

COUNCIL MEETING

AGENDA

13th October 2020

Virtual Meeting

Cambridgeshire County Council Notice of Meeting

The meeting of the County Council will be held on Tuesday 13th October 2020 at 10.30a.m.

COVID-19

During the Covid-19 pandemic Council and Committee meetings will be held virtually for Committee members and for members of the public who wish to participate. These meetings will be held via Zoom and Microsoft Teams (for confidential or exempt items). For more information please contact the clerk for the meeting (details provided below).

Agenda

Apologies for Absence

1. Minutes – 21st July 2020 (previously circulated)
[available at [County Council meeting 21/07/2020](#)]
2. Chairman's Announcements (oral)
3. Declarations of Interests (oral)
[[Guidance for Councillors on declaring interests is available here](#)]
4. Public Question Time (oral)

To receive and respond to questions from members of the public in accordance with Council Procedure Rule 9.3. and the Council's Virtual Meeting Protocol
5. Petitions (oral)

To receive petitions from the public in accordance with Council Procedure Rule 9.4. and the Council's Virtual Meeting Protocol
6. Section 85 Local Government Act 1972 – Recommendation to Extend Six Month Rule (pages 8-9)
7. Pension Fund Committee Annual Report 2019-20 (pages 10-19)

8. Motions submitted under Council Procedure Rule 10 (oral)

a) Motion from Councillor Lucy Nethsingha

This Council notes:

- That the recent school shut down is likely to have had a particularly bad impact on the education of children with special educational needs and disabilities.
- That there is expected to be a deficit of up to £28m million in the high needs block for Cambridgeshire at the end of the financial year and this remains an unfunded issue.
- That meetings with government have failed to provide any additional funding to meet this funding gap.
- That Cambridgeshire's schools funding remains low, particularly for the many secondary schools in Cambridgeshire who have sixth forms as part of the school, as was indicated by the Institute for Fiscal Studies (IFS) report on school funding published 18th September.
- That in the absence of government funding the Special Educational Needs and Disability (SEND) deficit will have to be met by reducing the support available to schools and children with SEND in current cohorts, who are already suffering from a disrupted education as a result of the pandemic.

This Council therefore asks that:

- The Chief Executive write to the Secretary of State for Education, Gavin Williamson, to request that he look again at the funding for Special Educational Needs and Disability, and in particular at the impact for children currently in education for those councils carrying large deficits, and find alternative funding, so that the costs of past care do not have to be met by those currently in need of support in education.
- A letter be sent to parents of SEND children in Cambridgeshire drawing the issue to their attention, and asking for their support in bringing this matter to the attention of the government and MPs.

[The Monitoring Officer advises that the motion relates to a matter for the Council to determine and that the motion is therefore in order as drafted]

b) Motion from Councillor Peter McDonald

This Council notes:

- The rising number of Covid 19 cases across the whole of the UK and in Cambridgeshire.
- That the furlough scheme is coming to an end across the country, and that the new support scheme is significantly less generous.

- That those on zero hours contracts, self-employed or working irregular shifts are not entitled to sick pay when asked to self isolate.
- That many families are already suffering extreme financial uncertainty and dependence on food banks has risen sharply.

This Council welcomes the introduction of a new payment of £500 for those entitled to benefits who are required to self isolate, but is concerned that the new payment is only available to those on benefits.

This Council believes that for the test and trace system to work well all those who suffer loss of earnings due to self isolation must be offered compensation, as happens in the case of jury duty for example. We therefore believe that a wider offer of financial support is vital to allow people who have been asked to self-isolate to do so. We believe that if such financial support is not available many people will feel unable to self-isolate because of the economic consequences facing them.

This Council therefore asks that the Chief Executive write to the Chancellor of the Exchequer Rishi Sunak, to ask that government provide financial support not just to those in the lowest income categories but to all who are likely to lose out if they are asked to self-isolate and are not able to work from home.

[The Monitoring Officer advises that the motion relates to a matter for the Council to determine and that the motion is therefore in order as drafted]

c) Motion from Councillor Joan Whitehead

The Council welcomes the increase in funding for schools in the latest figures from the Department for Education (DFE). However the funding formula means that the increase is not evenly distributed between schools – there are winners and losers. For Cambridgeshire the winners are large rural secondary schools and the losers are small rural primary schools some of which may be under threat of closure, as they will no longer be financially viable. Should schools be forced to close this will not only be a loss to community but it can potentially involve the County in greater expense as it will have to transport primary school children to other schools, which in itself is undesirable.

The problem is further exacerbated by the rigidity of the national funding formula which leaves little or no room for local adjustments to protect small rural primary schools as most of the discretion previously allowed local authorities to make such adjustments has been largely removed.

This council calls on the DFE to:-

- To look again at the funding formula in order to ensure that funds are more equitably distributed so that there are no losers.
- Restore the ability of Local Authorities to make adjustments to the funding allocated via the formula to meet specific local needs and protect vulnerable but vital schools.

To achieve this end council requests the Director for Education and the Chief Executive to make representation to the DFE.

[The Monitoring Officer advises that the motion relates to a matter for the Council to determine and that the motion is therefore in order as drafted]

d) Motion from Councillor Ian Manning

Council notes:

- The recent overspend and delays to the Fendon Road roundabout project, caused by utility providers being unable to notify this Council of the location of their cabling.
- That identifying the location of such underground infrastructure which is not the responsibility of this authority has caused delays in multiple other Highways projects.
- The motion to this Council from Cllr Bailey on 20th March 2018, listed on the agenda as item 10b.

Council believes that:

- The public perception is that this Council is responsible for mismanaging these projects.
- At least in part this is incorrect as the underground infrastructure locations should be a responsibility of the utility providers.
- The number of delays, minor and major, caused by missing or incomplete and inaccurate information about underground infrastructure and the costs of protecting it add up to a significant overall cost to this Council.
- Accurate data is available, but spread across multiple data sources, which urgently need bringing together.
- If this belief is accurate Government should support us in working with the utility providers to improve the accuracy of the information.

Council resolves to:

- Ask officers to publish the response from UK Power Networks (UKPN) at the time to Councillor Bailey's motion, and detail what, if anything has changed since then, including any actions outstanding from this Council.
- Ask officers to prepare an audit of the last three years of minor and major infrastructure projects which involved requests for information on underground infrastructure from utility companies and the eventual accuracy of that information and the costs of protecting that apparatus. This audit should include, for each project:
 - A basic classification of the accuracy of the information provided (accurate, partially accurate, inaccurate, no response).
 - Measured by time and cost, any delays due to partially accurate, inaccurate or no response to requests for information.

- Present this audit to the Highways & Transport Committee, with the intention that, if it shows significant time and/or cost delays, committee should call a meeting with the relevant Government minister and utilities companies to discuss ways in which the issues can be improved and resolved.

[The Monitoring Officer advises that the motion relates to a matter for the Council to determine and that the motion is therefore in order as drafted]

e) Motion from Councillor Joshua Schumann

Cambridgeshire County Council notes:

- That Cambridgeshire is a County that embraces a multi-cultural and tolerant society and that this Council desires to enhance that reputation. The recent anti-racism motion and actions which we supported in July 2020, which called for "...an actively anti-racist outlook within areas we have influence" demonstrated, in principle, our role in this regard. However, we recognise that we need to mobilise practical action to send a clear and explicit message of support and solidarity to anyone suffering persecution because of race, religion, gender, sexuality or any other form of discrimination.
- That, whilst there has been an increase across the UK, Europe and Worldwide, in incidents of racism, including antisemitism, and hate crime it is acknowledged that incidents in Cambridgeshire are not as high as in some other areas. We are determined to work together with our communities and partners to ensure such incidents are not tolerated in our County, despite the current pandemic and rising tensions regarding international migration and those seeking asylum unwittingly contributing to these.
- The UK Government's support of the International Holocaust Remembrance Alliance (IHRA) definition of antisemitism, which states that "Antisemitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities."
- The vital role all of our communities have played thus far during the pandemic, including helpful translations of key Coronavirus messages into 27 different languages, practical support and assistance provided to vulnerable residents with for example access to food and essential supplies, and the support provided to people who are isolated or anxious through befriending and pastoral care.
- The work of the cross-party Improving Social Mobility working group of the Communities and Partnership Committee, which is focussed on ensuring equality of opportunity for all of our residents, regardless of their background.
- The opportunity we now have to further extend and formalise our combined efforts to continue to ensure our county is a tolerant one, through the key leadership role the County Council can take via our ongoing commitment to working with communities and partners through our Think Communities unified

approach, demonstrated in the investment recently approved at General Purpose Committee.

Cambridgeshire County Council therefore resolves to take the following steps:

- Ask the Communities and Partnership Committee, through its work on the Think Communities unified approach and the development of our community strategy, to assess the impact of our policies and service delivery on all of our residents, regardless of their backgrounds, bringing forward any recommendations to improve and update them.
- As part of this work, adopt the International Holocaust Remembrance Alliance (IHRA) working definition of antisemitism, and, as part of the work of the Communities and Partnership Committee, describe how that recognition will manifest itself across the business of the council.
- Ask the Chief Executive to approach the various faith and community leaders in Cambridgeshire, and other bodies representative of those with recognised discriminatory factors, to work with us to send out a co-ordinated multi faith message of support, solidarity and harmony on the theme of communities united, supporting and living together through this winter, whilst still dealing with a pandemic. Further, ensure this leads to an inaugural countywide event in 2021 that brings partners together to celebrate achievements and agree further work and priorities.

[The Monitoring Officer advises that the motion relates to a matter for the Council to determine and that the motion is therefore in order as drafted]

9. Questions

(a) Cambridgeshire and Peterborough Combined Authority (pages 20-69)
and Overview and Scrutiny Committee
(Council Procedure Rule 9.1)

(b) Questions on Fire Authority Issues (pages 70-73)

Report of the Cambridgeshire and Peterborough
Fire Authority

(c) Written Questions (Council Procedure Rule 9.2) (oral)

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

Dated 5th October 2020

Fiona McMillan
Monitoring Officer

For more information about this meeting, please contact Michelle Rowe at the County Council's Democratic Services on Cambridge (01223) 699180 or by email at: michelle.rowe@cambridgeshire.gov.uk

Section 85 Local Government Act 1972 – Recommendation to Extend Six Month Rule

To: Council

Meeting Date: 13 October 2020

From: Director of Governance and Legal Services and Monitoring Officer

Purpose: To seek approval, for the purposes of Section 85 of the Local Government Act 1972, for the absence of Councillor Claire Richards from any meeting of the Authority from the date of this meeting for six months on the grounds of her ill health.

Recommendation: Council is recommended to:

- i) note that Councillor Claire Richards has not been able to attend meetings of the Council due to ill-health since her attendance at full Council on 19th May 2020;
- ii) extend its best wishes to Councillor Richards; and
- iii) approve Councillor Richards's non-attendance at meetings of the Council due to ill-health up to 13th April 2021 pursuant to Section 85 of the Local Government Act 1972.

Officer contact:

Name: Michelle Rowe
Post: Democratic Services Manager
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Tel: 01223 699180

Member contact:

Names: Councillor Mac McGuire
Post: Chairman of the Council
Email: mac.mcguire@cambridgeshire.gov.uk
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1. BACKGROUND

- 1.1 Under Section 85(1) of the Local Government Act 1972 if a Member fails throughout a period of six consecutive months from the date of his/her last attendance to attend any meeting of the Council or as a representative of the Council on an Outside Body he/she shall, unless the failure was due to some reason approved by the Council before the expiry of that period, cease to be a member of the Authority.
- 1.2 Due to ill-health Councillor Claire Richards has not been able to attend any Council or Committee meetings since her attendance at full Council on 19th May 2020. A request is put forward to Council to approve an extension to the usual six month rule to enable Councillor Richards to remain in office. If this request is not approved Councillor Richards will cease to be a member of the Council on 19th November 2020.
- 1.3 Council is therefore asked to give approval to Councillor Richards's non-attendance by reason of ill-health.

Source documents

Local Government Act 1972

[Local Government Act 1972](#)

Pension Fund Committee Annual Report 2019-20

To: Council

Meeting Date: 13 October 2020

From: County Council

Purpose: To report on the work of the Pension Fund Committee over the previous year.

Recommendation: Council is recommended to note the content of the report.

Officer contact:

Name: Mark Whitby
Post: Head of LGSS Pensions
Email: mwhitby@northamptonshire.gov.uk
Tel: 07990 556197

Member contact:

Names: Councillor T Rogers
Post: Chairman of the Pension Fund Committee
Email: Terry.rogers@cambridgeshire.gov.uk
Tel: 01223 706398

1. Annual Reports to the Council

- 1.1 Some of the Council's committees report to the Council annually on their work to improve awareness of any concerns and to provide the Council with an opportunity to debate issues which might not otherwise be referred for discussion. It also allows the Council to exercise oversight of activity in a number of important areas and to emphasise the accountability of these committees to the Council.

2. Background

- 2.1 Part 3B of the Constitution states that the Pension Fund Committee has delegated responsibility for:

- Funding Strategy;
- Investment Strategy;
- Administration Strategy;
- Communication Strategy;
- Discretions;
- Governance; and
- Risk Management.

- 2.2 It is the responsibility of the Pension Fund Committee to develop and maintain strategies, policies and procedures, thus ensuring effective governance, oversight and accountability is upheld on behalf of the Fund's stakeholders.

- 2.3 The information contained in sections 3, 4 and 5 of this report demonstrates the key decisions and approvals that have been made by the Pension Fund Committee during 2019/20, supported by the Investment Sub-Committee, Local Pension Board and Joint Committee, in line with the Constitution.

3. Key Governance Activities of the Pension Fund Committee

- 3.1 Approval of the Pension Fund Annual Business Plan and Medium Term Strategy

- 3.1.1 Each year the Pension Fund Committee agrees a Pension Fund Business Plan and Medium Term Strategy that sets out how the Fund's objectives will be met and other key priorities for the year and following two years.

- 3.1.2 The Strategy also details performance indicators for both the Fund and its employers and an estimate of the Fund account.

- 3.1.3 The purpose of the business plan is to:

- Explain the background and objectives of Cambridgeshire County Council in respect of the management of the Cambridgeshire Pension Fund;
- Document the priorities and improvements to be implemented by LGSS Pensions during the next three years to help achieve those objectives;
- Enable progress and performance to be monitored in relation to established priorities; and
- Provide a clear vision for the next three years.

3.1.4 The Strategy also details performance indicators for both the Fund and its employers and an estimate of the Fund account.

3.1.5 The Pension Fund Committee receives regular updates on how the Fund is meeting its objectives via the Business Plan Update report presented at every meeting.

3.1.6 The Pension Fund Committee approved the Annual Business Plan and Medium Term Strategy on 28th March 2019.

3.2 Approval of the revised Overpayment of Pension Policy

3.2.1 It is important for the Fund to have a policy on how overpayments of pension are managed once identified. Such a policy provides assurance to the Fund's stakeholders that all overpayments are treated in a fair and equitable manner and that the Fund seeks to recover overpayments and has in place steps to prevent and also investigate potential fraudulent activity.

3.2.2 Since the previous policy review in June 2018, it was deemed an appropriate time to review again due ahead of the commencement of the rectification stage of the Guaranteed Minimum Pension reconciliation project.

3.2.3 The review incorporated key changes to the Policy as follows –

- 1) An increase in delegated authority for officers to write off pension over payments which were uneconomical to pursue from £100 to £250 in line with industry standard;
- 2) Delegated authority for officers to write off overpayments that were caused directly as a result of the non or misapplication of the Guaranteed Minimum Pension element of a member's pension;
- 3) The removal of a stipulated maximum time period for recovery of an overpayment although recognising the preferred time period would be the same duration that the overpayment occurred; and
- 4) A change in job title reference from the Director of Finance to the Section 151 Officer to have delegated authority from the Pension Fund Committee to write off overpayments greater than £5,000.

3.2.4 The Pension Fund Committee approved the revised Overpayment of Pension Policy on 28th March 2019.

3.3 Risk Strategy and Risk Register

3.3.1 The Risk Strategy was first approved in March 2016 and the Risk Register was first approved in October 2016. It is appropriate to regularly review both documents to ensure risks and approach to risks remain relevant and manageable.

3.3.2 The Risk Strategy principles and philosophy remained the same, the Strategy was however strengthened to support the risk analysis section.

3.3.3 The impact and likelihood assessments now include more detailed explanations of how the risk analysis should be undertaken. Detailed descriptions of impact ratings (Catastrophic, Major, Moderate, Minor and Insignificant) and percentage/timescales support the decision making process when determining the likelihood of a risk happening.

3.3.4 The risk register incorporated the following changes as a result of the review:

- Reduction of risks from 54 to 25 – more concise and high level with the detail encompassed in the controls to allow for easier monitoring;
- Not split into service areas as previous version (Governance, Funding and Investments and Administration and Communication) each risk has a responsible lead to demonstrate accountability;
- Risks are ordered in priority to allow for focus and easier monitoring;
- Revised criteria for assessing the impact and likelihood of a risk occurring, increasing detail to make a more accurate assessment; and
- A summary sheet has been designed to allow for an overview of the risks which shows priority, risk rating with Red Amber Green (RAG) status, responsible lead and associated objectives.

3.3.5 The changes of reviews were approved at the meeting of 28th March 2019, the Risk Register continues to be reviewed by the Pension Fund Board on a quarterly basis and by the Pension Fund Committee on a bi-annual basis to ensure it remains relevant and up to date.

3.4 Cash Management Strategy

3.4.1 Under the Local Government Pension (Management and Investment of Funds) Regulations 2016, the Fund is required to have its own separate bank account, may only borrow by way of temporary loan or overdraft for the purpose of paying benefits due under the scheme or to meet investment commitments, and must invest, in accordance with its investment strategy, any fund money that is not needed immediately to make payments from the fund.

3.4.2 The cash management arrangements of the Fund were reviewed and approved by the Pension Fund Committee on 28th March 2019.

3.5 Approval of the Cambridgeshire Pension Fund 2019/20 Communication Plan

3.5.1 The Local Government Pension Scheme Regulations 2013 requires the Pension Fund to prepare, maintain and publish a written statement setting out its policy concerning communications with members and scheme employers.

3.5.2 Regulation 63(2) requires the statement to set out the format, frequency and method of distributing information or publicity.

3.5.3 The Pension Fund Committee approved the 2019/20 Communication Plan on 13th June 2019.

3.6 Approval of the Annual Report and Statement of Accounts

3.6.1 The Pension Fund's Statement of Accounts form part of the County Council's Statement of Accounts and is covered by the external auditor's opinion on those accounts.

3.6.2 The Annual Report and Statement of Accounts have been subject to audit fieldwork by the County Council's external auditor. Whilst the external auditor performs a full audit of the

Statement of Accounts, their work on the Annual Report is limited to a review to ensure compliance with guidance and consistency with the Statement of Accounts.

- 3.6.3 The Statement of Accounts is the financial representation of every activity that the Fund has been directly or indirectly involved with over the course of the financial year.
- 3.6.4 They are based on actual transactions accounted for within the Fund's financial ledger, information received from Fund Managers and the Fund's Custodian, and assumptions and estimations utilising the professional judgement of officers in order to give a true and fair statement of the Fund's financial position.
- 3.6.5 At 31st March 2020, the Fund was valued at £3.01bn, a decrease of £178m from 31st March 2019. This was primarily as a result of a significant fall in asset values in the first quarter of 2020 due to the coronavirus pandemic. The Fund has subsequently recovered and was valued at £3.24bn as at 30 June 2020.
- 3.6.6 The Annual Report in respect of 2019-20 is due to be presented to the Pension Fund Committee on 8th October 2020.

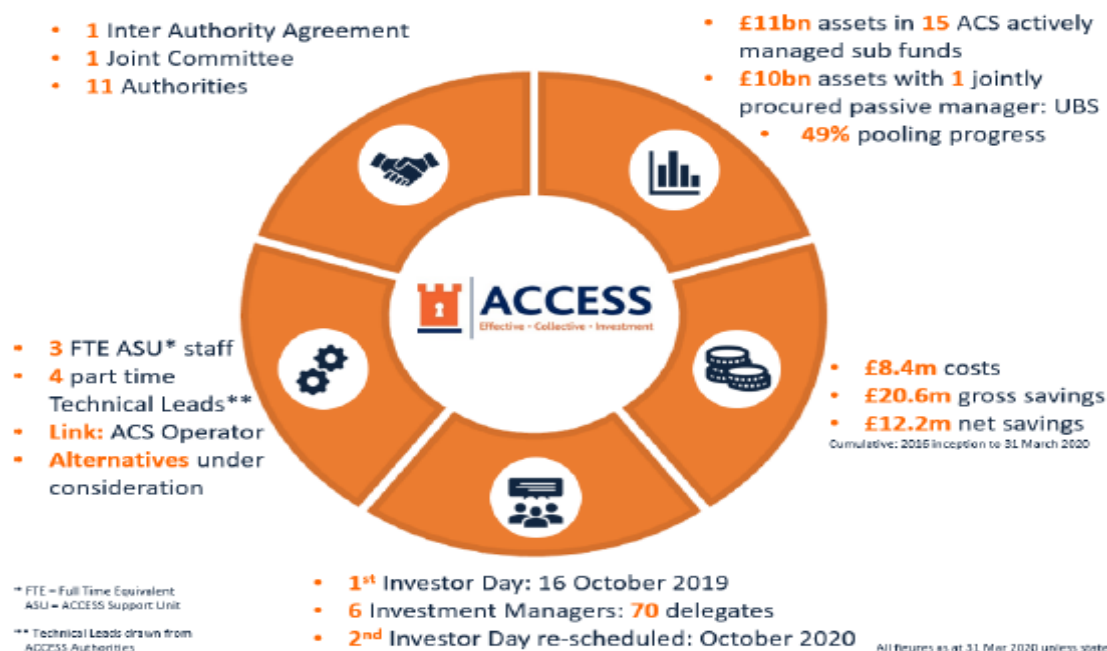
4. Key Investment Activities of the Pension Fund Committee

4.1 Decisions surrounding Asset Pooling

- 4.1.1 The Cambridgeshire Pension Fund has continued to work with 10 other Local Government pension funds in the ACCESS Pool to meet the Government's asset pooling agenda, delivering scale, strong governance, reduced costs and improved capacity to invest in infrastructure.
- 4.1.2 The Chairman of each ACCESS funds sits on a Joint Committee, which meets quarterly and has oversight of the work of the Pool and delegated authority with regards to specific asset pooling functions. Assets within the ACCESS Pool are run by Link Fund Solutions, a FCA regulated "Operator". The ACCESS investment platform and governance structure is illustrated below.



4.1.3 ACCESS has a strong effective governance and operational structures demonstrated with collective total assets of £44bn (as at 31 March 2020), of which 49% (£21bn) has been pooled, serving 3,534 employers with 1.1 million members including 288,248 pensioners, delivering net savings in excess of £12m.



- 4.1.4 The Cambridgeshire Pension Fund transferred its first active fund to the Pool in 2018-19. As at 31 March 2020 the Fund has pooled over 60% of the Funds' assets, generating combined fee savings for the 2019/20 financial year resulting from the asset pooling agenda in excess of £1.1m per annum, predominantly from the passive mandate. The Funds pooled assets at 31 March 2020 are:-

UBS Passive equities:	£m	% of Fund
Passive UK Equity	£73.1	(2.4%)
Passive Global Equity	£780.4	(26.0%)
Link Fund Solution Funds:		
Global Equity -J.O. Hambro	£386.3	(12.9%)
Global Equity –Longview	£266.4	(8.9%)
Global Equity –Dodge and Cox	£316.6	(10.6%)
Total pooled assets	£1,822.8	(60.8%)

4.2 Strategic Changes to the Funds Asset Allocation and portfolios

- 4.2.1 The 2019/20 financial year continued the Fund's diversification programme recognising the relatively high value of equities and the benefits of reducing its significant exposure to listed equities by diversifying into other forms of growth investments. This programme resulted in a reduction in the asset allocation to listed equities of 58%, maintaining its fixed income allocation of 12% and increasing the allocation to alternative assets to 30%. In addition the Fund adopted a risk management equity protection overlay of £500m in November 2019 to safeguard against volatility in equity markets, which remains in place until May 2021.

4.2.2 In addition to the diversification across core asset classes' further diversification has been adopted within these asset classes, for example listed equities have been further diversified across the active and passive segments. The active segment saw an additional equity Manager Longview being appointed recognising the different investment styles, reflecting that markets favour different investment approaches depending on global market influences. The Fund has three active Managers as below:-

J O Hambro – Momentum/Growth style
Dodge and Cox – Core Value style
Longview – style neutral

4.2.3 The Fund is currently exploring with ACCESS partners the option to appoint a fourth active mandate with specific focus on emerging markets.

4.2.4 The Funds passive allocation is split between traditional market capitalisations and "Factor" Funds. The former allocates to geographic indices such as North America, Europe, UK Japan and Asia Pacific which accounts for two thirds of the passive allocation (15.4%) with the remainder focussing on passive style biases such as low volatility, value and quality stocks. (7.6%)

4.2.5 All listed equity mandates are managed within the ACCESS asset pool, (see below for further information).

4.2.6 The fixed income mandate of currently 12% is under review with the Fund moving away from low yield traditional mandates and adopting a multi asset approach to enhance returns, which is being implemented during 2020/21.

4.2.7 The Fund's Alternative allocation is 30% spreading across a wide range of asset types. This segment of the mandate covers less liquid investments with long term commitments in return for expected enhanced returns over more liquid asset classes, commonly referred to as an illiquidity premium. For example, Private Equity is expected to yield 6% above listed equities over time. The allocation within alternatives is further divided as shown:-

- Property 10%
- Secured Loans 3%
- Private Equity 11%
- Infrastructure 6%

4.2.8 The main developments in 2019/20, within the alternatives allocation included maintaining commitments to private equity and the implementation of a £100m Local Economic Development Fund, (known as the East of England Fund), and commitments to two open ended global infrastructure Funds managed by IFM and JP Morgan. The IFM commitment was drawn down in 2019/20, however the draw down for the JP Morgan commitment will be made in the 2020/21 financial year.

5. Service Activities of the Pension Fund Committee

5.1 Guaranteed Minimum Pension Reconciliation

5.1.1 The national exercise for all previously contacted out UK pension schemes to reconcile and rectify their individual member contracted out liability with that held by HMRC has

been ongoing for several years. The Cambridgeshire Pension Fund has been awaiting final fully reconciled data from HMRC before being able to complete this exercise which was delayed and received in July 2020. The rectification of member's benefits will now take place during the remainder of 2020/21 and into 2021/22.

5.2 Triennial Valuation of the Fund

- 5.2.1 Throughout 2019/2020, officers worked with the Fund actuaries to complete the 2019 valuation of the Pension Fund. In the first two quarters of the year, work was focussed on engagement with the Fund's various stakeholders to prepare them for the valuation including written communications and verbal engagement directly with Scheme employers through presentations, workshops and other engagement activities. Officers particularly engaged with and consulted pooled employers over the future of the pooling arrangements and whether or not these should continue. The first two quarters of the year also involved extensive work with the Fund's actuaries to model different valuation assumptions and policy options to formulate recommended policies which were put before the Pension Fund Committee. The second half of the year was spent preparing membership and cash flow data for the actuaries and working with them to complete the valuation, further engaging with employers and putting policy decisions into action. The final quarter of the year was spent liaising with employers over the results of their individual valuation results and discussing appropriate contribution plans.
- 5.2.2 The Pension Fund Committee and Local Pension Board have each received updates on the progress of the valuation, as part of its oversight function, at every meeting starting in October 2018 and ending in June 2020. The updates included information on engagement with scheme employers, progress with policy formulation, training of stakeholders, results of the valuation and themes in the discussions with employers. Further to this, the Pension Fund Committee took a number of decisions over the assumptions to be used in the valuation, approval of policy recommendations, in particular reviewing and approving the Funding Strategy Statement which sets out how the valuation will be conducted and how different employer types will be treated. The Pension Fund Committee also took the final decision over the future of pooling arrangements for Parish Council's and some small charitable organisations, following a consultation with those employers.
- ## 5.3 Reports noted by the Pension Fund Committee
- 5.3.1 During the year the Pension Fund Committee have been presented with various reports. The reports consist of a range of information in relation to the administration to the Fund. The Administration Report in particular, provides the Committee with the performance of the Fund and performance information regarding Scheme Employers. Reports such as Asset Pooling and Risk Monitoring refer back to the Business Plan whereby progress is reported against a designated activity. The Governance and Compliance Report is designed as a best practice report whereby compliance can be demonstrated and information provided to the Committee on current issues under discussion. The Employers Admissions and Cessations Report is a report which informs the Committee on employers who enter and exit the Fund and the rationale behind specific types of entry.
- 5.3.2 These reports demonstrate to the Committee that appropriate thought and consideration have been provided to the delegated areas under the Constitution and that the Committee can challenge information further and make recommendations where appropriate.

- 5.3.3 All Pension Fund Committee report highlight risks associated with the proposal and appropriate mitigations. Risks are monitored throughout the year to ensure they remain fit for purpose.
- 5.4 Cambridgeshire Pension Fund's approach to the pandemic
- 5.4.1 During the latter part of the financial year officers identified the risks facing the Fund as a result of the pandemic and took appropriate action to mitigate these risks. As a result, the Business Continuity Plan and Risk Register were reviewed to ensure they were fit for purpose and that there was minimal impact for officers, members and stakeholders.
- 5.4.2 The Fund's key responses to the pandemic were as follows –
- Officers working from home with one officer attending on a regular basis to manage the incoming post and printing of member correspondence;
 - Ensuring officers had the equipment they needed to be able to work from home safely, some of the equipment was loaned by Northamptonshire County Council;
 - Ensured that the operational activities were prioritised in the areas of paying members' benefits, retirement processing, bereavement services and any processes needed to ensure benefits are accurate;
 - Frequently asked questions were produced for both scheme employers and scheme members in conjunction with the LGA – available on the LGSS Pensions website;
 - Additional control added to risk register to address the change in economic conditions as a result of the pandemic; and
 - An additional risk log was formulated in recognition of the specific risks linked to the pandemic.
- 5.4.3 These activities are monitored on a regular basis into the 2020/21 financial year and the Pension Fund Committee and Pension Fund Board continue to be updated as the situation develops.

Source documents

Business Plan and Medium Term Strategy 2019/20
Overpayment of Pension Policy
Risk Strategy and Risk Register
Cash Management Strategy
Communication Plan 2019/20
Annual Report and Statement of Accounts

Location

LGSS Pensions Service, One Angel Square

Agenda Item: 9(a)



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

JAMES PALMER
CAMBRIDGESHIRE &
PETERBOROUGH MAYOR

Cambridgeshire & Peterborough Combined Authority

Reports from Constituent Council Representatives on the Combined Authority

Audit and Governance Committee
31st July 2020
Councillor Mark Goldsack

Overview and Scrutiny Committee
22nd June 2020
29th July 2020
28th September 2020
Councillor David Connor
Councillor Jocelynne Scutt

Combined Authority Board
5th August 2020
30th September 2020
Councillor Steve Count

The above meetings have taken place in June, July, August and September 2020

Audit and Governance Committee – 31st July and 24th September 2020

The Audit and Governance Committee met on 31st July 2020, the decision summary is attached as Appendices 1 and 2.

Overview and Scrutiny Committee – 22nd June, 29th July and 28th September 2020

The Overview and Scrutiny Committee met on 22nd June, 29th July and 28th September 2020, the decision summaries are attached as Appendices 3, 4 and 5.

Combined Authority Board – 5th August and 30th September 2020

The Combined Authority Board met on 5th August and 30th September 2020, the decision summaries are attached as Appendices 6 and 7.

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

Audit and Governance Committee Decision Summary

Meeting: 31 July 2020

Agenda/Minutes: [Audit and Governance Committee - 31 July 2020](#)

Chair: John Pye (Chair and Independent Person)

Summary of decisions taken at this meeting

Item	Topic	Decision [None of the decisions below are key decisions]
1.	Apologies and Declarations of Interests	Apologies were received from Cllr Mike Davey (Cambridge City Council). There were no declarations of interest.
2.	Confirmation of Membership of the Audit & Governance Committee for Municipal Year 2020/21 and Election of Vice-Chair	1. Cllr Graham Bull had replaced Cllr Mac McGuire as the representative of Huntingdonshire District Council on the Committee. 2. Cllr David Brown was nominated and seconded as Vice-Chair and duly elected.
3.	Chairs Announcement's	1. Lancaster Way: At the May Audit and Governance Committee meeting, following a referral by the Transport and Infrastructure Committee, it was agreed to commission an independent review of the costs and timetable associated with the programme delivery of the Lancaster Way project against terms of reference agreed at that meeting. The Combined Authority approached a number of potential suppliers and, in consultation with Cambridgeshire County Council, have agreed to appoint a suitably qualified auditor to perform the review. An inception meeting to agree the process, timeline and requirements for carrying out the work is scheduled for 3rd August. The supplier has been asked to provide a report to the Committee on

Item	Topic	Decision [None of the decisions below are key decisions]
		<p>their findings at the 2 October Committee meeting, or at an Extraordinary Committee meeting.</p> <p>2. Register of Interest Forms: The Chair reminded members of the Committee to complete the Register of Interest forms recently forwarded to them via their respective constituent councils.</p> <p>3. MHCLG Correspondence: The Chair informed members of the Committee that he had spoken to the external auditors and was satisfied the issues referred to in the local press were a matter for the Overview & Scrutiny Committee – the only governance issues were related to an error in the Constitution and a single recruitment issue. The Chair has requested an update on these two issues at the next meeting on 2 October. The Chair proposed the correspondence between the Mayor and the Minister be shared with the Committee together with an analysis from the Chief Executive of the issues raised by the Minister in the correspondence.</p> <p>Resolved:</p> <p>1. The Lancaster Way independent review would be received at an extraordinary meeting or at the next meeting on 2 October, depending upon timescales.</p> <p>2. The Mayor of the Combined Authority be invited to the 2 October meeting to update the Committee on the MHCLG correspondence relating to governance issues.</p> <p>3. The MHCLG/Mayoral correspondence be circulated to the Committee together with an analysis of the issues raised by the Minister.</p>

Item	Topic	Decision [None of the decisions below are key decisions]
4.	Minutes of the last meeting	<ol style="list-style-type: none"> 1. The minutes of the last meeting held on 26 May 2020 were agreed as an accurate record. 2. The Chair requested that 'open actions' be reverted to the top of the Action Sheet at future meetings.
5.	Draft Financial Statements 2019/20	<ol style="list-style-type: none"> 1. S.73 Officer highlighted that the final publication date for the accounts is 30 November 2020 with the final version brought to the Committee on 2 October. 2. With any amendments suggested by the Committee the version presented would be uploaded onto the CA website and public consultation will commence on the first Monday in September. 3. Following a suggestion, a note should be incorporated into the accounts to fully explain the adjustment on the LEP/Business Board accountability. 4. A note should be incorporated into the accounts stating no bonuses are paid to senior staff and salaries are base pay – any reference to bonuses should, therefore, be removed. The narrative should also reflect expenses not subject to tax are not included. 5. The financial statements should reflect the risk register in future. 6. The Committee to receive the redrafted version of the financial statement following revisions prior to the period of public consultation. <p>Resolved:</p> <ol style="list-style-type: none"> 1. The final statement of accounts to be presented at the 2 October 2020 meeting of the Committee.

Item	Topic	Decision [None of the decisions below are key decisions]
6.	External Audit Update 2020/21	<p>1. The audit has not, as yet, been completed to the ambitious deadline of the end of July 2020. It will be, in the most part, completed by the end of August. However, owing to complexities related to the Cambridgeshire Pension Fund it will be the end of September when complete and be presented to the 2 October meeting of the Committee.</p> <p>2. Ernst & Young were made aware of the MHCLG correspondence and are satisfied there are no significant issues that impact on the audit. If anything comes to light this will be reported at the next meeting.</p> <p>Resolved:</p> <p>1. The final audit and opinion be presented at the 2 October 2020 meeting of the Committee.</p>
7.	Internal Audit and Opinion 2019/20	<p>1. There were no significant issues to be reported and this is reflected in the Annual Governance Statement.</p> <p>2. There has been significant improvement of governance across all levels of the organisation.</p> <p>3. There will be a future report to the Committee on information security and governance.</p> <p>Resolved:</p> <p>1. A report on information security and governance to be submitted to the Committee. This to be included in the work programme at an agreed date.</p>

Item	Topic	Decision [None of the decisions below are key decisions]
8.	Internal Audit 2020/21	<p>1. There had been six expressions of interest to take forward the Internal Audit function following the cessation of the SLA with Peterborough City Council. Of these, three bids had been evaluated as compliant.</p> <p>2. The assessment will be complete, and an appointment made by week ending 14 August and the internal audit plan will be presented at the 2 October meeting of the Committee</p> <p>3. The Chair will be present at the presentations and he requested the Vice-Chair be involved also, if available.</p> <p>Resolved:</p> <p>1. Subject to availability the Vice-Chair be invited to the evaluation presentations.</p> <p>2. The Internal Audit Plan 2020/21 to be presented at the 2 October 2020 meeting of the Committee.</p>
9.	Annual Governance Statement	<p>1. A typographical error was pointed out on page 125 of the Committee papers – the year referenced should be 2019/20.</p> <p>2. The Monitoring Officer drew Committee attention to the current review of the Constitution and that there would be a workshop session on this for Members in mid-September. Members requested that, if possible, this be held on the same date as any extraordinary meeting related to Lancaster Way.</p> <p>3. There was a request for consistency on the acronyms used for the Cambridgeshire & Peterborough Combined Authority in documentation.</p> <p>Resolved:</p>

Item	Topic	Decision [None of the decisions below are key decisions]
		1. That a date for the workshop session for the Constitution review be forwarded to the Committee members as soon as possible.
10.	Combined Authority Board Update	<ol style="list-style-type: none"> 1. The Chief Executive provided an update on the Combined Authority. 2. Since the last meeting of the Committee there had only been one CA Board meeting at which the Complaints Policy was agreed and adopted. This had been approved at the last Audit & Governance Committee meeting. 3. The Chief Executive updated the Committee on measures being undertaken to mitigate the economic impact of Covid-19. 4. A positive announcement on Wisbech Rail is expected shortly. This has formed part of the Gateway Review currently ongoing which has a number of positive messages being reported back to MHCLG. 5. The University of Peterborough HE Partner has been appointed. Anglia Ruskin University will be the provider with the intention that there will be a fully independent University in due course.
11.	Independent Commission on Climate Change	<ol style="list-style-type: none"> 1. The inaugural meeting of the Commission was on the morning of this meeting. 2. A request for the names of those on the Commission was made. 3. Any contributions from Members of the Committee would be welcomed, as the Commission wishes to have as wide an engagement as possible and should be sent directly to Adrian Cannard. 4. There was some concern expressed with regard to the Commission appointments and whether it was an open appointment process. The Chair's comments with regard to this were noted. As a non-remunerated Commission, the group was selected based upon expertise – had it been a

Item	Topic	Decision [None of the decisions below are key decisions]
		<p>remunerated Commission there would have been an open appointment process.</p> <p>5. As part of the Constitution review there will be a section on working groups which will elaborate upon the internal controls for the appointments to Boards, Commissions and Working Groups.</p> <p>Resolved:</p> <ol style="list-style-type: none"> 1. The names of all on the Independent Commission on Climate Change will be provided to the Committee. 2. The Constitution review should include protocols for appointments to Boards, Commissions and Working Groups. 3. A further report to the Committee be programmed for December 2020 to explain the process for formulating recommendations.
12.	Corporate Risk Register	<ol style="list-style-type: none"> 1. As requested at the previous meeting the risks were presented in order of RAG rating from highest to lowest. The only 'red' risk being the impact of Covid-19. 2. A request to include climate change as a discrete risk was raised once more. The Chief Executive explained climate change is considered in how it manifests itself in the delivery of all infrastructure projects. There was a level of disquiet from the Committee regarding this. The CA will consider advice from the Independent Commission on Climate Change to see whether climate change ought to be reflected as an individual risk on the register. Members of the Committee requested that climate change is considered a discrete risk

Item	Topic	Decision [None of the decisions below are key decisions]
		<p>3. Covid-19 appears as a single risk due to the immediate financial risk it poses to the Combined Authority area.</p> <p>4. Cllr Mason undertook to forward a document highlighting the sort of questions an organisation would be required to answer as part of the new Task Force on Climate Related Financial Disclosure (TCFD) from 2022. It was suggested this in turn be forwarded to the co-ordinators of the Independent Commission on Climate Change.</p> <p>Resolved:</p> <ol style="list-style-type: none"> 1. Climate change to appear on future risk register reports to the Committee as a discrete risk. 2. A further update on the Corporate Risk Register will be received at the 2 October 2020 meeting of the Committee.
13.	Work Programme	<ol style="list-style-type: none"> 1. The revised format was welcomed, and the Scrutiny Officer requested any further feedback on work programme presentation be forwarded to him. 2. Revisions to the work programme based on this meeting would be reflected in a revision to be published with the minutes of the meeting. 3. A typographical error will be corrected, and the date of the April 2020 meeting amended following the confirmation of dates at the last CA Board meeting in June 2020. <p>Resolved:</p> <ol style="list-style-type: none"> 1. The work programme revisions to be published alongside the minutes of the meeting

Item	Topic	Decision [None of the decisions below are key decisions]
14.	Date of Next Meeting	The next meeting will be held virtually on the Zoom platform on 2 October 2020 at 10.00 a.m.

Appendix 2

Audit and Governance Committee Decision Summary

Meeting: 24th September 2020

Agenda/Minutes: [Audit and Government Committee - 24 September 2020](#)

Chair: John Pye (Chair and Independent Person)

Summary of decisions taken at this meeting

Item	Topic	Decision [None of the decisions below are key decisions]
1	Apologies and Declarations of Interests	There were no apologies. There were no declarations of interest.
2	Chair's Announcements	<ol style="list-style-type: none">1. Anne Gardiner was welcomed back to the CPCA.2. Members were reminded of the Value for Money Workshop following the Committee meeting on 2 October 2020.
4	The Cambridgeshire and Peterborough Combined Authority Constitution Review	<ol style="list-style-type: none">1. The Assurance Framework was not being addressed at this meeting and would instead be referred to the meeting of the Committee on 27 November 2020. Committee members were requested to send any comments on the Assurance Framework directly to Rochelle.white@cambridgeshirepeterborough-ca.gov.uk2. The revisions were presented in order and members discussed each in turn and the Committee was requested to approve, and recommend the revisions to the Constitution which were detailed in the report to the Combined Authority Board meeting of 30 September 2020. The following recommendations were agreed:

Item	Topic	Decision [None of the decisions below are key decisions]
		<p>Recommended:</p> <ol style="list-style-type: none"> 1. The Code of Conduct was agreed and recommended to the CA Board 2. With the addition of a reference to the officer Gifts and Hospitality policy the Gifts and Hospitality Protocol was agreed and recommended to the CA Board 3. The Members use of Resources and Code of Recommended Practice on Publicity, which supplements the recommended revised Code of Conduct, was agreed and recommended to the CA Board 4. That reference be made to the requirement for the participation of the Mayor in any majority decision within the Officer Employment Procedure Rules. With such an addition the revision was agreed and recommended to the CA Board. The protocol on appointments within the Mayoral Office (Annex to the OEPRs) was also agreed and recommended to the CA Board 5. A note to the CA Board that the Employment Committee may wish to reserve to themselves second and third-tier appointments which would otherwise fall to the Head of Paid Service. With this the revision to the Employment Committee section within the Constitution was agreed and recommended to the CA Board 6. With the amendment to a typographical error, and the addition of a reference to participation via telephone, the protocol on Virtual/Hybrid meetings was agreed and recommended to the CA Board. 7. The Webcasting protocol was agreed and recommended to the CA Board

Item	Topic	Decision [None of the decisions below are key decisions]
		<p>8. With the amendment of a typographical error the Contract Procedure Rules was agreed and recommended to the CA Board</p> <p>9. The consequential and minor amendments to the Constitution were noted and agreed</p> <p>The following recommendations were also agreed:</p> <ol style="list-style-type: none"> 1. The Monitoring Officer to be requested to develop a Member/Officer protocol to be brought back to the Audit and Governance Committee 2. The Constitution should include an introduction and pre-amble which refers to mandatory and optional content within the Constitution 3. The Monitoring Officer to be requested to develop a protocol on the appointment of third-parties to CA Boards, Committees, Commissions and Working Groups 4. The Committee would recommend to the CA Board that a letter is sent to Whitehall which expresses concern with the quoracy rules (which require two thirds of the members) of Combined Authority Committees
5	Date of next meeting	Friday, 2 October 2020 from 10.00 a.m. via the Zoom platform.

Appendix 3

Overview and Scrutiny Committee Decision Summary

Meeting: 22nd June 2020

Agenda/Minutes: [Overview and Scrutiny Committee - 22nd June 2020](#)

Chair: Cllr Lorna Dupré

Summary of decisions taken at this meeting

Item	Topic	Decision [None of the decisions below are key decisions]
1.	Apologies	Apologies were received from: Cllr P Heylings (substituted by Cllr P Fane), Cllr A Hay and Cllr G Chamberlain.
2.	Confirmation of Membership	
3.	Declarations of Interest	There were no declarations of interest.
4.	Minutes of the Previous Meeting	The minutes of the last meeting held on 29 May 2020 were agreed as an accurate record.
5.	Public Questions	There were no public questions received
6.	Co-option of an Independent Member from a Constituent Authority	<p>The Chair stated it was for the Committee to consider whether to appoint an Independent member to the Committee; however, such a member would have no voting rights or be counted towards the quoracy of the Committee.</p> <p>Agreed:</p> <p>i) That an Independent member is not co-opted onto the Committee.</p>

Item	Topic	Decision [None of the decisions below are key decisions]
		ii) That the Monitoring Officer enquire of the Combined Authority Board what representations, if any, have been made at government level to reconsider the legislative barrier to the inclusion of Independent members when considering political proportionality for Combined Authorities.
7.	Lead Member Appointment	There was full Committee support for a Lead Member to shadow the Business Board. Interested members should contact the Scrutiny Officer by the end of June 2020.
8.	Overview & Scrutiny Work Programme	<p>Agreed:</p> <p>i) The Chairs of the Executive Committees, the Mayor of the Combined Authority and the Combined Authority Directors be timetabled into the work programme.</p> <p>ii) The following be scheduled into the work programme:</p> <ul style="list-style-type: none"> • A10 Dualling • Ely Capacity Enhancements • Digital Connectivity <p>iii) That the updated work programme be presented to the next Committee meeting.</p> <p>iv) That a further horizon scanning item be scheduled for December 2020 to consider the work programme to April 2021.</p>
9.	CPCA Project Register	The report was noted and an update to the Committee was requested for September 2020, and quarterly thereafter.

Item	Topic	Decision [None of the decisions below are key decisions]
10.	Combined Authority Forward Plan	The CA Forward Plan was noted.
11.	Date of Next Meeting	The next meeting of the Committee will be at 11.00 a.m. on Monday, 27 July 2020 via the Zoom platform.

Appendix 4

Overview and Scrutiny Committee Decision Summary

Meeting: 29th July 2020

Agenda/Minutes: [Overview and Scrutiny Committee - 29th July 2020](#)

Chair: Cllr Lorna Dupré

Summary of decisions taken at this meeting

Item	Topic	Decision [None of the decisions below are key decisions]
1.	Apologies	Apologies were received from: Cllr Markus Gehring (Cambridge City Council) substituted by Cllr Dan Summerbell; Cllr Patricia Jordan (Huntingdonshire District Council); and Cllr Kevin Price (Cambridge City Council).
2.	Declarations of Interest	There were no declarations of interest.
3.	Minutes of the Previous Meeting	Cllr Alex Miscandlon (Fenland District Council) was not in attendance – Cllr David Mason was the representative of FDC. With this amendment the minutes of the last meeting were agreed as an accurate record.
4.	Public Questions	There were no public questions received
5.	The Mayor of the Combined Authority	It was Agreed: The Monitoring Officer would provide legal advice as to whether the following could be made available to the Committee:

Item	Topic	Decision [None of the decisions below are key decisions]
		<ul style="list-style-type: none"> i) The legal advice, including that from James Goudie QC, behind the appointment of a political assistant and subsequent Chief of Staff; ii) The letter from MHCLG to the Co-Chief Executives in June 'outlining our differing view on the total additional starts on site delivered to date and confirming that further evidence of progress would be required before the Department could make further funding available'; iii) The letter being written to The Minister of State at the MHCLG at the end of July/early August.
6.	University of Peterborough	The PowerPoint presentation to be circulated to the Committee and published on the CA meetings website.
7.	Lead Member Appointment to Shadow the Business Board	<p>Agreed:</p> <ul style="list-style-type: none"> i) Cllr Ed Murphy confirmed as Lead Member for the Business Board. ii) Cllr Jocelyne Scutt confirmed as Lead Member for Housing replacing Cllr Ed Murphy

8.	<p>Combined Authority Board Agenda: Wednesday, 5 August 2020</p>	<p>The following questions to the Board were agreed:</p> <p>Item 2.1 Budget Monitor Update: Building upon cycle schemes he has funded recently is the mayor able to consider reviewing budgets and move funding towards promoting safe walking and particularly cycling?</p> <p>Item 3.1 £100m Affordable Housing Programme Proposed Variations to Schemes that form investments from the £40m revolving fund: The report to the Board states that “The lost interest by granting interest free periods will not impact on other areas of the Combined Authority. i.e. the revenue budget does not rely on these funds, but as mentioned earlier in the paper, any interest earned on these loans would be recycled and re-invested into new housing projects. i.e. the loss of interest just impacts on future funds available to support the £100m affordable housing programme.” What—in financial and housing unit terms—is the opportunity cost of this lost interest?</p> <p>Item 3.2 Proposal for a Corporate Vehicle to bring forward the Cambridgeshire Autonomous Metro (CAM): The report to the Board states that “CAM will potentially increase social mobility to Peterborough and the Fens, therefore ‘levelling up’ the region”. Which parts of the Fens will have access to CAM, and when?</p> <p>Item 3.3 A10 Junctions and Dualling: The report to the Board states that “there was a spread of opinion about the options”. Will the Combined Authority publish the public feedback received in response to the virtual public exhibition?</p> <p>Item 3.5 Market Town Masterplans: A frequent comment during the development of the Market Town Masterplans was that local councillors and communities had not been consulted in their development, or their comments had been ignored. As funds are about to be allocated to the Market Towns to implement the Masterplans, what flexibility will be shown in granting funds to</p>
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		<p>Market Towns for local priorities which are not in the Masterplans created for them, but which have greater local support and in some cases, greater feasibility?</p> <p>Item 5.2 Integrated Economic, Business and Skills Insight Programme: How is the Combined Authority balancing the need for urgent action this summer and autumn to address the short-term implications of COVID-19 on business and the economy, with the wish to redesign its medium term COVID-19 recovery focus?</p>
9.	Combined Authority Forward Plan	The Committee work programme was noted.
10.	Lead Member Questions to Executive Committees	Cllr Andy Coles confirmed the questions provided to the Skills Committee had been answered. There were no questions to the last meetings of either the Transport or Housing Committees.
11.	Combined Authority Forward Plan	The CA Forward Plan was noted
12.	Date of Next Meeting	Monday, 28 September 2020 at 11.00 a.m.

Appendix 5

Overview and Scrutiny Committee Decision Summary

Meeting: 28th September 2020

Agenda/Minutes: [Overview and Scrutiny Committee - 28 September 2020](#)

Chair: Cllr Lorna Dupré

Summary of decisions taken at this meeting

Item	Topic	Decision [None of the decisions below are key decisions]
1.	Apologies	Apologies were received from: Cllr Grenville Chamberlain (South Cambridgeshire County Council) substituted by Cllr Heather Williams; and Cllr Kevin Price (Cambridge City Council).
2.	Declarations of Interest	Cllr Ed Murphy declared an interest on item 6 (Wisbech Rail Project Update) due to work he has conducted on behalf of ASLEF in the rail sector.
3.	Minutes of the Previous Meeting	The minutes of the last meeting were agreed as an accurate record. The responses to the questions the Committee asked at the last CA Board meeting would be added as an appendix to the minutes on the Combined Authority meetings website.
4.	Public Questions	There were no public questions received.
5.	The Chair of the Independent Commission on Climate Change	Baroness of Brown of Cambridge was in attendance. The Chair of the Commission highlighted the progress made by the Commission in its three meetings to date and confirmed the membership of the Commission. Members of the Committee asked questions of the Chair of the Commission.

Item	Topic	Decision [None of the decisions below are key decisions]
		<p>An interim report from the Commission is scheduled for February 2021 with the final report with recommendations expected in the early summer of 2021.</p> <p>The Commission will have a web presence and a logo has been agreed.</p> <p>The Chair of the Commission stated she would be happy to return to the Committee when the interim report has been published.</p>
6.	Wisbech Rail Project Update	<p>The update was noted and it was suggested that a further update for the Committee would be available between November 2020 and January 2021 (to be confirmed).</p> <p>A link to the Network Rail consultation on Ely capacity area enhancements would be shared with Committee members.</p>
7.	CAM Metro Task and Finish Group Update	<p>The Chair of the Task and Finish Group was not in attendance at the meeting. Therefore, other Task and Finish Group members updated the Committee. There had been good progress on the work in the spring; however, the Task and Finish Group has had difficulty in obtaining data related to consultations that have taken place.</p> <p>There was an overall concern about transparency expressed and the publication of papers for the CA Board meeting on 30 September is the first time the Task and Finish Group has seen relevant documentation. It is hoped now documentation has been published the Task and Finish Group can make further progress and a meeting will be scheduled for early October with a report forthcoming to the next meeting of the Committee.</p>
8.	Combined Authority Board Agenda: Wednesday, 30 September	The following questions to the Board were agreed:

Item	Topic	Decision [None of the decisions below are key decisions]
		<p>Item 1.6 Cambridgeshire and Peterborough Combined Authority Constitution</p> <p>What representations has the Combined Authority made to central government on the long-standing issue of the quoracy of Combined Authority Committees, and what has been the response?</p> <p>In line with the seven Nolan Principles of Public Life, is there a commitment for the Business Board to be more transparent and to hold meetings in public session?</p> <p>Item 3.1 Cambridgeshire Autonomous Metro Special Purpose Vehicle Shareholder Agreement</p> <p>The Combined Authority Overview and Scrutiny Committee would wish to place on record its concerns about the transparency of the CAM Special Purpose Vehicle, and about the lack of timely access to information regarding the CAM scheme in general. Will the Combined Authority give the Committee the assurance that members of the Committee will be provided with information and access to officers in a timely manner, and that the Special Purpose Vehicle will operate openly and transparently? This would include the provision of exempt information to members of the Committee on a 'need-to-know' basis.</p> <p>Item 3.2 A10 Junctions and Dualling</p> <p>If the Department of Transport funding decision on dualling is negative will the whole £2m for the Outline Business Case still be required? And in that situation, would the Combined Authority proceed with a junctions-only option, and in what timescale?</p> <p>Item 3.3 Market Towns Programme Investment Prospectus</p> <p>It appears that there is nothing in the proposals which affect Chatteris. Is this a timing issue and, if so, when is it envisaged that funding applications for Chatteris will be considered?</p>

Item	Topic	Decision [None of the decisions below are key decisions]
		<p data-bbox="958 240 1906 347">Have there been any project proposals that when independently appraised did not reach the pass mark, and, if so, what were these proposals?</p> <p data-bbox="958 389 1966 533">Can the projects be economically justified in the current climate? What is the process for developing these applications? Who is involved and how can residents and local organisations be involved and contribute to the development of proposals?</p> <p data-bbox="864 576 1205 611">Item 4.3 Bus Reform</p> <p data-bbox="958 619 1984 836">As with our question for Item 3.1, will the Combined Authority Board give an assurance of transparency to the Overview and Scrutiny Committee as this programme continues? The Committee has a Task and Finish Group which provided a series of recommendations last year and is committed to reporting back to the Committee at the end of this municipal year.</p> <p data-bbox="864 879 1151 914">Items 5.1 and 5.2</p> <p data-bbox="958 922 1966 1023">How can it be ensured that there will be no duplication of work with that being undertaken by the Greater Cambridge Partnership on these measures?</p> <p data-bbox="958 1066 1966 1209">With that in mind will the Board commit to ensuring the most productive use of collaboration between the Combined Authority, the GCP, Cambridgeshire County and Peterborough City Councils, and district councils?</p> <p data-bbox="958 1252 1944 1316">Can the Combined Authority update the committee on the virement of resources to Covid-19 and its effectiveness?</p>

Item	Topic	Decision [None of the decisions below are key decisions]
9.	CPCA Project Register	<p>The Project Register was noted.</p> <p>Resolved:</p> <ul style="list-style-type: none"> i) That future quarterly reports include an additional columns to indicate <ul style="list-style-type: none"> a) expected end date of project ; b) the future dates detail of the project are going to Executive Committees or the CA Board; and c) a RAG rating indicating that project are proceeding as expected (or not).
10.	Lead Member Questions to Executive Committees	<p>Cllr Andy Coles confirmed the questions he was content with the answers to the questions he had provided to the last Skills Committee.</p> <p>It was agreed that a meeting of Lead Members, the Chair of the Committee and the Scrutiny Officer take place prior to the next round of Executive Committees in order to consider questions to those Committees. This meeting is proposed for 2 November at 10.00 a.m.</p>
11.	Combined Authority Forward Plan	The CA Forward Plan was noted
12.	Overview and Scrutiny Committee Work Programme	<p>The Work Programme was noted.</p> <p>Resolved:</p> <ul style="list-style-type: none"> i) The next appearance by the Chair of the Independent Commission on Climate Change be initially scheduled for February 2021. ii) A further update on the CAM Metro Task and Finish Group will be presented to the October 2020 meeting of the Committee.
13.	Date of Next Meeting	Monday, 26 October 2020 at 11.00 a.m. with a pre-meeting for Members at 10.00 a.m.

Appendix 6

Cambridgeshire & Peterborough Combined Authority Board - Decision Summary

Meeting: 5th August 2020

Agenda/Minutes: [Cambridgeshire and Peterborough Combined Authority Board - 5th August 2020](#)

Item	Topic	Decision
Part 1 – Governance Items		
1.1	Announcements, Apologies and Declarations of Interest	<p>No apologies were received.</p> <p>Councillor Bailey made a declaration of interest in relation to Item 3.1: £100m Affordable Housing Programme Proposed Variations to Schemes that form investments from the £40m revolving fund in relation to loans to the East Cambridgeshire Trading Company, a wholly owned company of East Cambridgeshire District Council. he had taken advice from the Monitoring Officer and confirmed that it would be in order for her to remain in the meeting for consideration of this item and vote.</p> <p>Kim Sawyer, Chief Executive, made a declaration of interest in relation to Item 3.2: Proposal for a Corporate Vehicle to bring forward the Cambridgeshire Autonomous Metro (CAM). The Board was being recommended to appoint Ms Sawyer as one of three interim directors of the CAM Special Purpose Vehicle until the confirmed appointment of the members of the Board, following an external recruitment process. Ms Sawyer had taken advice from the Monitoring Officer and confirmed that it would be in order for her to present the report to the Board.</p>

		Councillor Holdich made a declaration of interest in relation to Item 5.1: University of Peterborough Full Business Case. He had taken advice from the Monitoring Officer and confirmed that it would be in order for him to remain in the meeting for consideration of this item and vote.
1.2	Minutes of the Combined Authority Board meeting 3 June 2020	The minutes of the meeting on 3 June 2020 were approved as an accurate record, subject to a minor amendment to minute 536: Complaints Policy.
1.3	Petitions	None received
1.4	Public Questions	One question was received from Mr Michael Page on Item 3.2: Proposal for a Corporate Vehicle to bring forward the Cambridgeshire Autonomous Metro (CAM) and one from Councillor Tim Wotherspoon on Phase 2 of the Non-Statutory Strategic Spatial Framework. The questions can be viewed in full at: Public Questions
1.5	Forward Plan	It was resolved to: Approve the Forward Plan.
1.6	Membership of the Combined Authority Board and Committees 2020-21 - Update	The Board reviewed the membership of the Combined Authority Board, Executive Committees, Business Board, Overview & Scrutiny Committee and Audit & Governance Committee for the 2020/21 municipal year. It was resolved to: a) appoint the Members and substitute Members nominated by constituent councils to the Combined Authority Board, Executive Committees, Business Board, Overview & Scrutiny Committee and Audit & Governance Committee for the municipal year 2020/2021 (Appendix 1);

		b) Note the named representative and substitute representative for each organisation as set out in the report.
1.7	Registered Office Change - Cambridgeshire and Peterborough Combined Authority Companies	<p>The Board considered a report informing them of the recent change to the registered office of the Combined Authority and its companies.</p> <p>It was resolved to:</p> <p>Note the change of the registered office of the Cambridgeshire and Peterborough Combined Authority and its subsidiary companies.</p>
1.8	Annual Report of the Chair of Audit and Governance 2019-20	<p>The Board reviewed the Audit and Governance Committee Annual Report for 2019/20</p> <p>It was resolved to:</p> <p>Note the Annual Report of the Chair of Audit and Governance Committee for 2019/20 (Appendix 1) and provide any feedback to the Committee.</p>

1.9	Overview and Scrutiny Committee Annual Report 2019-20	<p>The Board reviewed the Overview and Scrutiny Committee Annual Report for 2019/20</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> a) Note the Annual Report of the Chair of the Overview and Scrutiny Audit and Governance Committee for 2019/20 (Appendix 1) and provide any feedback to the Committee. b) Consider the recommendations of the Bus Review Task & Finish Group approved by the Overview & Scrutiny Committee at its meeting on 24 April 2020 and provide a response within two months of receipts of the these recommendations as per the Constitution of the Combined Authority. The response should indicate what (if any) action the Combined Authority or the Mayor proposes to take and publish such response. c) Note the recommendations of the CAM Task & Finish Group to the Overview & Scrutiny Committee.
Part 2 – Finance		
2.1	Budget Monitor Update	<p>The Board considered a report providing an updated budget position for 2020-21.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> a) Note the revised budget for the 2020-21 financial year. b) Note the reduction in expected costs for the Garden Villages project in 2020-21 per paragraph 3.7.

Part 3 - Combined Authority Decisions

3.1	£100m Affordable Housing Programme Proposed Variations to Schemes that form investments from the £40m revolving fund	<p>The Board considered a report seeking approval to restructure the profile of the five loans already agreed from the £40m revolving fund.</p> <p>It was resolved to:</p> <p>Approve variations to schemes that form investment from the £40m revolving fund, specifically approval of changes to the terms and conditions of pre-existing loans in response to the impacts of COVID 19 as shown in a) to d) below;</p> <p>a) Approve extensions to the duration of the existing facility agreements with Laragh Homes and The East Cambridgeshire Trading Company as shown in the table below:</p> <table border="1" data-bbox="936 756 1850 1278"> <thead> <tr> <th>Scheme Name</th><th>Borrower</th><th>Proposed extension to facility agreement in months</th></tr> </thead> <tbody> <tr> <td>Haddenham CLT (Loan)</td><td>ECTC</td><td>24</td></tr> <tr> <td>Ely MOD Site (Loan)</td><td>ECTC</td><td>20</td></tr> <tr> <td>Alexander House Ely (Loan)</td><td>Laragh Developments</td><td>4</td></tr> <tr> <td>Linton Road, Great Abingdon (Loan)</td><td>Laragh Developments</td><td>6</td></tr> <tr> <td>Histon Road (Loan)</td><td>Laragh Developments</td><td>7</td></tr> </tbody> </table> <p>b) Approve the grant of interest free periods with Laragh Homes and The East Cambridgeshire trading company as shown in the table below:</p>	Scheme Name	Borrower	Proposed extension to facility agreement in months	Haddenham CLT (Loan)	ECTC	24	Ely MOD Site (Loan)	ECTC	20	Alexander House Ely (Loan)	Laragh Developments	4	Linton Road, Great Abingdon (Loan)	Laragh Developments	6	Histon Road (Loan)	Laragh Developments	7
Scheme Name	Borrower	Proposed extension to facility agreement in months																		
Haddenham CLT (Loan)	ECTC	24																		
Ely MOD Site (Loan)	ECTC	20																		
Alexander House Ely (Loan)	Laragh Developments	4																		
Linton Road, Great Abingdon (Loan)	Laragh Developments	6																		
Histon Road (Loan)	Laragh Developments	7																		

Scheme Name	Provider / Lead Partner	Interest free period in months	Starting from
Haddenham CLT (Loan)	ECTC	24	01/04/2020
Ely MOD Site (L, Cambridge loan)	ECTC	6	01/08/2020
Alexander House Ely (Loan)	Laragh Developments	2	01/08/2020
Linton Road, Great Abingdon (Loan)	Laragh Developments	3	01/08/2020
Histon Road, Cambridge (Loan)	Laragh Developments	5	01/08/2020

- c) Interest free periods referred in b) above will be subject to a 'clawback' provision. Upon a final project reconciliation between the borrower and CPCA, the interest forgone through the interest free period will be recovered on a sliding scale if at the end of the project the actual profit is above the revised profit now being forecast for each project as a result of the Covid-19 impact.
- d) Increase the permitted number of drawdowns in each facility agreement to reflect the longer term of each loan facility.
- e) The Director of Housing and Development to be given authority to document the variations to the facility agreements as outlined in a)- d)

		above and undertake the end of project reconciliation/s assessing the potential recovery of the benefit of the interest free period against final project profit outcome for each project.
3.2	Proposal for a Corporate Vehicle to bring forward the Cambridgeshire Autonomous Metro (CAM)	<p>The Board considered a report outlining the proposal for a corporate special purpose vehicle which would act as a lead entity in the further development of the CAM Programme.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> a) Approve the incorporation of the CAM SPV. b) Appoint the following interim directors until the confirmed appointment of the members of the Board, following an external recruitment process: <ul style="list-style-type: none"> Kim Sawyer, Chief Executive John Hill, Chief Executive Jon Alsop, Chief Finance Officer c) Approve the company Articles. d) Approve the proposed process for recruitment of the Board members, at Appendix 7, and note the expected levels of remuneration as set out in paragraph 6.9. e) Note the corporate support to be provided by the CPCA to the SPV. f) Approve the Mayor as representative of the CPCA as non-voting shareholder director to attend the interim and substantive Board. g) Note and approve the proposed governance structures and committees of the CAM SPV at Appendix 4.

		<p>h) Approve the draft initial Business Plan in the confidential Appendix 6, and request that a further report be brought back to the September meeting of the Combined Authority Board seeking approval for:</p> <ul style="list-style-type: none"> a. The initial Business Plan b. The initial equity investment c. The proposed board members and chair d. The Shareholder and SPV Agreement <p>i) Note and approve the mobilisation expenditure and approve the drawdown of £1,400,000 from the Medium-Term Revenue Financial Plan to progress the consultancy work set out in section 5.</p> <p>j) To approve the £1m Equity Investment in the CAM SPV from Capital Gainshare as set out in the Medium Term Financial Plan.</p> <p>k) Subject to the approval of the Local Growth Fund application for £1m, to approve the use this to take an equity subscription of shares in the CAM SPV.</p>
3.3	A10 Junctions and Dualling	<p>The Board considered a report seeking approval for the Strategic Outline Business Case for dualling the A10 between Cambridge and Ely and upgrading junctions on that section of the route.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> a) Approve the Strategic Outline Business Case and agree in principle to proceed to Outline Business Case, subject to the outcome of funding discussions with the Department for Transport;

		b) Note the views of residents and businesses in response to the Virtual Public Exhibition.
3.4	A141 Huntingdon Capacity Study and Third River Crossing	<p>The Board considered a report summarising the outcome of the A141 and Huntingdon Third River Crossing study.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> a) Note the outcomes of the A141 and Huntingdon Third River Crossing Study. b) Approve the drawdown of budget of £350,000 for undertaking a Strategic Outline Business Case for the A141. c) Approve the drawdown of budget of £500,000 from the Subject to Approval budget within the Medium-term Financial Plan for undertaking a Strategic Outline Business Case and further develop a package of Quick Wins.
3.5	Market Towns Programme - Approval of Masterplans for East Cambridgeshire (Ely, Soham and Littleport)	<p>The Board considered a report seeking approval for the East Cambridgeshire Market Town Masterplan Action Plans produced for Ely, Soham and Littleport.</p> <p>It was resolved to:</p> <p>Approve the East Cambridgeshire Market Town Masterplan Action Plans produced for Ely, Soham, and Littleport.</p>
3.6	Ox-Cam Arc Representation	<p>The Board considered a report presenting proposals for the Combined Authority's representation on the governance groups of the Oxford to Cambridge Arc (Ox-Cam).</p> <p>It was resolved to:</p>

		<p>a) Note the Combined Authority's status as the Arc Growth Board for Cambridgeshire and Peterborough.</p> <p>b) To nominate the Leaders and substitutes listed at paragraph 4.2 to the Arc Leadership Executive:</p> <ul style="list-style-type: none"> • The Mayor • Leader of Cambridgeshire County Council (substitute Cllr Roger Hickford) • Leader of South Cambridgeshire District Council (substitute Cllr Lewis Herbert)
<p>By Recommendation to the Combined Authority</p> <p>Part 4 – Transport and Infrastructure Committee Recommendations to the Combined Authority Board</p>		
4.1	A1260 Junction 15 Transport Study - Outcomes of Outline Business Case	<p>The Board considered a report seeking approval to proceed with producing the Full Business Case and detailed design for the A1260 Junction 15 project.</p> <p>It was resolved to:</p> <p>Approve for the drawdown of £470,000 from the Medium-Term Financial Plan to produce the Full Business Case and detailed design.</p>
4.2	A1260 Junction 32 33 Transport Study - Outcomes of the Outline Business Case	<p>The Board considered a report seeking approval to proceed with producing the Full Business Case and detailed design for the A1260 Junction 32-33 project.</p> <p>It was resolved to:</p> <p>Approve the drawdown of £500,000, from the Medium-Term Financial Plan to produce the Full Business Case and detailed design.</p>

4.3	March Area Transport Strategy Progress Report	<p>The Board considered a report requesting approval to commence the Outline Business Case and preliminary design.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> a) Approve commencement of the Outline Business Case and preliminary design. b) Approve the drawdown of £1.0m for production of the Outline Business Case and preliminary design.
<p>By Recommendation to the Combined Authority</p> <p>Part 5 – Skills Committee Recommendations to the Combined Authority Board</p>		
5.1	University of Peterborough Full Business Case	<p>The Board considered a report requesting approval for the adoption of the Full Business Case to mobilise the creation of Phase 1 of the new University of Peterborough Project.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> a) Approve and adopt the Full Business Case to mobilise the creation of Phase 1 of the new University of Peterborough project. b) Delegate authority to the Director of Business and Skills, in consultation with the Lead Member for Economic Growth, the Monitoring Officer and the Chief Financial Officer (Section 73), to develop the following key documents for the Special Purpose Joint Vehicle: <ul style="list-style-type: none"> 1) Prop Co Articles of Association. 2) Collaboration Agreement.

		<p>3) Cambridgeshire and Peterborough Combined Authority Services Agreement.</p> <p>4) Shareholder's agreement.</p>
5.2	Integrated Economic, Business and Skills Insight Programme	<p>The Board considered a report recommending to resource the commissioning exercise through existing MTFP budgets and seek authorisation to consolidate these.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> a) Approve the consolidation of the Small and Medium Sized Enterprises (SME) Observatory budget and the Local Growth Fund (LGF) Top Slice and Department for Business, Energy and Industrial Strategy Support Funding as detailed in Table 1, to resource the commissioning. b) Approve the consolidation of the Adult Education Budget Programme costs, National Retraining scheme and Apprenticeships as detailed in Table 2, to resource the commissioning.
5.3	Careers and Enterprise Company Review	<p>The Board considered a report providing an annual review of the decisions made by the Combined Authority Board on 29th May 2019 to retain the Careers and Enterprise Company contract that was due to be terminated on 31 March 2019.</p> <p>It was resolved to:</p> <p style="padding-left: 40px;">Note the Annual Review report.</p>
5.4	Growth Company Corporate Governance	<p>The Board considered a report seeking approval of the corporate governance arrangements for the Growth Company (Growth Co).</p> <p>It was resolved to:</p>

		<p>a) Approve the business case in Appendix 1.</p> <p>b) Approve the business plan in Appendix 2.</p> <p>c) Approve the composition of Growth Co Board of Directors to include an independent director.</p> <p>d) Delegate authority to the Director of Business and Skills to approve the appointment of the Independent Director for the Growth Co, following an open and transparent recruitment process.</p> <p>e) Delegate authority to the Director of Business and Skills, in consultation with the Lead Member for Economic Growth, the Section 73 Officer and the Monitoring Officer, to develop the necessary legal documentation for the Growth Co.</p> <p>f) Approve the execution of the deed adherence and accession, contained within the shareholder agreement for Angle Holdings Ltd.</p>
<p>By Recommendation to the Combined Authority</p> <p>Part 6 – Business Board Recommendations to the Combined Authority Board</p>		
6.1	Accelerated 2021 Local Growth Funding Allocated to the Cambridgeshire and Peterborough Combined Authority Business Board	<p>The Board considered a report providing more information on the Accelerated 2021 Local Growth Funding allocated to the Cambridgeshire and Peterborough Combined Authority Business Board.</p> <p>It was resolved to:</p> <p>a) Note the Mayoral Decision on 15 July 2020, on the recommendation of the Business Board, to formally accept the allocation of £14.6million</p>

		<p>accelerated Local Growth Funding from the Cities and Local Government Unit on behalf of the Combined Authority;</p> <p>b) Note the plan to deploy the awarded accelerated Local Growth Funding to the Business Board's No1 ranked priority project: Greater Peterborough Innovation Ecosystem, subject to it successfully completing the Local Assurance Framework application process including ratification by the Combined Authority Board.</p>
6.2	Growth Deal Project Proposals July 2020	<p>The Board considered a report requesting approval for the applications that had been submitted for the remainder of the Local Growth Fund.</p> <p>It was resolved to:</p> <p>a) Approve funding for the project numbered 1, in table 2.11 based on the project achieving the highest scoring criteria and external evaluation recommendation.</p> <p>b) Approve a revised grant funding offer of £2,500,000, for the project numbered 2 in table 2.11 based on the project achieving the second highest scoring criteria and external evaluation recommendation.</p> <p>c) Decline project numbered 3 in table 2.11 based on the scoring criteria and this being the lowest scoring project.</p>
6.3	Local Growth Fund Programme Management July 2020	<p>The Board considered a report providing an update on the Local Growth Fund programme's performance since April 2015.</p> <p>It was resolved to:</p> <p>a) Note all of the programme updates contained in the report to the Business Board on 27 July 2020.</p>

		b) Approve the change request for the Wisbech Access Strategy Project.
6.4	Eastern Agri-Tech Growth Initiative Funding Review - July 2020	<p>The Board considered a report requesting approval for a change in the criteria for the Eastern Agri-Tech Growth Initiative scheme.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> a) Approve a change in the criteria for the Eastern Agri-Tech Growth Initiative scheme, raising the grant intervention rate from 25% to 50% on the Growth Grant part of the scheme. b) Delegate authority to the Director of Business and Skills, in consultation with the Lead Member for Economic Growth, to make any further changes in criteria or operation of the scheme to ensure all funds are awarded by end of March 2021.

Appendix 7

Cambridgeshire & Peterborough Combined Authority Board - Decision Summary

Meeting: 30th September 2020

Agenda/Minutes: [Cambridgeshire and Peterborough Combined Authority Board - 30th September 2020](#)

Part 1 – Governance Items		
1.1	Announcements, Apologies and Declarations of Interest	<p>Apologies were received from Councillor Ray Bisby, Acting Police and Crime Commissioner and Jessica Bawden, Director of Primary Care at the Cambridgeshire and Peterborough Clinical Commissioning Group.</p> <p>Councillor Smith declared an interest in Item 1.6: Cambridgeshire and Peterborough Combined Authority Constitution as a member of the Local Government Association's Executive Board in relation to the LGA's model Code of Conduct and Constitution.</p>
1.2	Minutes of the Combined Authority Board meeting 5 August 2020	The minutes of the meeting on 5 August 2020 were approved as an accurate record, subject to clarification of Councillor Bailey's comments in relation to Item 3.3: A10 Junctions and Dualling.
1.3	Petitions	None received
1.4	Public Questions	None received
1.5	Forward Plan	It was resolved to approve the Forward Plan.
1.6	Cambridgeshire and Peterborough Combined Authority Constitution	<p>It was resolved to:</p> <p>a) approve, and adopt the revisions to the Constitution detailed in this report with effect from 1 November 2020, subject to the following change:</p>

		<p>That the proposed Officer Employment Procedure Rules be amended so as to:</p> <p>(1) Delete paragraphs 3.2, 3.3 and 3.4</p> <p>3.2 Where it is proposed to appoint a Monitoring Officer, Section 73 Officer (Chief Finance Officer) or Chief Officer on an interim basis and such an appointment is to last for a period of less than nine months pending the appointment of a permanent Monitoring Officer, Section 73 Officer (Chief Finance Officer) or Chief Officer, the Chief Executive will make all necessary arrangements in connection with the appointment subject to the designation of any officer as the Monitoring Officer or Section 73 Officer on an interim basis being reserved to the Combined Authority Board.</p> <p>3.3 Where it is proposed to appoint a Head of Paid Service [Chief Executive] on an interim basis and such an appointment is to last for a period of less than nine months pending the appointment of a permanent Head of Paid Service, the Mayor will make all necessary arrangements in connection with the appointment subject to an such appointment being reported to the next meeting of the Combined Authority Board for ratification. No appointment of an Interim Head of Paid Service shall take effect until it has been ratified by the Combined Authority Board.</p> <p>3.4 Where it is proposed to appoint a Head of Paid Service (Chief Executive), Monitoring Officer, Section 73 Officer (Chief Finance Officer) or Chief Officer on an interim basis and such an appointment is to last for a period of more than nine months or such an appointment was originally made under paragraphs 3.2 or 3.3 above</p>
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		<p>but is to extend beyond nine months, the Employment Committee will make all necessary arrangements in connection with the appointment or the extension of the appointment as the case may be. Any such decision as to the appointment or the extension of the appointment of an interim Head of Paid Service (Chief Executive), Monitoring Officer or Section 73 Officer (Chief Finance Officer) shall be by way of recommendation to the Combined Authority Board.</p> <p>(2) Insert new paragraph 3.2:</p> <p>3.2 Where it is necessary to appoint an interim Head of Paid Service [Chief Executive], Monitoring Officer, or Section 73 Officer [Chief Finance Officer] on an urgent basis that appointment shall be made by the Employment Committee.</p> <p>(3) Renumber section 3 accordingly.</p> <p>(b) authorise the Monitoring Officer to update the Constitution with the recommended revisions and to make any consequential amendments.</p>
1.7	Business Plan Update	It was resolved to approve the 2020/21 Business Plan mid-year update.
1.8	Performance Report	It was resolved to note the September Delivery Dashboard.

Part 2 – Finance

2.1	Budget Monitor Report September 2020	<p>It was resolved to:</p> <p>a) note the updated financial position of the Combined Authority for the year.</p>
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		b) approve the 2020-21 'subject to approval' budget of £1,040k for the Digital Connectivity Infrastructure Programme, in line with the Business Case presented in March 2018.
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Part 3 – Combined Authority Decisions

3.1	Cambridgeshire Autonomous Metro Special Purpose Vehicle Shareholder Agreement	<p>It was resolved to:</p> <ul style="list-style-type: none"> a) Agree to enter into a Shareholder and SPV Agreement on the Heads of Terms accompanying this report. b) Approve the appointment of Lord Robert Mair as Chair of the SPV. c) Agree the annual remuneration for the role of Chair as £80,000. d) Agree to enter into a Service Level Agreement between the Combined Authority and SPV, to provide the SPV with operational resources and support. e) Approve the drawdown of £2,706,905 for the Delivery and Strategy Writing and a further £1,516,823 for Client Side Advisory from the Medium Term Financial Plan.
3.2	A10 Dualling and Junctions	<p>It was resolved to:</p> <ul style="list-style-type: none"> a) Note progress since the August board report; b) Approve the release of the capital budget of £2 million allocated as “subject to approval” within the MTFP; c) Delegate authority to the Director of Delivery and Strategy, in consultation with the Chair of the Transport and Infrastructure Committee, to develop and

Part 3 – Combined Authority Decisions		
		procure OBC stage suppliers following a Major Route Network (MRN)/ Large Local Majors (LLM) funding decision by Department for Transport (DfT).
3.3	Market Towns Programme Investment Prospectus: Approval of the First Tranche of Recommended Projects	<p>It was resolved to:</p> <ul style="list-style-type: none"> • Approve the first tranche of project proposals received for Huntingdonshire and Fenland under the Market Towns Programme Investment Prospectus.

By recommendation to the Combined Authority Board

Part 4 – Transport and Infrastructure Committee Recommendations to the Combined Authority Board		
4.1	CAM Outline business Case Non-Statutory Consultation (Central Tunnel Section) Summary Report	It was resolved to note the findings of the summary report.
4.2	Response to England's Economic Heartlands Transport Strategy Consultation	<p>It was resolved to:</p> <p>Approve the public consultation response to the England Economic Heartland's (EEH) Transport Strategy and proposal for a sub-national transport body.</p>
4.3	Bus Reform	<p>It was resolved to:</p> <p>Approve the remaining £1.2 million budget provision set out in the Medium Term Financial Plan, to be used to fund short-term innovation trials to inform subsequent reform proposals, and to delegate the detailed allocation of the</p>

Part 4 – Transport and Infrastructure Committee Recommendations to the Combined Authority Board		
		budget to trials to the Director of Delivery and Strategy in consultation with the Chair of the Committee, subject to reporting the detail back to future Transport and Infrastructure Committee meetings.

Part 5 – Skills Committee Recommendations to the Combined Authority Board		
5.1	Sector-Based Work Academy and High Value Courses	<p>It was resolved to:</p> <p>(a) Allocate the £486,297, once received, from the Department for Education (DfE) to the Adult Education Budget (AEB).</p> <p>(b) Delegate authority to the Skills Committee for the spend allocation of the £486,297 including:</p> <ul style="list-style-type: none"> the spend of the funding of £241,361 across the 20/21 and 21/22 financial years for the creation of sector-based work academies the spend of funding of £244,936 to offer an enhanced one-year classroom based course for those students who have left school or college with no job, apprenticeship, placement, university or course to go to across the 20/21 and 21/22 financial years the spend on Sector-Based Work Academies and High Value Courses
5.2	Business Growth Service Full Business Case	It was resolved to:

		<p>a) Approve and adopt the Full Business Case (FBC) to mobilise the delivery of the Business Growth Service.</p> <p>b) Agree that the conditions for FBC approval set at Outline Business Case have been met, specifically:</p> <ul style="list-style-type: none"> i. Confirmation of EU funding, and the conditions set out in item 4.2 for contracting only upon further correspondence from the Ministry of Housing, Communities and Local Government. ii. Appointment of a delivery partner iii. Submission of 3-year cash flow forecast; monthly for year 1 and annual thereafter. iv. Contact / Involvement of HMRC to upskill Growth Hub staff v. Discussions with local authority partners on availability of in-kind support via use of local authority office space, provision of secretariat and officer time vi. Submission of an independent state aid report covering: <ul style="list-style-type: none"> i. ESF and ERDF application and utilisation; ii. allocation of £2.335m of the authority's revenue budget to Growth Service Management Company Ltd; iii. Management of Capital Growth Fund vii. Submission of Sustainability and Environmental policy for the Growth Service Management Company Ltd
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		<p>viii. Submission of evidence to support the claim of delivering 2.8 new jobs per firm receiving supported in-depth coaching</p> <p>(c) Agree that additional conditions, to be considered post-Covid-19, have been met, specifically:</p> <p>ix. That the Service has been appropriately adapted to support the Local Covid-19 Economic Recovery Strategy</p> <p>x. That the impacts of Covid-19 on contributing funding from Enterprise Zone, business rates receipts, have been appropriately considered.</p> <p>(d) Delegate authority to the Director of Business and Skills, in consultation with the Lead Member for Economic Growth, the Monitoring Officer and the Chief Financial Officer (Section 73), to contract the preferred bidder to commence the Service during October 2020.</p>
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Part 6 – Business Board Recommendations to the Combined Authority Board		
6.1	Local Growth Fund Programme Management September 2020	<p>It was resolved to:</p> <p>(a) Approve the project change request for the Photocentric Local Growth Fund project;</p> <p>(b) Note the programme updates contained in the report to the Business Board meeting on 15 September 2020;</p> <p>(c) Note the funding position and forecast for Local Growth Fund Projects in delivery.</p>

Part 6 – Business Board Recommendations to the Combined Authority Board		
6.2	Growth Deal Project Proposals September 2020	<p>It was resolved to:</p> <ul style="list-style-type: none"> (a) Approve funding for the project ranked 1 (Peterborough City Centre project) in table 2.9 of the report to the Business Board based on the project scoring criteria and external evaluation recommendation; and (b) Decline approval of funding at this time for the project ranked 2 (Cambridge Market Place Project) in the table at 2.9 of the report to the Business Board based on the project not meeting the scoring criteria.
6.3	Covid-19 Economic Recovery Strategy	<p>It was resolved to:</p> <ul style="list-style-type: none"> (a) approve the first draft of the Local Economic Recovery Strategy (LERS) for Cambridgeshire & Peterborough. (b) Note that the final draft of the Economic Recovery Strategy (LERS) for Cambridgeshire & Peterborough will be brought back in November 2020 for final approval.
6.4	Covid-19 Evidence Base and Insight Report	This report was withdrawn.

CAMBRIDGESHIRE AND PETERBOROUGH FIRE AUTHORITY UPDATE

To: Cambridgeshire County Council

From: Chairman, Cambridgeshire and Peterborough Fire Authority

Date: 13 October 2020

1. HER MAJESTY'S INSPECTORATE OF CONSTABULARY AND FIRE AND RESCUE SERVICES (HMICFRS)

- 1.1 Council may recall that Cambridgeshire Fire and Rescue Service (CFRS) was inspected by HMICFRS in July 2018 to assess how effective and efficient the organisation is in its activities to prevent, protect the public against and respond to fires and other emergencies. The inspection also assessed how well the organisation looks after its workforce.
- 1.2 The Service was judged as good (this is where HMICFRS expect every service to be) in all three key areas and across the board in all of the supporting questions – one of only two fire and rescue services in the first tranche of inspections to achieve this and one of only three to get good for how well it looks after its people.
- 1.3 Following the conclusion of all three tranches of inspections, the first independent inspection into all 45 fire and rescue services (FRS's) for 12 years, a report entitled the State of the Fire and Rescue (annual assessment) report was published. The report makes some stark comments on the variances found across the sector and can be found at [State of the Fire and Rescue \(Annual Assessment\) Report](#)
- 1.4 In January 2020, the Authority received notification that the Home Secretary had agreed to schedule the next round of HMICFRS inspections. However due to the COVID-19 pandemic this schedule was placed on hold and we now anticipate inspections will recommence in early 2021.
- 1.5 In August 2020 the Service received notification that HMICFRS had been commissioned to inspect the response by all fire and rescue services to the COVID-19 pandemic. CFRS subsequently received their (virtual) inspection date of week commencing 5 October 2020. The pre inspection requirement was to fill out a self-assessment return which was duly submitted. Members of the Authority have been fully briefed on the Service activities pre, during and post the first six months of the pandemic and involved in the scrutiny of the return.
- 1.6 It is anticipated that the Authority will receive a letter, with an ungraded assessment, detailing the opinion of HMICFRS on the Service response to the COVID-19 pandemic, by the end of the calendar year. The demands that all such

inspections place on the Authority and Service do not attract any additional funding from government.

2. CFRS WORK WITH PARTNERS IN RESPONSE TO THE COVID-19 PANDEMIC

- 2.1 Highlighted as a significant risk on the National Risk Register, work in conjunction with partners had been undertaken to plan for pandemic flu and the impact it could have within Cambridgeshire. The Pandemic Flu Plan is authored and reviewed by the Cambridgeshire and Peterborough Local Resilience Forum (CPLRF) Risk Group of which the Chief Fire Officer is the current Chairman.
- 2.2 When the country was placed in lockdown due to the COVID-19 pandemic in March this year, the plan was invoked. In this scenario, amongst other legal obligations the Service is required to deliver its statutory duties under the Fire and Rescue Services Act 2004 whilst ensuring its support to the local COVID-19 response, alongside partners, is appropriate. There is also a requirement to monitor the cost burden that the pandemic has placed on the organisation, to minimise the impact on overall service delivery.
- 2.3 Actions taken by the Service pre, during and post the lockdown have maintained its legal requirements and ensured the safety, health and wellbeing of employees whilst supporting partners and the wider public in terms of the service provided. The Authority would like to take this opportunity to highlight to Council the following key activities;
 - CFRS provided a uniformed Group Commander to drive the establishment and ongoing CPLRF personal protective equipment or PPE hub facility which supported the county in providing critical PPE. It also provided a procurement manager who, working with other procurement professionals across the CPLRF, sourced and ensured ongoing supplies of PPE were available for distribution in addition to those provided by central government. Through this approach CFRS has also been able to support other regional fire and rescue partners in accessing supplies with our network of suppliers.
 - The Assistant Chief Fire Officer (ACFO) chaired the regional crewing hub that, through the Tripartite Agreement, facilitated the provision of operational staff to be seconded to the East of England Ambulance Service Trust (EEAST) to drive ambulances and provide specialist driver training. As the single point of contact the ACFO liaised with senior Officers in the other services to supply the drivers and to ensure a consistent approach to working with the ambulance service across the region.
 - CFRS Officers engaged directly with the Community Hub to supply human resources, where required, to support activities such as checking on vulnerable people across our communities and fitting facemasks for clinical care settings.

- 2.4 The Authority continues to closely monitor the national situation to inform local actions; CFRS are confident that their processes are agile enough to evolve based on experience and learning to date.

3. GOVERNMENT REVIEW OF THE FUTURE POLICE AND CRIME COMMISSIONER MODEL

- 3.1 On 22 July 2020, the Minister of State for Crime and Policing laid a Written Ministerial Statement in Parliament, setting out plans to conduct a two-stage internal review into the role of Police and Crime Commissioners (PCCs). This review aligns with the Government's manifesto commitment to strengthen the accountability of PCCs and expand their role.
- 3.2 After eight years, the Government wishes to consider how the PCC model can continue to evolve stating that it is important that PCCs are strong, visible leaders in the fight against crime and have the legitimacy and tools to hold their police forces to account effectively. While part one of the review will be largely focused on strengthening how the current model operates, it will also have some scope to consider how the Government sets out its long-term ambitions on fire governance reform ahead of next year's elections.
- 3.3 The Chairman of the Authority, in consultation with Members and senior Officers, provided constructive feedback on the five key lines of inquiry to both the Home Office and the Local Government Association who garnered fire and rescue service feedback to inform their own return.
- 3.4 If any member of Council wishes to see the respective responses, please contact Dawn Cave in the first instance.

4. PROPERTY PORTFOLIO - HUNTINGDON

- 4.1 Council will recall from previous reporting that a special (virtual) meeting of the Authority was to be convened on 30 March 2020 when a final decision was made in relation to the future property portfolio in Huntingdon.
- 4.2 Based on the discussion and decision made at that meeting, the Service has submitted the formal planning application to Huntingdonshire District Council to build a new fire station, training centre and occupational health suite on the St Johns site in Huntingdon, off the A141, Spittals Way.
- 4.3 Staff affected by the relocation have been consulted, comments and suggestions have been taken into account and the plans submitted will result in an outstanding future proofed facility. The Authority acknowledge it has been a hugely frustrating journey to get to this point but are now focussed on the provision of improved facilities for CFRS staff, particularly a modern and fit for purpose training centre.
- 4.4 In terms of timescales, taking into account planning approval, build and fitting out estimates, it is anticipated that the site will be operational by autumn 2022.

BIBLIOGRAPHY

Source Documents

Fire Authority Minutes 2019/20

Location

[Cambridgeshire and Peterborough Fire Authority Minutes](#)

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