**
- 3. Gives consideration to a Council Tax for each Band of property, based on the number of "Band D" equivalent properties notified to the County Council by the District Councils as set out in section 2, Table 6.4 of the Business Plan.**
- 4. Approves the Capital Strategy as set out in section 6 of the Business Plan including:**
  - Commitments from schemes already approved;**

- Expenditure on new schemes in 2020-21 shown in summary in section 2, Table 6.7 of the Business Plan.
5. Approves the Treasury Management Strategy as set out in Section 7 of the Business Plan, including:
    - i. The Council’s policy on the making of the Minimum Revenue Provision (MRP) for the repayment of debt, as required by the Local Authorities (Capital Finance & Accounting) (England) (Amendment) Regulations 2008.
    - ii. The Affordable Borrowing Limit for 2020- 21 (as required by the Local Government Act 2003).
    - iii. The Investment Strategy for 2020-21 as required by the Ministry of Housing, Communities and Local Government (MHCLG) revised Guidance on Local Government Investments issued in 2018, and the Prudential Indicators as set out in Appendix 3 of Section 7 of the Business Plan.
  6. Endorses the priorities and opportunities as set out in the Strategic Framework including the addition of the new priority – “Net Zero carbon emissions for Cambridgeshire by 2050”.
  7. Authorises the Chief Finance Officer, in consultation with the Leader of the Council, to make technical revisions to the Business Plan, including the foregoing recommendations to the County Council, so as to take into account any changes deemed appropriate, including updated information on District Council Tax Base and Collection Funds, Business Rates forecasts and Collection Funds and any grant changes.

<b><i>Officer contact:</i></b>	<b><i>Member contacts:</i></b>
Name: Chris Malyon	Names: Councillors Count & Hickford
Post: Chief Finance Officer	Post: Chair/Vice-Chair
Email: <a href="mailto:Chris.Malyon@cambridgeshire.gov.uk">Chris.Malyon@cambridgeshire.gov.uk</a>	Email: <a href="mailto:Steve.Count@cambridgeshire.gov.uk">Steve.Count@cambridgeshire.gov.uk</a> / <a href="mailto:Roger.Hickford@cambridgeshire.gov.uk">Roger.Hickford@cambridgeshire.gov.uk</a>
Tel: 01223 728595/699241	Tel: 01223 706398

## 1. BACKGROUND AND CONTEXT FOR BUSINESS PLANNING

- 1.1 The Council's Business Plan sets out how the Council plans to spend the resources it has at its disposal to achieve the vision and priorities that it has agreed for Cambridgeshire, and the outcomes it wants to achieve.
- 1.2 It is a statutory requirement under the Local Government Finance Act 1992 for the Council to approve a balanced budget "before 1 March in the financial year preceding that for which it is set". In doing so, the Council undertakes financial planning covering a five year timescale in order to align spending plans with the projected resources available and ensure that we recognise and provide for growth in demand for services. The budgets set out in this report are robust for 2020-21 given the information the Council has available at this point. The figures for 2021-22 and the three years after this are based on prudent assumptions and modelling but these will naturally become less accurate for projections looking further forward.
- 1.3 For 2020-21, Cambridgeshire will receive £604m of funding, excluding grants retained by its schools. The key sources of funding are local taxation (council tax and business rates), central Government grants and fees and charges income.
- 1.4 Council tax falls in to two elements. These are the core council tax that is used to support the delivery of all Council services, and the Adult Social Care precept which can only be used to support the delivery of social care services to adults. The assumptions upon which the Medium Term Financial Strategy (MTFS) financial forecasts are currently predicated are zero % general council tax increase and 2% adult social care precept increase for each year of the Business Plan.
- 1.5 Total expenditure for 2020-21 will be £608m. The costs of running the Council have risen by £40m (7.0%) as compared to 2019-20. This is primarily due to inflationary and demand pressures across service areas generally but especially in respect of Adult and Children's Social Care provision.
- 1.6 In light of the increasing costs and reducing funding, significant savings are required across the planning period. As shown in the table below, the savings/income target for 2020-21 is £22.4m with over £69m required over the next five years.

	2020-21 £'000	2021-22 £'000	2022-23 £'000	2023-24 £'000	2024-25 £'000	Total £'000
<b>Total Saving Requirement</b>	<b>22,424</b>	<b>13,138</b>	<b>10,531</b>	<b>12,244</b>	<b>11,417</b>	<b>69,754</b>

- 1.7 The above savings requirements are predicated on the following assumptions for raising Core Council tax and the Adult Social Care Precept. Further detail regarding the Council's options to increase Council tax is included in section 2.3.

Current MTFS assumption	% increase in Council tax	Value to Council	Band D increase
Core Council tax	0%	£0.0m	£0.00
Adult Social Care Precept	2%	£5.9m	£26.19

1.8 The Council declared a Climate Emergency in July 2019 and committed itself to developing mitigating actions in collaboration with our public and private sector partners. **Appendix 1** provides detail of how the 2020/21 budget addresses the Climate Emergency commitment and of the further work ongoing to improve the environmental sustainability of the Council's budget in future years.

## 2. OVERVIEW OF FINANCIAL POSITION AND UPDATES TO POSITION FROM JANUARY GENERAL PURPOSES COMMITTEE

2.1 The draft Business Plan was considered by General Purposes Committee (GPC) on 28 January 2020. The report to GPC highlighted that although more than £18m of savings/new income had been identified for 2020/21, a budget gap of £4.0m remained and substantial gaps were also projected in the latter four years of the plan, based on the latest information on budget pressures and the outcome of the provisional local government finance settlement.

2.2 The following transformation investments have been added to the business plan following their approval at the General Purposes Committee in January:

Business Planning Reference	Title	2020-21 investment (£'000)	2021-22 investment (£'000)
C/R.5.113	Demand Management in Special Educational Needs and Disability (SEND)	130	
C/R.5.114	To add capacity to the Financial Assessment Team to carry out client financial assessments in line with agreed client contribution proposals	153	64
<b>Total investment</b>		<b>283</b>	<b>64</b>

2.3 The table below provides a summary of the funding options available to Council to balance the remaining budget gap:

Option	20/21 Budget	Advantages	Disadvantages
Increase general council tax; maximum permitted increase of 1.99% without triggering a local referendum	£2.943m per % point	Increases the cash value of future tax and Adult Social Care (ASC) precepts.	Increases the tax burden on households
Redirect ongoing Minimum Revenue Position (MRP) benefit to balance budget deficit	£2.0m MRP top-up (reducing annually)	Closes 2020-21 gap	Does not improve overall position of the Council's finances and reduces the scope to fund future year's transformation investments.
Use of the Transformation Fund	£18m uncommitted balance	Closes 2020-21 gap	One off funding and therefore alternative resources will need to be found in future years

2.4 In light of the above recommendations from GPC, the Medium Term Financial Strategy has been updated to show the anticipated funding sources to deliver the expenditure budget. The table below shows an updated overview of the Council's budget for 2020/21.

	<b>2020-21 £000</b>
<b>Revised base budget</b>	<b>801,224</b>
Inflation	9,127
Demography	10,970
Pressures	14,671
Investments	7,935
Savings	-15,561
Change in reserves/one-off items	8,486
<b>Total budget</b>	<b>836,852</b>
<b>Less funding:</b>	
Business Rates plus Top-up	68,852
Revenue Support Grant	0
Dedicated Schools Grant	221,282
Unringfenced Grants (including schools)	35,139
Ring-fenced Grants	74,754
Fees & Charges	130,886
Surplus/deficit on collection fund	-3,111
Council Tax	305,021
<b>Total Funding</b>	<b>832,823</b>
<b>Remaining budget gap</b>	<b>4,029</b>

2.5 The table below shows the updated savings/income target for 2020/21 of £22.4m and the requirement and levels of identified and unidentified savings across the rest of the planning period.

**Fig 1 - Overall Funding Position**

	2020-21 £'000	2021-22 £'000	2022-23 £'000	2023-24 £'000	2024-25 £'000	Total £'000
<b>Total Saving Requirement</b>	<b>22,424</b>	<b>13,138</b>	<b>10,531</b>	<b>12,344</b>	<b>11,417</b>	<b>69,754</b>
Identified Savings	-11,532	-3,454	-1,222	-31	169*	<b>-16,070</b>
Identified additional Income Generation	-6,863	-4,848	-1,478	-1,403	-897	<b>-15,389</b>
<b>Residual Savings to be identified</b>	<b>4,029</b>	<b>4,836</b>	<b>7,831</b>	<b>10,910</b>	<b>10,689</b>	<b>38,295</b>

\*Positive figures represent a reversal of short term savings/investments from previous years

2.6 The Parliamentary debate on the 20-21 Settlement will not take place until after the deadline for papers to Full Council, and as such the final Local Government Finance Settlement has not been received in time for inclusion in this report. It is expected that the Ministry of Housing, Communities and Local Government (MHCLG) will make some revisions albeit these are normally relatively minor. In

addition, the statutory deadline for District Councils to provide Business Rates information is the 31st January; as such complete information was not available in time for inclusion in these papers. In light of this it is recommended that the Chief Finance Officer, in consultation with the Leader of the Council, is authorised to make technical revisions to the Business Plan so as to take into account any changes deemed appropriate resulting from the final Settlement.

### **3. LOCAL GOVERNMENT ACT 2003: SECTION 25 STATEMENT BY THE CHIEF FINANCE OFFICER**

- 3.1 The Local Government Act 2003 (Section 25) requires that when a local authority is agreeing its annual budget, and precept, the Chief Finance Officer must report to it on the following matters:
- the robustness of the estimates made for the purposes of the calculations; and
  - the adequacy of the proposed financial reserves.
- 3.2 Whilst the development of the 20/21 annual budget has been challenging and has contained some difficult choices regarding the allocation of resources, the spending review announcement in late autumn certainly reduced the severity of some of the financial challenges the Council was facing. The delay in the Comprehensive Spending Review (CSR) for a further year does however create a degree of uncertainty that it was hoped would have been removed by this point. The Council has made strong representations to Government for 'fairer funding' and we hope that this will be recognised when the detail of the CSR becomes clearer later this year. Our medium term forecasts are predicated on the status quo so any improvement arising from this will provide greater flexibility in the budget setting in future years.
- 3.3 This report sets out several options available to the Council for approving a balanced budget to Council for the 2020-21 financial year. The estimates that support this budget have used all the data and supporting information that the Council has at its disposal at this point in time. In spite of the challenges facing the Council the proposals are robust and set out how the increasing pressures and costs will be offset by a programme of work to increase efficiency, generate additional income and manage demand for our services. This programme is supported by business cases, delivery plans and, where required, by additional transformation investment.
- 3.4 The continued economic and population growth we are fostering, coupled with the increases in taxation rates available to the Council, will create an expansion of the base revenue funding available to the Council. However whilst the economic growth seen by the county is positive, it does bring with it additional demand for services which are not fully funded by increases in the council tax base. In 2020/21 Local Authorities will see the largest increases in Government funding for social care in a decade. Despite this, we anticipate that financial pressures within Adults and Older Peoples Services will exceed the additional grant funding allocated. The Council has made significant representations to Government in order to ensure that councils like Cambridgeshire are appropriately resourced. We continue to await the outcome of the Fair Funding Review and reforms to the Business Rates Retention System and as such our medium term funding projections are subject to considerable uncertainty. We have therefore made

prudent estimates of available funding in future years including plans to maximise locally generated income and efficiency savings where possible to reduce reliance on Government funding.

- 3.5 Delivering a balanced outturn for 2020-21 is not without its challenges. As the budget has become leaner over several challenging budgets cycles, dealing with pressures and exceptions often arising from non-predictable factors beyond the Council's control becomes increasingly difficult. We have seen within the current year that both demand levels and unit costs across service user groups have continued to increase, often at rates higher than previously modelled. We continue to work closely with local communities to support increased resilience and independence and with our service providers to help address the challenges of an increasingly stretched social care market.
- 3.6 The General Reserve is specifically held to mitigate against any in-year pressures beyond those that have been built into the Business Plan. Seven years ago the Council agreed a policy that the General Reserve should be held at no less than 3% of gross non-school spending to cover any such incidents. This currently equates to a figure of £17.3m. When the Council agreed to increase the General Reserve to 3% of gross non-school expenditure it did so in the context of a risk assessment that reviewed key areas of spend and the likelihood of significant budget variations in those areas. These risks are reviewed as part of the business planning process but they remain largely consistent. It is therefore the Chief Finance Officer's opinion that the level of the General Reserve should remain at 3%. As a consequence, any known draw on this Reserve that takes it below this threshold should be balanced with a contribution from within the base budget for the following financial year.
- 3.7 We are currently projecting to end 2019-20 with an ongoing overspend position of £1.0m which has had to be accounted for within the 2020-21 savings requirement. In this context, although we have developed an impressive portfolio of savings, efficiencies, and income proposals and have financing options at our disposal which will enable a balanced budget to be set in 2020-21, we should not underestimate the risks in delivering a balanced outturn for the year.
- 3.8 Proposals developed for the later years of the business planning period represent the continuation of this programme of transformation and are considered deliverable based on the information available at this time. However, as we might expect, the level of detail in some of the proposals for 2021-22 onwards is not as full as it is for the coming financial year. It should also be noted that there are remaining levels of unidentified savings in the later years of the plan which will need to be addressed through the development of further proposals. Officers continue to work on the identification of additional savings and efficiencies that will improve the overall financial position of the Council and these will be fed into the 21/22 Business Planning process that starts almost immediately after this budget has been approved.

### 3.9 In summary therefore:

- The Business Plan for consideration has been developed using a wide range of data and assumptions that have been highlighted during the business planning process.
- Council have a number of options available to them in order to set a balanced budget for 2020/21.
- The Business Plan contains a number of stretch targets that will be challenging to deliver – but are based on assumptions that are credible.
- The General Reserve is maintained at a level that is appropriate to manage the risks of non-delivery without being excessive.
- The Council will continue to use all avenues to seek a positive outcome from the forthcoming Comprehensive Spending Review but it has been relatively prudent in the medium term assumptions of the outcomes of this process in the MTFs.
- The future years of the MTFs have further budget gaps that are becoming increasingly more difficult to bridge without impacting on services.
- The Council must be mindful of the medium term implications when considering the options it has at its disposal for the 2020/21 budget.

## 4. ALIGNMENT WITH CORPORATE PRIORITIES

4.1 The Business Plan's purpose is to consider and deliver the Authority's vision and priorities as set out in the strategic framework which forms section 1 of the Business Plan.

### 4.2 **A good quality of life for everyone**

The impact of the proposals on our ability to support and protect vulnerable people is provided for each key proposal within the business cases and Community Impact Assessments.

### 4.3 **Thriving places for people to live**

There are no significant implication for this priority

### 4.4 **The best start for Cambridgeshire's children**

The impact of the proposals on our ability to ensure that the children of Cambridgeshire have the best start in life are detailed in the business cases presented to the Children & Young People Committee.

## 5. SIGNIFICANT IMPLICATIONS

### 5.1 **Resource Implications**

This report and the Full Business Plan outlines the overall resource position for the Council over the business planning cycle 2020-25. In particular the financial tables show the budget allocation, savings plans and proposals and The Medium Term Financial Strategy provides an overview of the Council's approach in the wider economic context.

### 5.2 **Procurement/Contractual/Council Contract Procedure Rules Implications**

The implications for procurement and contracting are described in the individual business cases which form section 4 of the Business Plan.

### 5.3 **Statutory, Legal and Risk implications**

The proposals set out in this report respond to the statutory duty on the Local Authority to deliver a balanced budget. Business planning proposals will inevitably carry statutory, risk and legal implications. These are addressed alongside each proposal where appropriate, and also in more detail at service committee meetings. More generally, it is recognised that the Council requires significant transformation of its services, in collaboration with partners, in order to meet the challenges ahead. There is significant risk if that transformation is not achieved.

Effective risk management is a fundamental requirement for the treasury management function, and this theme runs clearly throughout the Treasury Management in Public Services: Code of Practice and Cross-Sectorial Guidance Notes. The Council's Treasury Management Policy, Treasury Management Practices (TMPs) and Schedules, and Treasury Management Strategy for 2020-21 outline the ways in which treasury management risk will be determined, managed and controlled.

The Council is obliged to carry out its treasury management activities in line with statutory requirements and associated regulations and professional guidance

### 5.4 **Equality and Diversity Implications**

The Community Impact Assessments which form part of the business cases describe the impact of each proposal, in particular any disproportionate impact on vulnerable, minority and protected groups.

### 5.5 **Engagement and Communications Implications**

Our Business Planning proposals are informed by the CCC public consultation on the Business Plan which has included a wide range of partners throughout the process as set out in the report. The Consultation process forms section 5 of the Business Plan.

Community Impact Assessments (CIAs) for the savings proposals form part of the business cases which are in section 4 of the Business Plan. Where appropriate these have been developed based on consultation with service users and stakeholders.

### 5.6 **Localism and Local Member Involvement**

As the proposals developed we have had detailed conversations with Members about the impact of the proposals on their localities. We are working with Members on materials which will help them have conversations with Parish Councils, local residents, the voluntary sector and other groups about where they can make an impact and support us to mitigate the impact of budget reductions.

### 5.7 **Public Health Implications**

All implications are identified within the Business Cases and CIAs in section 4 of the Business Plan.

<b>Implications</b>	<b>Officer Clearance</b>
<b>Have the resource implications been cleared by Finance?</b>	Yes Chris Malyon
<b>Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by the LGSS Head of Procurement?</b>	Yes Gus De Silva
<b>Has the impact on Statutory, Legal and Risk implications been cleared by the Monitoring Officer or LGSS Law?</b>	Yes Fiona McMillan
<b>Are there any Equality and Diversity implications?</b>	Covered in individual business cases (Business Plan section 4)
<b>Have any engagement and communication implications been cleared by Communications?</b>	Yes Christine Birchall
<b>Are there any Localism and Local Member involvement issues?</b>	Covered in individual business cases (Business Plan section 4)
<b>Have any Public Health implications been cleared by Public Health</b>	Yes Liz Robin
<b>Source Documents</b>	<b>Location</b>
General Purposes Committee Business Plan Report of 28 January 2020	<a href="#">General Purposes Committee meeting 28/01/2020</a>

# Business Plan Contents:

- SECTION 1 - Strategic Framework
- SECTION 2 - Medium Term Financial Strategy
- SECTION 3 - Finance Tables
- SECTION 4 - Business Cases
- SECTION 5 - Consultation
- SECTION 6 - Capital Strategy
- SECTION 7 - Treasury Management Strategy

*A copy of the Business Plan has been circulated to all Members and is available at the following link:*  
[General Purposes Committee meeting 28/01/2020](#)

## **APPENDIX 1**

### **Reminder of Cllr David Jenkins' Motion to Council**

---

- The motion passed by Council at its July 2019 meeting in which it recognised the Climate Emergency and committed itself to actions to address it; and
- The Council's obligation to deliver a balanced budget for 2020/21 which enables it to deliver its statutory obligations and which is consistent with its policies and strategic objectives.

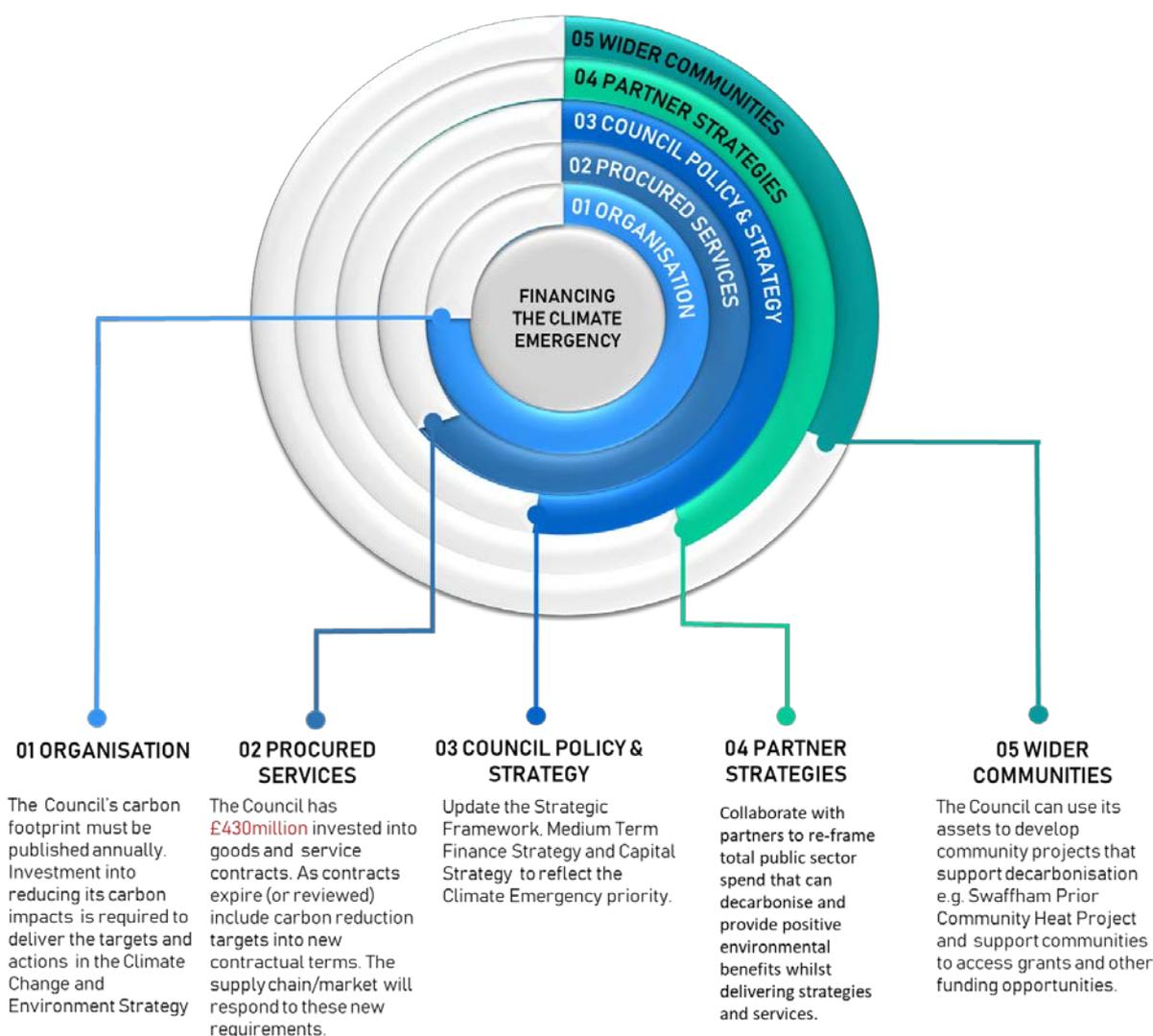
The Council therefore asked the Chief Executive, within the budget setting process, to:

- Deliver a commentary which explains how the 2020/21 budget addresses its Climate Emergency commitment.
- 

### **How does the 2020/21 budget address the Council's Climate Emergency commitment?**

#### **1. BACKGROUND AND CONTEXT**

- 1.1 The Draft Climate Change and Environment Strategy focusses both on the services which are directly under the Council's control and those provided by the wider public sector which the Council can influence through its strategies and policies. To address the Climate Emergency, the Council must consider how its budget can deliver carbon reductions on its organisational carbon footprint and how it interacts with other organisations to facilitate the delivery of decarbonised public services across the County, to provide a framework that over time delivers the Climate Change and Environment Strategy and government's net-zero carbon target for 2050.



## 2. PROPOSED METHODOLOGY FOR TACKLING THE CLIMATE EMERGENCY

### 2.1 ORGANISATION

The Council has direct control over its organisational carbon footprint (Scope 1 and 2). This has been calculated as 7,711 tonnes of CO<sub>2</sub> equivalent (CO<sub>2</sub>e) emissions per annum and is 8% of the total emissions calculated for the Council's carbon footprint. Scope 1 and 2 covers direct emissions from buildings and transport and for purchased electricity. The target is to reduce this by 50% by 2023 and the intention is to take all buildings owned and occupied by the Council off fossil fuels (currently listed as 69) and to replace all fleet cars and vans with electric vehicles by 2025. The investment estimate for shifting our buildings off fossil fuels and improving energy efficiency is currently being quantified.

During 2021 it is expected that the investment model will be 'invest to save' and funding allocations will be included in the MTFs to support reductions in the Council's carbon footprint. Currently the Council has a £1million fund to invest in

improving the energy efficiency of Council buildings which is in its fourth year of operation. 2020/21 will be the final year for the fund and the balance to be invested is £336,430. At this stage further work needs to be done to quantify any new fund and the level of funding required.

Further collaboration with CUSPE researchers is needed to develop and test new business case templates for revenue and capital projects. These will need to explicitly include carbon and whole life cycle costings and be tested on a range of different projects to understand the approach and any unintended consequences before launching the templates more widely.

## **2.2 PROCURED SERVICES**

Approximately 66% of the Council's 2020/21 gross budget, a total of over £430m, will be spent on procured goods and services to fulfil statutory duties and other responsibilities. This expenditure is currently estimated to account for 92% of the Council's carbon footprint (or 95,186 tonnes gross per annum) and this proportion is likely to increase as unknown CO<sub>2</sub>e data from purchased goods and services is scoped and calculated to add to the carbon footprint. This additional CO<sub>2</sub>e is estimated to be up to 200,000 tonnes per annum and it is therefore crucial that the Council gathers further data in order to accurately assess and manage down its carbon footprint.

The Council's suppliers also have a role to play in designing their service offers to minimise their carbon footprints. It is suggested that the Council requires all new procurements or contracts (e.g. farming tenancies) to set a baseline carbon footprint using the Government's GHG protocol, and describe measures to reduce carbon emissions by 50.4% by 2030. This policy will incentivise the Council's suppliers to mobilise and invest in these changes. It is anticipated that some of the change measures will include switching from petrol to electric cars and that the initial upfront capital cost for this will be offset by cheaper ongoing operational costs. There may be other aspects of service delivery such as care home provision or electricity purchasing that suppliers will need to adapt to address emissions but carbon reduction may also be prompted by stronger environmental regulations.

Examples of work currently ongoing to address our carbon footprint is our work on the schools energy programme. £11million has been invested across 55 schools to date, both maintained and academy schools, reducing carbon emissions by 3,314 tonnes of CO<sub>2</sub>e per annum. A loan facility for schools up to £20million has been agreed and more work with schools planned. In addition, the County Council has supported the development of a £56million pipeline of projects between now and 2023/24 to tackle carbon emissions from buildings, generate renewable energy for local consumption and to support electric vehicle charging.

Moving forward further collaborations are needed with CUSPE researchers to develop the carbon footprint methodology for purchased goods and services to improve data quality for scope 3 emissions. Further work will also be required around the Council's procurement practices to identify how to include carbon targets as a

criteria for new procurements and contracts to deliver a 50.4% reduction in carbon emissions from the supply chain by 2030.

### **2.3 THE COUNCIL'S POLICIES AND STRATEGIES**

The business plan comprises the Strategic Framework, Medium Term Financial Strategy, Treasury Management Strategy and the Capital Strategy. All of these documents have been updated for 2020/21 to provide detail of the Council's approach to tackling the Climate Emergency and to drive future investment to reduce carbon emissions, adapt to climate change and protect our environment.

### **2.4 PARTNER STRATEGIES**

The Council has the opportunity to lead efforts to decarbonise by collaborating with partners and re-framing and aligning public sector spend – this could have the biggest impact on Climate Change and our environment quickly. For example, “Think Communities” is joining up services across partner organisations to focus on specific places and communities that we serve. Re-framing the total public sector spend across all partners to also deliver decarbonisation or environmental benefits, will promote more powerful change than simply one organisation refocussing its spend in isolation. Think Communities is working with partners to align budgets, procurements and spend across different public services to provide a joined up approach to service provision – this model could be extended to include decarbonisation, providing a faster and deeper response to the Climate Emergency.

Moving forward, consideration will be given as how to align the Climate Change and Environment Emergency priorities with the ‘Think Communities framework’ to achieve net zero carbon by 2050 across our communities.

### **2.5 WIDER COMMUNITIES**

The Council has a significant portfolio of land assets. It is identified in the Council's Corporate Energy Strategy how the Council can use its land assets to benefit the community either through attracting investment into clean energy infrastructure or its land, or using its land to support community energy projects that will reduce Cambridgeshire's carbon footprint. For example, Swaffham Prior Community Heat Project aims to take the village off oil using County land to host and invest in an energy centre. A joint venture company owned by the Community Land Trust and the County Council is being scoped and the investment grade proposal for the design, construction and operation of the scheme is under development. With 10,000 homes dependent on oil in the County, we are keen to develop a blueprint for replication with and by other villages. The County is supporting this process through accessing grants for the community, using its networks to convene professional teams and, where land is available, co-invest in projects. To date, the Council has committed £95,700 match funding to the Swaffham Prior project and drawn down £382,300 in grants to support its development from Government and the CPCA.

Another example of innovation is the St.Ives Park and Ride project. This is a new business model developed as a result of high connection costs to the local distribution network making small and medium sized projects unviable in Cambridgeshire. The Council has invested £182k into the project development to date, is seeking a £1.8million grant from MHCLG, and will invest a total of £1.8million into a project that offers EV charging, generates clean energy, battery storage and clean energy for the local economy.



**Agenda Item No.8(a)**

**Cambridgeshire & Peterborough Combined Authority**

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

<b>Meeting</b>	<b>Dates of Meeting</b>	<b>Representative</b>
<b>Overview and Scrutiny Committee</b>	<b>27th January 2020</b> <i>(To Follow)</i>	<b>Councillor D Connor</b> <b>Councillor J Scutt</b>
<b>Combined Authority Board</b>	<b>29th January 2020</b>	<b>Councillor S Count</b> <i>(Councillor R Hickford substituted for Councillor Count at this meeting)</i>

**The above meetings have taken place in January 2020.**

**Overview and Scrutiny Committee – Monday 27th January 2020**

The Overview and Scrutiny Committee met on 27th January 2020, the decision summary is to follow.

**Combined Authority Board – Wednesday 29th January 2020**

The Combined Authority Board met on 29th January 2020, the decision summary is attached as **Appendix 1**.

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



## CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY BOARD - Decision Summary

Meeting: 29th January 2020

Agenda/Minutes: [Cambridgeshire and Peterborough Combined Authority Board - 29th January 2020](#)

Item	Topic	Decision
<b>Part 1 – Governance Items</b>		
1.1	Announcements, Apologies and Declarations of Interest	<p>Apologies were received from Councillors S Count (substituted by Councillor R Hickford) and R Fuller (substituted by Councillor J Neish).</p> <p>The following declarations of interest were made:</p> <p><u>Item 3.1.1: £100m Affordable Housing Programme (Non-Grant) Proposed Acquisition – Hunts</u></p> <p>Mayor James Palmer declared a non-statutory disclosable interest as a director of Angle Developments (East) Ltd. The Mayor did not take part in discussion of the report and did not vote.</p> <p><u>Item 3.1.2: £100m Affordable Housing Programme (Non-Grant) Proposed Acquisition – Fenland</u></p>

		<p>Mayor James Palmer declared a non-statutory disclosable interest as a director of Angle Developments (East) Ltd. The Mayor did not take part in discussion of the report and did not vote.</p> <p><u>Item 5.1: University of Peterborough Outline Business Case Phase 1</u> Councillor John Holdich declared a non-statutory disclosable interest as the Leader of Peterborough City Council. Following advice from the Monitoring Officer Councillor Holdich did speak and vote on the item.</p> <p><u>Item 6.1: For approval as Accountable Body: Local Growth Fund Project Proposals January 2020</u></p> <p>Austen Adams declared a disclosable pecuniary interest as the managing director of Stainless Metalcraft (Chatteris) Ltd. Mr Adams did not take part in discussion of the report and did not vote.</p>
1.2	Minutes – 27 November 2019	The minutes of the meeting on 27 November 2019 were confirmed as an accurate record and signed by the Mayor.
1.3	Petitions	None received.
1.4	Public Questions	Nine public questions were received. A copy of the questions is published at the following link - <a href="#">Combined Authority: Public Questions</a>
-	A605 Kings Dyke Level Crossing Closure	<p>The Board considered a report requesting agreement for Cambridgeshire County Council’s revised timeline for completion of the King’s Dyke Level Crossing Closure scheme of late 2022.</p> <p>It was resolved to:</p> <p>Agree Cambridgeshire County Council’s revised timeline for completion of the King’s Dyke Level Crossing Closure scheme of late 2022.</p>

1.5	Forward Plan – January 2020	It was resolved to approve the Forward Plan published on 17 January 2020 and the addition to the Forward Plan KD2020/023: A605 Kings Dyke Level Crossing Closure published on 27 January 2020 under special urgency arrangements.
1.6	Membership of the Combined Authority Board and Appointment of the Lead Member for Housing and Chair of the Housing and Communities Committee	<p>The Board considered a report requesting consideration of Huntingdonshire District Council’s revised nominations for Members and substitutes on the Combined Authority’s Executive Committees. The report also requested that the Board note Councillor Ray Bisby’s membership on the Board as a co-opted member with no substitute.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Note and agree the nominations for membership of the Executive Committees, Chairs and Lead Members for the remainder of the 2019/20 municipal year, as set out in Appendix 1.</li> <li>b) Note that Councillor Ray Bisby has been appointed as the acting Police and Crime Commissioner for Cambridgeshire and Peterborough and is now a co-opted member of the Combined Authority Board.</li> </ul>
1.7	Review of the Corporate Risk Management Strategy	<p>The Board considered a report recommending the adoption of the proposed revised Corporate Risk Management Strategy.</p> <p>It was resolved to:</p> <p style="text-align: center;">Adopt the proposed revised Risk Management Strategy [Appendix 2].</p>

1.8	Review of the Data Protection Policy	<p>The Board considered a report recommending the adoption of the proposed revised Data Protection Policy.</p> <p>It was resolved to:</p> <p style="text-align: center;">Adopt the revised Data Protection Policy [Appendix 2]</p>
1.9	Performance Reporting	<p>The Board considered a report providing the first of the new performance reporting updates for January.</p> <p>It was resolved to:</p> <p style="text-align: center;">Note the January Delivery Dashboard</p>
<b>Part 2 – Finance</b>		
2.1	Mayor’s Budget 2020-21	<p>The Board considered a report requesting approval of the Mayor’s draft budget for 2020/21.</p> <p>It was resolved to:</p> <p style="text-align: center;">Approve the Mayor’s draft budget for 2020/21.</p>
2.2	Combined Authority Business Plan 2020-21	<p>The Board considered a report recommending the adoption of the 2020/21 Business Plan.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Review the draft 2020-21 Combined Authority Business Plan attached at Appendix 1 and consider any appropriate amendments.</li> <li>b) Delegate to the Chief Executive the authority to finalise the Business Plan for publication in the light of the view of the Combined Authority Board.</li> </ul>

2.3	Budget Monitor Update	<p>The Board considered a report providing an update on the 2019/20 financial position as at the 30th November 2019 and recommending approval of a virement between two capital budget lines.</p> <p>It was resolved to:</p> <p style="text-align: center;">Note the updated financial position of the Combined Authority for the year.</p>
<b>Part 3 - Combined Authority Decisions</b>		
3.1.1	£100m Affordable Housing Programme (Non-Grant) Proposed Acquisition – Huntingdonshire	<p>The Board considered a report seeking approval for the grant of a loan to Angle Developments (East) Ltd to enable the acquisition of an approximately 1.5 acre (0.6Ha) freehold residential development site in Huntingdonshire.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Approve the lending of a sum of £1,400,000 from the Combined Authority to Angle Developments (East) Ltd to enable the acquisition and progression of a revised planning application on a site in Huntingdonshire (comprising £900,000 to acquire the site and £500,000 in costs). Heads of terms for the acquisition are detailed in the Business Case at Exempt Appendix 1. The purchase will be conditional on satisfactory investigation and pricing of land contamination being within the £300,000 allowance provided for in the business case.</li> <li>b) Grant delegated authority to the Development Manager Housing and Development, in consultation with the Deputy Monitoring Officer and the Lead Member for Investment and Finance, to conclude any necessary documentation to complete the loan with Angle Developments (East) Ltd.</li> </ul>
3.1.2	£100m Affordable Housing Programme – Non-Grant – Fenland	<p>The Board considered a report seeking approval for the grant of a loan to Angle Developments (East) Ltd to enable the acquisition of an approximately 2.7 acre (1.1 Ha) freehold residential development site in Fenland.</p>

		<p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Approve the lending of a sum of £1,290,000 from the Combined Authority to Angle Developments (East) Ltd to enable the acquisition and progression of a revised planning application on a site in Fenland (comprising £790,000 to acquire the site and £500,000 in costs). Heads of terms for the acquisition are detailed in the Business Case at exempt Appendix 1.</li> <li>b) Grant delegated authority to the Housing Development Manager, in consultation with the Deputy Monitoring Officer and the Portfolio Holder for Investment and Finance, to conclude any necessary legal documentation to complete the loan with Angle Developments (East) Ltd.</li> </ul>
3.2	£100k Homes Business Case	<p>The Board considered a report requesting approval of the £100k Homes Business Case.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Approve the Business Case detailed in Appendix 1; and</li> <li>b) Authorise the Monitoring Officer to amend the terms of reference of the Housing &amp; Communities Committee to include the responsibility for adopting the £100k Homes Allocations Policy.</li> </ul>
3.3	Market Towns Programme – Approval of Masterplans for Fenland	<p>The Board considered a report requesting approval of the four Growing Fenland masterplans produced for the towns of March, Wisbech, Chatteris and Whittlesey.</p> <p>It was resolved to;</p> <ul style="list-style-type: none"> <li>a) Approve the four Growing Fenland market town masterplans produced for March, Wisbech, Chatteris and Whittlesey.</li> </ul>

		b) Note the Overarching Growing Fenland Strategic Report for the Fenland district (referenced in paragraphs 2.21 – 2.25).
<b>By Recommendation to the Combined Authority</b>		
<b>Part 4 – Transport &amp; Infrastructure Committee Recommendations to the Combined Authority</b>		
4.1	Local Transport Plan	<p>The Board considered a report requesting approval of the Local Transport Plan.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Note the Public Consultation Report and Final Local Transport Plan;</li> <li>b) Approve the Local Transport Plan.</li> </ul>
4.2	Cambridge Autonomous Metro (CAM) Core Outline Business Case – Public Consultation	<p>The Board considered a report seeking authorisation for an initial non-statutory public consultation in the early part of the New Year to inform the CAM programme Outline Business Case, in line with the requirements of the government’s transport appraisal requirements guidance.</p> <p>It was resolved to:</p> <p style="text-align: center;">Agree that a non-statutory public consultation on the CAM should be undertaken in the early part of the New Year.</p>
4.3	Cambridge Autonomous Metro (CAM) Programme - Regional Arms Strategic Outline Business Case (SOBC) Tender Document.	<p>The Board considered a report seeking approval for a £100,000 drawn from uncommitted contingency within the CAM Outline Business Case project budget to fund the early development of the CAM Regional Arms Strategic Outline Business Case tender document.</p> <p>It was resolved to:</p> <p style="text-align: center;">Approve early development of the CAM regional arms SOBC tender documents as part of the wider CAM programme and for £100,000 to be</p>

		utilised from uncommitted contingency within the current 19/20 CAM OBC budget to fund the early development of these documents.
4.4	Delegation of Passenger Transport Powers and the Transport Levy 2020-21	<p>The Board considered a report requesting approval for the 2020-21 Transport Levy and Transport Delegations.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Approve the delegation of the role of Travel Concessionaire Authority and other powers set out in paragraph 2.8 of the appendix, to Cambridgeshire County Council (CCC) and Peterborough City Council (PCC) for the 2020/21 financial year</li> <li>b) Approve the amount and apportionment of the Transport Levy (2020/21 financial year) as set below:</li> </ul> <p>Peterborough City Council: £3,849,906 Cambridgeshire County Council: £8,497,733</p>
<p><b>By Recommendation to the Combined Authority</b>  <b>Part 5 – Skills Committee Recommendations to the Combined Authority</b></p>		
5.1	University of Peterborough Outline Business Case – Phase 1	<p>The Board considered a report seeking approval of the adoption of the Outline Business Case for the new University of Peterborough whilst approving the preferred option. Approval was also sought to give delegated authority to the Director of Business and Skills to enter into negotiations with Peterborough City Council to agree the Subscription Agreement.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a) Approve the preferred option as part of an Options Appraisal and adopt the Outline Business Case for the new University of Peterborough as a</li> </ul>

		<p>Combined Authority priority and key element of the Local Industrial Strategy and Skills Strategy;</p> <p>b) Approve the development of a Subscription Agreement between the Combined Authority and Peterborough City Council for the capital investment into the development of Phase 1 and the land required and delegate to the Director of Business and Skills, in consultation with the Lead Member for Skills, the Chief Financial Officer and the Monitoring Officer, authority to negotiate and complete the Subscription Agreement;</p> <p>c) Approve the commitment to invest the £12.3M capital budget into the Phase 1 build and draw down the funding to mobilise the activities and milestones identified within the Outline Business Case to achieve the target of opening the University in September 2022 to 2000 students.</p>
<p><b>By Recommendation to the Combined Authority</b>  <b>Part 6 – Business Board Recommendations to the Combined Authority</b></p>		
6.1	For approval as Accountable Body – Local Growth Fund Project Proposals January 2020	<p>The Board considered a report requesting approval of the Local Growth Fund Project Proposals, January 2020.</p> <p>It was resolved to:</p> <p>a. Approve funding for the projects ranked 1, 2, 4, 5, 6, 7, 8, 9, 12 and 14 in the table at paragraph 2.8 below based on achieving highest scoring criteria and external evaluation recommendation.</p> <p>b. Approve a revised grant funding offer for the project ranked 11 in the table at paragraph 2.8 of £2,400,000.</p> <p>c. Approve a revised grant funding offer for the project ranked 13 in the table at paragraph 2.8 of £1,400,000.</p>

		<p>d. Reject project ranked 15 in the table at paragraph 2.8 in the report.</p> <p>e) Decline projects ranked 3 and 16 in the table at paragraph 2.8 based on the scoring criteria for project 16 as this is the lowest scored project and the external evaluation recommendation on project 3.</p> <p>f) Delegate authority to the Director of Business and Skills, in consultation with the Lead Member for Investment and Finance, to approve project ranked 10 upon completion of satisfactory renegotiation of the management fee proposed and due diligence.</p>
6.2	For approval as Accountable Body –Local Growth Fund Programme Management January 2020	<p>The Board considered a report providing an update on the programme’s performance since April 2015 for the Local Growth Fund (LGF) and operational updates on LGF progress to 31st December 2019.</p> <p>It was resolved to:</p> <p>a) Note the programme updates outlined in this paper to the Combined Authority Board.</p> <p>b) Note the submission of the Growth Deal monitoring report to Government to end Q2 2019/20.</p>
6.3	Monitoring and Evaluation Plan	<p>The Board considered a report presenting the draft Monitoring and Evaluation Plan for Local Growth Funding and seeking agreement to it being incorporated into the Combined Authority’s Monitoring and Evaluation Framework.</p> <p>It was resolved to:</p> <p>a) Approve the incorporation of the proposed Local Growth Fund Monitoring &amp; Evaluation Plan into the Monitoring and Evaluation Framework and to</p>

		<p>grant the Monitoring Officer delegated authority to make any consequential amendments required to the Monitoring and Evaluation Framework.</p> <p>b) Note the resource implications for effective Monitoring &amp; Evaluation to be delivered.</p>
6.4	Eastern Agri-Tech Growth Initiative Funding Review	<p>The Board considered a report requesting approval for a reduction in funding of £3.5million currently allocated from Local Growth Fund to the Eastern Agri-Tech Growth Initiative.</p> <p>It was resolved to:</p> <p>Approve a reduction in the Local Growth Fund allocated to the Eastern Agri-Tech Growth Initiative scheme of £3.5m.</p>
6.5	Small Business Capital Grant Scheme Funding Allocation	<p>The Board considered a report requesting approval of the revised allocation of £9million to the Small Business Capital Growth Grant Programme.</p> <p>It was resolved to:</p> <p>Approve the allocation of an additional £9m to the Small Business Capital Growth Grant Programme from Local Growth Fund and recycled Growth Fund to create a total £12m budget for the Small Business Capital Growth Grant programme</p>
6.6	High Growth Small and Medium Sized Enterprisers Observatory	<p>The Board considered a report providing details of proposals to establish an Observatory function, which will monitor the local business environment, for the new Business Growth Service to help identify high growth small and medium enterprises (SMEs) who will be our target clients.</p> <p>It was resolved to:</p>

		<p>a) Note and approve the proposals to create the Observatory which will act as a Research, Analytical and Market Intelligence function to identify the Combined Authority's target clients at a total cost of £80,000 subject to the following:</p> <p>b) Approve the re-profiling of £80,000 from the 19-20 LEP Capacity Funding budget to cover the costs of the High Growth SME Observatory in 2020/21 and 2021/22.</p>
<b>Part 7 – Budget</b>		
7.1	Budget 2020-21 and Medium Term Financial Plan 2020-2024 (1)	<p>The Board considered a report requesting approval of the revenue budget for 2020/21, Medium-Term Financial Plan 2020/21 to 2023/24 and the Capital Programme 2020/21 to 2023/24.</p> <p>It was resolved to:</p> <p>a) Approve the revenue budget for 2020/21 and the Medium-Term Financial Plan 2020/21 to 2023/24.</p> <p>b) Approve the capital programme 2020/21 to 2023/24</p>
<b>Part 8 – Motion submitted under Proceedings of Meetings Rule 14</b>		
8.1	Motion received from Councillor Chris Boden	<p>On being put to the vote, the amended motion was carried:</p> <p>To remove Shire Hall, Cambridge from the premises used by the Combined Authority Board, its Executive Committees, Employment Committee, Overview &amp; Scrutiny Committee and Audit &amp; Governance Committee; and not use Shire Hall for informal meetings where attendance is limited to the Mayor, and / or Members of the Combined Authority and / or officers of the Combined Authority.</p>