

# **COUNCIL MEETING**

## **AGENDA**

**15th December 2020**

**Virtual Meeting**

# Cambridgeshire County Council Notice of Meeting

The meeting of the County Council will be held on Tuesday 15th December 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 – 13th October 2020 (previously circulated)  
[available at [County Council meeting 13/10/2020](#)]

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. Item for Determination from General Purposes Committee (oral)

Treasury Management Report – Quarter Two Update 2020-21

To consider the following recommendation arising from the General Purposes Committee meeting on 24th November 2020 (minute 289 refers):

Note: a copy of the report discussed by the General Purposes Committee and the minutes of the meeting are available here  
[General Purposes Committee meeting 24/11/2020](#)

7. Cambridgeshire Local Pension Fund Board Annual Report 2019-20 (pages 7-30)

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

a) Motion from Councillor Ian Manning

Council notes:

- The decision of Highways and Transport Committee on 10th March 2020, to suspend all work on resident parking schemes for a year from that date
- The paper to that meeting suggested that many Greater Cambridge Partnership (GCP) projects were not progressing
- The funding provided for the schemes from the Greater Cambridge Partnership is up for review in January 2021
- The impact of the Covid-19 pandemic in accelerating the move to Active Travel support from Government and the Gear Change report published on 27th July 2020 - [Gear change: a bold vision for cycling and walking](#)

Council believes:

- Since the decision many GCP projects have progressed - for example the Chisholm Trail bridge being in place, Histon Road progressing and the Milton Road project having been agreed to progress
- Many areas waiting for parking schemes nearby to implemented ones are experiencing extreme pressures in parking, making lives extremely difficult for residents
- Pressures have been made worse by the increase in home working as part of the Covid-19 pandemic
- Government policy has clearly shifted in favour of restricting the ease of use of private car journeys in favour of active travel and public transport, and this Council should follow this lead

Therefore Council believes that the decision made on the 10th March meeting should be reconsidered at the next meeting of the Highways and Transport Committee.

[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 Bill Hunt

The A1123 runs between Soham and Hartford near Huntingdon, there is also a small two mile stretch between Haddenham and Witcham Toll which is classified as A1421.

This council notes:

1. For many years the villages of Wicken, Stretham, Wilburton, Haddenham, Earith, Wyton and Bluntisham have been split in two and impacted by the A1123, as well as the town of St. Ives.
2. Vehicles have been hit whilst parked, cyclists injured, houses suffered significant damage, tractors have overturned and pollution levels are increased by the volume and type of traffic that regularly uses this road as a strategic route.
3. Over the last 15 years speed limits have been introduced and extended, a signage programme has been installed, light controlled crossings have been put in place and "Speedwatch" has been very active throughout the villages affected by the A1123. These measures indicate the efforts that have been made to reduce the speed of all traffic and especially Heavy Goods Vehicles (HGVs).

We believe that now that the A14 is constructed and open we finally have the opportunity to dramatically improve the quality of life for around 10,000+ of our residents.

Up to now, the A1123 has been colloquially known and used as the "A14 bypass". Whenever the A14 experienced increased traffic or congestion a large percentage was diverted, caused either by Sat Nav or local knowledge, and used the A1123.

The Ely southern bypass opened two years ago and this has taken some pressure off the A1123. Some vehicles travelling from Bury/Ipswich/ Felixstowe towards the Midlands/North/Ireland/Scotland now do not turn left at Soham. The recently opened £1.5 billion A14 upgrade has the potential to transform life in the A1123 towns and villages.

If the A1123 were to be changed to a "B" road eventually Sat Nav systems would not suggest vehicles, particularly HGVs, should use the Soham to Huntingdon route. Revised signage should indicate the new status and also, where possible, indicate that the route is not appropriate for the current volume of HGV traffic.

This route directly affects the divisions of the following Councillors, who have proactively worked with Councillor Bill Hunt, to support the views of their residents by supporting him in bringing forward this motion: Councillor Kevin Reynolds, Councillor Ryan Fuller, Councillor Steve Criswell, Councillor Ian Bates.

This Council therefore resolves to take the following step:

Instruct the Executive Director for Place and Economy to pursue the reclassification of the A1123 (and A1421) from "A" to "B".

[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 Lorna Dupré

This Council resolves to endorse the call of the Local Government Association for

- Devolution of some of the National Citizen Service (NCS) funding to local authorities, and
- Release of the Government's promised £500 million Youth Investment Fund, announced in September 2019, to help boost youth services, including improving facilities and training youth workers.

This Council further resolves to engage with the Government's spring review of Government programmes to support youth services, announced in the Chancellor's recent autumn statement, and to actively promote the above position to Government.

In so resolving, this Council is mindful of the need for urgent investment in youth services to offer young people safe places to meet, support them to succeed in school, training, or employment, and help them avoid long-term unemployment, mental health problems, and being lured into criminal activity.

This Council notes LGA analysis showing that spending by local authorities on youth services nationally has reduced by 69 per cent since 2010/11, from £1.4 billion to £429 million, with the loss of more than 4,500 youth work jobs and the closure of 750 youth centres.

Meanwhile the National Citizen Service (NCS) receives an estimated 95 per cent of the Government's youth services budget, despite only one in six eligible young people taking part and a fall of eight per cent in participants in the past year. National Citizen Service offers just two to four weeks of voluntary activity for 16 to 17-year-olds, receiving £1.26 billion in government funding from 2016 to 2020.

This Council believes that some of this National Citizen Service funding would be better spent on all-year-round provision for young people of all ages, rather than a time-limited programme which is restricted to a narrow age group and is attracting only a relatively small number of teenagers. The Government's £500 million Youth Investment Fund is expected to reach only around half of council areas, and this Council believes that all local authority areas need to have enough funding to ensure youth services are available for local young people.

[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 31-62)  
and Overview and Scrutiny Committee  
(Council Procedure Rule 9.1)

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

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

Dated 7th December 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](mailto:michelle.rowe@cambridgeshire.gov.uk)

## Local Pension Board Annual Report 2019-20

To: County Council

Date: 15th December 2020

From: Chairman of the Local Pension Board

Purpose: To report on the work of the Local Pension Board over the previous year.

Recommendation: It is recommended that Full Council note the content of the report.

### Officer contact:

Name: Michelle Rowe  
Post: Democratic Services Manager  
Email: [michelle.rowe@cambridgeshire.gov.uk](mailto:michelle.rowe@cambridgeshire.gov.uk)  
Tel: 01223 699180

### Member contacts:

Names: Councillor Simon King  
Post: Chairman Local Pension Board  
Email: [simon.king@cambridgeshire.gov.uk](mailto:simon.king@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 issues 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 The Local Government Pension Scheme (LGPS) for Cambridgeshire, which is administered by the County Council, provides pensions and related benefits for employees of the County Council, Peterborough and Cambridge City Council, the five District Councils, and other public sector employers and bodies admitted to the Fund within the county.
- 2.2 Information about the LGPS for Cambridgeshire is included in the Annual Report of the Cambridgeshire Pension Fund Committee considered at the last meeting [County Council meeting 13/10/2020](#).
- 2.3 The Public Services Pensions Act 2013 requires all Public Service Pension Schemes to establish a Local Pension Board to assist the Administering Authority (Cambridgeshire County Council) to:
- secure compliance with the LGPS regulations and other legislation relating to the governance and administration of the LGPS and also the requirements imposed by the Pensions Regulator in relation to the LGPS; and
  - ensure the effective and efficient governance and administration of the LGPS.

The Cambridgeshire Local Pension Board is in addition to the existing Cambridgeshire Pension Fund Committee. It is a non-decision making body and is designed to act as a critical friend to the existing Committee and Investment Sub-Committee.

- 2.4 The Local Pension Board comprises 3 scheme employer and 3 scheme member representatives and meets approximately 4 times a year.
- 2.5 The Annual Report for 2019-20 as attached in Appendix 1 details the activities of the Pension Fund Board during that period.

## 3. Cambridgeshire Local Pension Board Report 2019-20

- 3.1 A copy of the full Cambridgeshire Local Pension Board Report for 2019-20 is attached.



## 4. Source Documents

### 4.1 Cambridgeshire Local Pension Fund Board agendas and minutes.

[Cambridgeshire Local Pension Fund Board](#)

## Appendix 1

# Cambridgeshire Pension Fund Board Annual Report 2019-20

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# Chairman's Foreword

It is my pleasure, as Chairman of the Cambridgeshire Pension Fund Board, to introduce the fifth Cambridgeshire Pension Fund Board Annual Report, for 2019-20. The Board was established in accordance with the Public Service Pensions Act 2013. Our task is to assist Cambridgeshire County Council by making sure it is administering the Local Government Pension Scheme effectively and efficiently, and is compliant with the law.

I was delighted to be appointed Chairman by the Board for a third year. Although we started the reporting year like any other, the situation changed following the declaration of the largest public health emergency in generations. The Covid-19 emergency meant that we were also unable to meet in April 2020. However, I am pleased to confirm that all Cambridgeshire Pension Fund Board meetings are now taking place virtually.

As Chairman, I am keen for the Board to continue to work hard to protect both the interests of the Pension Fund and its members. I am grateful for the commitment and support of the current members of the Board but these members cannot continue forever. I am therefore looking for new members so that when the time is right we can continue to provide continuity of membership. So if you find this area of work interesting please do not hesitate to contact me.

I am confident that the dedication and commitment of the Board members will continue into 2020-21 in order to assist Cambridgeshire County Council in maintaining the high standards of the administration of the Fund. This commitment is demonstrated by the exceptionally high attendance at meetings this last year, and the Board's commitment during these uncertain times to now attend meetings virtually.

I welcome comments and feedback on the Local Government Pension Scheme from both employers and members, and encourage them to raise any issues of concern directly with me.

Councillor Simon King  
Chairman of Cambridgeshire Local Pension Board

# Background

The Public Services Pensions Act 2013 requires all Public Service Pension Schemes to establish a Local Pension Board to assist the Administering Authority (Cambridgeshire County Council) to:

- secure compliance with the Local Government Pension Scheme (LGPS) regulations and other legislation relating to the governance and administration of the LGPS and also the requirements imposed by the Pensions Regulator in relation to the LGPS; and
- ensure the effective and efficient governance and administration of the LGPS.

The Cambridgeshire Local Pension Board is in addition to the existing Cambridgeshire Pension Fund Committee. It is a non-decision making body and is designed to act as a critical friend to the existing Committee and Investment Sub-Committee.

The Local Government Pension Scheme (Amendment) (Governance) Regulations 2015 relating to the creation and ongoing operation of the local pension boards were laid before Parliament on 28th January 2015 and came into force on 20th February 2015.

The Cambridgeshire Local Pension Board was established by Cambridgeshire County Council (the administering authority) at its full Council meeting on 24th March 2015. The first meeting of the Board was held on 16th July 2015.

## Role and Remit

The role and remit of the Cambridgeshire Local Pension Board is to assist Cambridgeshire County Council (the administering authority) by making sure it is administering the Local Government Pension Scheme effectively and efficiently and, in doing so, is complying with relevant laws and regulations. The Board does this by reviewing the policies and practices that Cambridgeshire County Council has adopted and checking them against the applicable regulations, as well as comparing them to examples of best practice elsewhere.

## Governance Compliance Statement

Each Administering Authority must have in place a Governance Compliance Statement that sets out whether it delegates its functions, or part of its functions, under the Regulations to a committee, a sub-committee or an officer of the authority. Where the Administering Authority does delegate its functions, the statement must include:

- the terms, structure and operational procedures of the delegation;
- the frequency of any committee or sub-committee meetings;
- whether such a committee or sub-committee includes representatives of scheme employers or members, and if so, whether those representatives have voting rights;
- the extent to which a delegation, or the absences of a delegation, complies with guidance given by the Secretary of State and, to the extent that it does not so comply, the reasons for not complying; and
- details of the terms, structure and operational procedures relating to the Local Pension Board.

# Constitution and Membership

Cambridgeshire County Council approved the terms of reference for the Cambridgeshire Local Pension Board on the basis that the Board is a stand-alone authority. With the assistance of the Local Pension Board, it has also approved standing orders for the Board. [A copy of both documents is available at the following link](#) (see from page 6)

A Local Pension Board must include an equal number of employer and member representatives with a minimum requirement of no fewer than four in total. At its meeting on 24th March 2015, Cambridgeshire County Council agreed to establish a Local Pension Board with three employer representatives and three scheme member representatives. The term of appointment for all members is four years or until qualification for membership ceases.

The method of appointment is two employer representatives to be appointed by Cambridgeshire County Council Full Council and all other members to be appointed via an open and transparent selection process. An application pack containing the terms of reference and an outline of the knowledge and understanding and capacity requirements is available and advertised to employers and members within the Fund in a way that is compliant with the requirements set out in the Local Government Pension Scheme (LGPS) – Guidance on the Creation and Operation of Local Pension Boards in England and Wales whenever a new member is recruited. Following receipt of applications from potential representatives, a short listing and interview process involving the Council's Monitoring Officer or her representative determines that the representative has the required attributes to carry out the role effectively. At the request of the Board, the Monitoring Officer has agreed that the Chairman/woman and Vice-Chairman/woman of the Board can be involved in the interview process.

The membership of the Board is as set out overleaf:

## Employer Representatives



Councillor Simon King  
Cambridgeshire County Council Conservative Group  
[Simon.King@cambridgeshire.gov.uk](mailto:Simon.King@cambridgeshire.gov.uk)  
Appointed: 23 May 2017



Councillor Elisa Meschini  
Cambridgeshire County Council Labour Group  
[elisa.meschini@cambridgeshire.gov.uk](mailto:elisa.meschini@cambridgeshire.gov.uk)  
Appointed: 15 May 2018



Councillor Denis Payne  
Histon and Impington Parish Councillor  
[cllr.denis.payne@gmail.com](mailto:cllr.denis.payne@gmail.com)  
Appointed: 3 February 2017



## Scheme Member Representatives



David Brooks

Former Vice- Principal –Business of The Thomas Deacon Academy

[David.jf.brooks@talk21.com](mailto:David.jf.brooks@talk21.com)

Appointed: 21 October 2015

Reappointed: 3 May 2019



Barry O'Sullivan

Cambridgeshire County Council, Customer Service Advisor

[Barry.O'Sullivan@cambridgeshire.gov.uk](mailto:Barry.O'Sullivan@cambridgeshire.gov.uk)

Appointed: 16 July 2015

Reappointed: 3 May 2019



John Stokes

Former Senior Architectural Technologist

[johnjstokes@btinternet.com](mailto:johnjstokes@btinternet.com)

Appointed: 16 July 2015

Reappointed: 3 May 2019

The Chairman/woman and Vice-Chairman/woman of the Board are elected by the Board on annual basis.

The current Chairman is Councillor Simon King and the Vice-Chairman is David Brooks.

The Board has met three times during the period of this Annual Report.

The attendance record for members of the Board is detailed below:

#### Employer Representatives

Date	Councillor Simon King	Councillor Elisa Meschini	Councillor Denis Payne
5 July 2019	Attended	Attended	Attended
4 October 2019	Attended	Attended	Attended
31 January 2020	Attended	Attended	Attended
24 April 2020	Cancelled due to Covid-19	Cancelled due to Covid-19	Cancelled due to Covid-19

#### Scheme Member Representatives

Date	David Brooks	Barry O'Sullivan	John Stokes
5 July 2019	Attended	Attended	Attended
4 October 2019	Attended	Attended	Attended
31 January 2020	Attended	Attended	Attended
24 April 2020	Cancelled due to Covid-19	Cancelled due to Covid-19	Cancelled due to Covid-19

# Code of Conduct and Conflicts Policy

Cambridgeshire County Council (the Administering Authority) is required to prepare and approve a code of conduct for the Board to adopt. The code of conduct should set out the standards of behaviour expected of members, incorporating the 'Seven Principles of Public Life' (known as the Nolan Principles).

The elected and co-opted members of a local authority are governed by their local authority's code of conduct for councillors. This code is required of every local authority by the Localism Act 2011 and sets out the standards of behaviour expected of individuals in their capacity as councillors. In addition, there is a legal obligation for councillors to disclose, in a register maintained by the authority's monitoring officer, certain pecuniary interests, as defined in regulations made under the 2011 Act. Both of these requirements apply to any members of a Local Pension Board who are also councillors of a local authority. They do not apply to members of a Local Pension Board who are not Councillors unless they are specifically adopted in terms of reference or other policy document to apply to the other members of the Board.

The Cambridgeshire Local Pension Board has agreed formally, at its meeting on 21st October 2015, to adopt the Cambridgeshire County Council Code of Conduct for all members of the Board. [A link to the completed code of conduct forms for County Councillor Board members is available here](#)

The code of conduct forms for non-County Councillor members are retained by the Democratic Services Officer, Rob Sanderson, supporting the Board.

It is not anticipated that significant conflicts of interest will arise in the same way as would be the case if the Board was making decisions on a regular basis (compared, for example, to a Pension Fund Committee). However, officers will take steps to identify, monitor and manage conflicts effectively. At its meeting on 20 April 2018, the Board agreed a formal Pension Fund Conflicts of Interest Policy, under which a register of conflicts of interest will be maintained and published on the administering authority's website.

# Knowledge and Understanding

In accordance with Section 248A of the Pensions Act 2004, every individual who is a member of a Local Pension Board must be conversant with:

- the rules of the Local Government Pension Scheme (LGPS)
- any document recording policy about the administration of the Fund which is for the time being adopted in relation to the Fund.

Each individual must have knowledge and understanding of the law relating to pensions and such other matters as may be prescribed.

Cambridgeshire County Council (the Administering Authority) is required to make appropriate training to Local Pension Board members to assist them in undertaking their role and where possible support all members of the Board in undertaking that training. The Board approved a Knowledge and Understanding Policy Framework for Cambridgeshire Pension Fund Board Members at its meeting on 21 October 2015.

The Pensions Regulator has provided an e-learning programme which has been developed to meet the needs of all members of public sector scheme pension boards, whether or not they have access to other learning. The majority of members of the Cambridgeshire Local Pension Board have already completed the Pension Regulator's Toolkit, which is a compulsory requirement under the Knowledge Management Policy. [Members who have not completed the Toolkit have been contacted with a reminder and provided with the following link](#)

The Local Pension Board is required to keep appropriate records of the learning activities of individual members and the Local Pension Board as a whole. This will assist members in demonstrating their compliance, if necessary, with the legal requirement and how they have mitigated risks associated with knowledge gaps. It is a statutory requirement to include details of the training undertaken by members of the Pension Fund Board in the Fund's Annual Report. In addition, this information may be required by other agencies such as the Pensions Regulator from time to time.

A schedule detailing the training undertaken by Cambridgeshire Local Pension Board members is detailed below:

Member	Event	Date
Cllr Simon King [Appointed 23 May 2017]	Statutory and non-statutory policies – training item	23/02/2018
	Cross Pool Open Forum	27/03/2018
	CIPFA Training Day	09/05/2018
	Introduction to the LGPS	26/09/2018
	Completion of the Pension Regulator's Toolkit	29/09/2018
	Internal Dispute Resolution Procedure	15/02/2019
	Investment Presentation	15/02/2019
	Cyber Resilience	03/05/2019
	Monitoring and Maintaining Outsourced Providers	01/07/2019
	Valuation Presentation	01/07/2019
	Valuation Presentation (Committee)	10/10/2020
	LGPS Investment costs and risk management (virtual)	03/06/2020
	Schroders Training Session (virtual)	19/06/2020
	Schroders Training Session (virtual)	26/06/2020
	Investment Training Day	15/07/2020
Cllr Elisa Meschini [Appointed 15 May 2018]	CIPFA Training Day	04/07/2018
	Internal Dispute Resolution Procedure	15/02/2019
	Investment Presentation	15/02/2019
	Cyber Resilience	03/05/2019
	Monitoring and Managing Outsourced Providers	01/07/2019
	Valuation Presentation	01/07/2019
	Pension Investment Day	15/07/2019
Cllr Denis Payne [Appointed 3 February 2017]	Completion of the Pension Regulator's Toolkit	28/02/2017
	Training Needs Analysis	07/03/2017
	Local Pension Board Two Years on Seminar	28/06/2017
	Pension Information Day	05/07/2017
	LGC Investment Summit	07/09/2017
	Pension Information Day	06/10/2017
	Pension Information Day	22/11/2017
	Employers Forum	29/11/2017
	Pension Information Day	07/02/2018
	Statutory and non-statutory policies – training item	23/02/2018
	Local Pension Board three Years on Seminar	27/06/2018
	CIPFA Training Day	09/05/2018
	LGC Investment Summit	07/09/2018
	Internal Dispute Resolution Procedure	15/02/2019
	Investment Presentation	15/02/2019
	Cyber Resilience	03/05/2019
	PLSA Local Authority Conference	13/05/2019
	Local Pension Board Annual Event	26/06/2019

Member	Event	Date
	Monitoring and Maintaining Outsourced Providers	01/07/2019
	Valuation Presentation	01/07/2019
	LGC Investment Seminar	06/09/2019
	Pension Information Day	06/03/2020
	Schroders Training Session (virtual)	12/06/2020
	Schroders Training Session (virtual)	19/06/2020
	Schroders Training Session (virtual)	15/07/2020
	Investment Information Day	15/07/2020
Barry O'Sullivan [Appointed 16 July 2015]	LGA Local Pension Board Training	21/05/2015
	LGSS Joint Local Pension Board Training	01/09/2015
	UBS First Steps	03/11/2015
	UBS Second Steps	03/11/2015
	LGSS Valuation Training	03/02/2016
	Local Pension Board Seminar	29/06/2016
	Pension Ombudsman Case Study - Training item	22/07/2016
	Completion of the Pension Regulator's Toolkit	02/02/2016
	LGC Investment Seminar	03/02/2017
	Local Pension Board Two years on Seminar	28/06/2017
	Pension Information Day	05/07/2017
	Unison Eastern Regional pensions forum	22/09/2017
	National LGPS Seminar	10/01/2018
	Pension Information Day	06/10/2017
	Pension Information Day	22/11/2017
	Training Needs Analysis	06/12/2017
	National LGPS Seminar	10/01/2018
	Statutory and non-statutory policies – training item	23/02/2018
	CIPFA Training	09/05/2018
	CIPFA Training	04/07/2018
	LGC Investment Summit	06/09/2018
	UNISON LGPS Seminar	11/12/2018
	Internal Dispute Resolution Procedure	15/02/2019
	Investment Presentation	15/02/2019
	Local Pension Board Annual Event	26/06/2019
	Monitoring and Managing Outsourced Providers	01/07/2019
	Valuation Presentation	01/07/2019
	LGC Investment Seminar	08/09/2019
	Investment Information Day	09/10/2019
	Pension Information Day	06/03/2020
	Pension Information Day (virtual)	15/07/2020

John Stokes [Appointed 16 July 2015]	LGA Local Pension Board Training	21/05/2015
	LGSS Joint Local Pension Board Training	01/09/2015
	LGSS Pensions Liability Driven Investment & Passive Investment Training Day	27/10/2015
	LGSS Valuation Training	03/02/2016
	Completion of the Pension Regulator's Toolkit	
	Schroders Trustee Training	10/06/2016
	Pension Ombudsman Case Study - Training item	22/07/2016
	LGC Investment Seminar	02/03/2017
	Local Pension Board 2 Years on Seminar	28/06/2017
	LGC Investment Summit	07/09/2017
	Pension Information Day	06/10/2017
	Pension Information Day	22/11/2017
	Training Needs Analysis	06/12/2017
	LAPFF Conference	06/12/2017
	CIPFA Training	09/05/2018
	CIPFA Training	12/09/2018
	LAPFF Conference	05/12/2018
	LGPS Governance Conference	17/01/2019
	Internal Dispute Resolution Procedure	15/02/2019
	Investment Presentation	15/02/2019
	Cyber Resilience	03/05/2019
	Monitoring and Maintaining Outsourced Providers	01/07/2019
	Valuation Presentation	01/07/2019
	LGC Investment Seminar	06/09/2019
	Investment Information Day	09/10/2019
	LAPFF Annual Conference	4-6/12/2019
	Investment Information Day	15/07/2020
David Brooks [Appointed 21 October 2015]	Completion of the Pension Regulator's Toolkit	17/02/2016
	Pension Ombudsman Case Study - Training item	22/06/2016
	14th Annual Trustee Conference	29/06/2017
	Pension Information Day	06/10/2017
	Training Needs Analysis	06/12/2017
	Statutory and non-statutory policies – training item	23/02/2018
	CIPFA Training	09/05/2018
	CIPFA Training	12/09/2018
	Internal Dispute Resolution Procedure	15/02/2019
	Investment Presentation	15/02/2019
	Cyber Resilience	03/05/2019
	Monitoring and Managing Outsourced Providers	01/07/2019
	Valuation Presentation	01/07/2019
	Investment Information Day	17/07/2019

A Local Pension Board is also required to prepare and keep updated a list of the core documents recording policy about the administration of the Fund and make sure that the list and documents (as well as the rules of the LGPS) are accessible to its members.

[The LGSS Pensions Team has prepared such a list for Cambridgeshire Local Pension Board members, which is available here.](#)

In October 2018, the Board had opportunity to feed into the proposed Training Strategy and in December 2018 this was approved by the Pension Fund Committee. The Strategy is based on a training credits concept reflecting a mix of training from e-learning to training days which recognises people's commitments.



# Reporting Breaches of the Law to the Pensions Regulator Policy

In accordance with section 70 of the Pensions Act 2004, certain individuals must report to the Pensions Regulator as soon as reasonably practicable where that individual has reasonable cause to believe that:

- a duty which is relevant to the administration of the LGPS, and is imposed by or by virtue of an enactment or rule of law, has not been or is not being complied with; and
- the failure to comply is likely to be of material significance to the Regulator in the exercise of any its functions.

This obligation directly applies to each individual who is a member of the Local Pension Board. The Local Pension Board must therefore have effective arrangements in place to meet its duty to report breaches of law.

At its meeting on 21st October 2015, the Cambridgeshire Local Pension Board was informed that, in line with the Pensions Regulator's Code of Practice number 14 (Governance and administration of public service pension schemes), the Fund has developed a policy that sets out the mechanism for reporting breaches of the law.

The policy ensures that those with a responsibility to report breaches of the law are able to meet their legal obligations, by analysing situations effectively in order to make an informed decision on whether a breach has been made.

As the Cambridgeshire Pension Fund Board does not have decision making powers, the Board is not able to approve this policy. Instead it reviewed the Policy on 21st October 2015 before it was approved by the Pension Fund Committee at its meeting on 22nd October 2015. It also reviewed the policy on 6th July 2018 recommending changes to the Pension Fund Committee.

[A copy of the "Reporting Breaches of the Law to the Pensions Regulator Policy" is available here.](#)

# Work Programme 2019-20

The Cambridgeshire Local Pension Fund Board has met three times in 2019-20, on 5th July 2019, 4th October 2019, and 31st January 2020.

## Board Meeting – 5th July 2019

This was the first meeting of the Board in the municipal year. At the meeting, the Board considered a report on the administration performance of the Cambridgeshire Pension Fund, and took a particular interest in any late payments to the Fund. It also considered a report on the governance of the Local Government Pension Scheme, as well as potential, new, amending and overriding legislation that would have an impact on how the Scheme was managed, and on Scheme members' benefits.

The Board reviewed the current risks facing the Fund, in particular cyber risk. It was proposed that there should be specific entry relating to "cyber risk" on the Risk Register.

In addition, the Board considered reports on monitoring and managing outsourced providers, ACCESS asset pooling, and reports considered by the Pension Fund Committee.

## Board Meeting – 4th October 2019

The Board requested its future succession arrangements be reviewed as early as possible, as there could not be an expectation that the three current Scheme Members would wish to serve for a further four year term after 2023. As a way forward, it was proposed to ask the current members a year before their term of office came to an end to indicate if they would wish to continue. Based on this, an advance recruitment exercise has been undertaken which will involve communications being included in an e-mail sent to all members notifying them that their annual statement is available

The Board reviewed the Digital Communications Strategy before it was presented to the Pension Fund Committee for approval. Members queried how those members not comfortable with electronic communications would be kept informed and were reassured to note that when new members joined the Fund they were given the choice of which format they wished to receive.

Members also received reports on the Valuation of the Pension Fund, Pension Fund Annual Business Plan Update, Administration Performance Report, Governance and Compliance Report, Data Improvement Plan Progress Report, Risk Management, Anti-Fraud and Corruption Policy Review, Pension Fund Annual Report and Statement of Accounts and an update on ACCESS Asset Pooling.

## Board Meeting – 31st January 2020

The Board asked officers to investigate whether the Pension Fund Committee would be declaring a Climate Change Emergency. It is not clear whether any Local Authority Pension Committee has declared such an emergency, rather that it would be for the administering authority to make such a declaration.

In addition, Members received reports on the Administration Performance, Pension Fund Annual Business Plan Update, Risk Monitoring, Governance and Compliance Report, Cambridgeshire Pension Fund 2020-2021 Communications Strategy, Valuation Fund and an update on ACCESS Asset Pooling.

# Work Programme 2020-21

The Cambridgeshire Local Pension Board maintains a work programme (agenda plan) which is considered at every meeting. The Work Programme for 2020-21 is as set out below:

## 3 July 2020

- Internal Audit Report
- Administration Performance Report
- Governance and Compliance Report
- Pension Fund Annual Business Plan and Medium Term Strategy 2019-20 to 2021
- Governance and Administration Risk Management in light of the Coronavirus pandemic

## 6 November 2020

- Administration Report
- Business Plan Update
- Governance and Compliance Report
- Risk Monitoring
- Business Continuity Plan review
- Data Improvement Plan 2020/21
- Communication Strategy 2021/21
- Funding Strategy Statement
- McCloud Remedy
- Asset Allocation
- Annual Report and Statement of Accounts
- Asset Pooling
- Terms of Reference and Appointment review
- Local Pension Fund Board Annual Report

## 22 January 2021

- Administration Report
- Business Plan Update
- Governance and Compliance Report
- Risk Monitoring
- Terms of Reference and Appointment review
- Aon action plan conclusions
- Administration Strategy
- Overpayment of Pension Policy
- Admissions, Cessations and Bulk Transfer Policy
- Cambridgeshire Pension Board Effectiveness Review
- External Audit

April 2021

- Administration Report
- Business Plan Update
- Governance and Compliance Report
- Risk Monitoring
- Terms of Reference and Appointment review
- Business Continuity Plan review
- Training Strategy
- Review of the Investment Strategy Statement
- Payment of Employee and Employer Contributions Policy

# Key Officers supporting the Local Pension Board

## Head of Pensions

Mark Whitby

[MWhitby@northamptonshire.gov.uk](mailto:MWhitby@northamptonshire.gov.uk)

## Governance & Regulations Manager

Joanne Walton

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## Governance Officer

Michelle Oakensen

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## Democratic Services Manager

Michelle Rowe

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## Democratic Services Officer

Rob Sanderson

[rob.sanderson@cambridgeshire.gov.uk](mailto:rob.sanderson@cambridgeshire.gov.uk)



**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  
2nd October 2020  
27th November 2020  
Councillor Mark Goldsack

Overview and Scrutiny Committee  
26th October 2020  
23rd November 2020  
Councillor David Connor  
Councillor Jocelynne Scutt

Combined Authority Board  
25th November 2020  
Councillor Steve Count

The above meetings have taken place in October and November 2020.

### Audit and Governance Committee – 2nd October and 27th November 2020

The Audit and Governance Committee met on 2nd October and 27th November 2020, the decision summaries are attached as Appendices 1 and 2.

### Overview and Scrutiny Committee – 26th October and 27th November 2020

The Overview and Scrutiny Committee met on 26th October and 27th November 2020, the decision summaries are attached as Appendices 3 and 4.

### Combined Authority Board – 25th November and reconvened 27th November 2020

The Combined Authority Board met on 25th and reconvened 27th November 2020, the decision summary is attached as Appendix 5.

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: 2nd October 2020

Agenda/Minutes: [Audit and Governance Committee – 2 October 2020](#)

Chair: John Pye (Chair and Independent Person)

Summary of decisions taken at this meeting

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
<b>1</b>	<b>Apologies and Declarations of Interests</b>	There were no apologies. There were no declarations of interest.
<b>2</b>	<b>Chair's Announcements</b>	<ol style="list-style-type: none"> <li>1. The postponed Value for Money Workshop will be held at the conclusion of the next meeting of the Committee.</li> <li>2. Daniel Harris of RSM (UK) the new Internal Auditors was welcomed to his first meeting of the Committee.</li> </ol>
<b>4</b>	<b>Minutes of the Previous Meeting and Action Notes</b>	<ol style="list-style-type: none"> <li>1. The minutes of both the meeting of 31 July 2020 and 24 September 2020 were agreed as accurate records.</li> <li>2. The Monitoring Officer reported it was entirely appropriate for a Company Secretary for a Local Authority Trading Company to also be employed by that Local Authority and stated there was no conflict of interest.</li> <li>3. The Chief Executive updated the Committee on the Lancaster Way audit for which a draft report has just been received. The Combined Authority and</li> </ol>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>Cambridgeshire County Council will be looking at the report and the Committee will receive a report at the next meeting.</p> <p>4. The Chief Executive updated the Committee on meeting with civil servants within the MHCLG. An update will be provided at the January 2021 meeting of the Committee. The Mayor will be attending the next meeting of the Committee. The Scrutiny Officer will contact Committee members for advance questions to be submitted to the Mayor one week in advance of the meeting.</p> <p>5. The Monitoring Officer thanked the Committee for its engagement on the Constitution review. He informed the Committee that the Combined Authority Board had agreed the recommendations of the Committee at its meeting on 30 September. One amendment was moved and agreed with regard to the Officer Employment procedure Rules which enables earlier engagement by the Employment Committee. A letter related to quoracy of Combined Authority Audit &amp; Governance and Overview &amp; Scrutiny Committees is being drafted and will be forwarded to the Chair of this Committee and the Overview &amp; Scrutiny Committee for approval prior to being sent to Whitehall.</p> <p>6. The Work Programme of the Committee will need to reflect the protocols to be developed on the Member/officer relationship; and the appointment to CA Commissions, Working Groups etc.</p> <p><b>RESOLVED:</b></p> <p>1. A report on Lancaster Way to be presented at the next meeting of the Committee</p> <p>2. Members to be contacted with advance questions for the Mayor of the Combined Authority to be submitted a week in advance of the meeting</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<ol style="list-style-type: none"> <li>3. A further update on liaison between the Combined Authority and civil servants at the MHCLG to be provided at the Committee meeting of 29 January 2021</li> <li>4. The letter to Whitehall to be shared with the Chairs of the Audit &amp; Governance Committee and Overview &amp; Scrutiny Committee for input and approval prior to being sent</li> <li>5. The Work Programme for the Committee to include the additional protocols for the Constitution as approved by the Combined Authority Board</li> </ol>
4	Statement of Accounts and External Audit	<ol style="list-style-type: none"> <li>1. The final review period for the statement of accounts commenced on 28 August and concludes on 9 October. To date no direct questions from the public on the accounts have been received into the Combined Authority or by Ernst &amp; Young.</li> <li>2. The final account and External Audit opinion will be presented at the next Committee meeting prior to the final accounts publication deadline of 30 November 2020.</li> </ol> <p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1. The final statement of accounts and External Audit Opinion to be received at the next meeting</li> <li>2. The Chair should be informed of any issues relating to any potential delays (i.e. the Cambridgeshire Pension Fund audit)</li> </ol>
5	Internal Audit	<ol style="list-style-type: none"> <li>1. A final update on Internal Audit for 2019/20 was provided to the Committee. Steve Crabtree was thanked by the Chair for his work over the previous three years.</li> </ol>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<ol style="list-style-type: none"> <li>2. Daniel Harris of RSM (UK) presented the initial draft audit plan for 2020/21 and expressed confidence that a full internal audit plan will be presented at the next meeting.</li> <li>3. A joint internal and external audit Workshop was suggested for April 2020 and this was approved by the Committee.</li> <li>4. The suggested two initial internal audits to be scoped and commenced ahead of the next meeting of the Committee, namely: Risk Management; and Key Financial Controls were agreed by the Committee</li> </ol> <p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1. A full internal audit plan be presented to the Committee on 27 November 2020</li> <li>2. A joint workshop with Ernst &amp; Young be programmed for April 2020</li> <li>3. The Committee to provide any comments on the proposed internal audit plan to the Scrutiny Officer by week ending 9 October</li> <li>4. The Risk Management; and Key Financial Controls audits should commence</li> </ol>
6	<b>Treasury Management Strategy Update</b>	<ol style="list-style-type: none"> <li>1. The report covering the period up to the end of August 2020 was received and noted. The Committee commended the additional detail provided in the report.</li> <li>2. The Committee will receive further updates in January and April 2021.</li> </ol> <p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1. An updated Treasury Management Strategy report to be provided to the Committee in January 2021</li> </ol>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
7	<b>Combined Authority Board Update</b>	<ol style="list-style-type: none"> <li data-bbox="891 268 1973 336">1. The Chief Executive updated the Committee on future government White Papers which have been delayed due to Covid-19.</li> <li data-bbox="891 368 1921 475">2. The Chief Executive also updated the Committee on the Constitution Review; the Cambridge Autonomous Metro; Market Town Masterplan bids; and the Business Growth Service.</li> </ol> <p data-bbox="846 507 1032 539"><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li data-bbox="891 544 1989 687">1. The Chief Executive to respond to the Committee on the criteria for the Market Town strategies and whether the response to Covid-19 relates to the commercial sector response or whether it also includes the community and health responses too</li> <li data-bbox="891 719 1989 895">2. The Chief Executive to provide the Committee with regular updates on the working relationship between the Combined Authority and Greater Cambridge Partnership as part of the CAB updates. The Chief Executive to inform the Mayor that such an update is required as part of his attendance at the next Committee meeting</li> </ol>
8	<b>Corporate Risk Register</b>	<ol style="list-style-type: none"> <li data-bbox="891 938 1899 1002">1. The risk register was received and noted with the additional Climate Change risk as requested by the Committee.</li> </ol> <p data-bbox="846 1034 1032 1066"><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li data-bbox="891 1070 1928 1177">1. To provide detail to the Committee on how much is being spent on the three officers mitigating on EU exit, factoring in the EU exit grant the Combined Authority receives</li> <li data-bbox="891 1209 1989 1316">2. At the next meeting to provide detail on those risks that are not included in the sequential number presentation (i.e. why are these no longer considered to be corporate risks)</li> </ol>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		3. The next report to the Committee to include a description on how the Climate Change risk is being managed
9	Work Programme	<p>1. The work programme was received and noted.</p> <p><b>RESOLVED:</b></p> <p>1. The item on Lancaster Way be added to the November meeting</p> <p>2. The Mayor is now attending in November 2020 so can be removed from the programme for January 2021</p> <p>3. Programme the additional Constitution protocols into the programme</p> <p>4. Add the Internal and External Audit Workshop to the work programme for the April meeting of the Committee</p>
10	Date of next meeting	<p>1. Friday, 27 November 2020 from 10.00 a.m. via the Zoom platform. The Value for Money Workshop to follow at the conclusion of the meeting.</p> <p><b>RESOLVED:</b></p> <p>1. External and Internal Audit colleagues to be invited to attend the Workshop</p>

## Appendix 2

### Audit and Governance Committee Decision Summary

Meeting: 27th November 2020

Agenda/Minutes: [Audit and Government Committee – 27 November 2020](#)

Chair: John Pye (Chair and Independent Person)

Summary of decisions taken at this meeting

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
1	<b>Apologies and Declarations of Interests</b>	There were no apologies. There were no declarations of interest.
2	<b>Mayor for the Combined Authority in attendance</b>	Mayor James Palmer attended to answer questions from the Committee and provided an update on the MCHLG and the Combined Authority activities.
3	<b>Chair's Announcements</b>	<ol style="list-style-type: none"><li>Value for Money workshop run by Aileen Murphie from National Audit Office to follow on from the conclusion of the meeting.</li><li>The Chair updated the Committee on two recent attempts to defraud the Combined Authority of funds.<ul style="list-style-type: none"><li>Both attempts were made by fraudsters intercepting e-mails and changing bank details in an attempt for payments to be made to an incorrect bank account.</li><li>The internal auditors, RSM were made aware of both attempts in accordance with the Combined Authority's anti-fraud policy.</li><li>RSM are working with 3C, our IT providers to establish the course of events and whether any Combined Authority e-mail account has been compromised.</li><li>The Combined Authority has not lost any funds as a result of these fraud attempts.</li></ul></li></ol>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<ul style="list-style-type: none"> <li>- RSM will bring forward their proposed audit on IT systems, which was planned to include a review of network and Cyber security.</li> <li>- RSM will bring a report to the January meeting.</li> </ul>
4	Minutes of the Previous Meeting and Action Notes	The Minutes were approved as a correct record and the actions from the previous meeting noted.
5	Lancaster Way	<p>The Committee received the report which provided the Committee with an update on the independent value for money review of the Lancaster Way project, as jointly commissioned by the Combined Authority (CPCA) and Cambridgeshire County Council (CCC).</p> <p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1) To note the findings and recommendations of the independent value for money report, as prepared by KPMG.</li> <li>2) To note the joint response from CPCA and Cambridgeshire County Council, and progress made to address the report's recommendations.</li> <li>3) To report the findings and recommendations to the Transport and Infrastructure Committee</li> <li>4) The Committee requested that an update on the progress of the actions against the recommendations in report be brought to the next meeting.</li> </ol>
6	Relationship between Risk and Change Control	<ol style="list-style-type: none"> <li>1. The Committee received the report which provided the Committee with a proposed Relationship between Risk and Change Control document, which is to enhance the current Risk Management Strategy and establish an early warning notification and change control process.</li> </ol>



Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>2. The Committee was requested to review the Relationship between Risk and Change Control document and suggest any changes they would like to put forward as a recommendation to the Combined Authority Board.</p> <p><b>RESOLVED:</b></p> <p>Recommend to the Combined Authority the adoption of the proposed Relationship between Risk and Change Control document</p>
7	<b>Corporate Risk Register</b>	<p>The Committee reviewed the Combined Authority Corporate Risk Register.</p> <p><b>RESOLVED:</b></p> <p>The Committee noted that RSM were undertaking an audit of the Risk Management Strategy so some changes on how risk is managed and reported may be coming forth.</p> <p>The Committee were advised that the recent incidents of fraud would be considered and a decision would be taken on whether it needed to be escalated to the corporate risk register.</p>
8	<b>End of Year Financial Statements 2019/20 and External Audit and Opinion</b>	<p>The Committee received the report which asked them to approve:-</p> <ul style="list-style-type: none"> <li>a) the final Statement of Accounts 2019/20</li> <li>b) the Annual Governance Statement 2019/20</li> <li>c) the Management Representation Letter 2019/20</li> <li>d) the External Auditors report 2019/20</li> </ul> <p><b>RESOLVED:</b></p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>a) The Committee agreed to approve the final Statement of Accounts 2019/20 received and to delegate to the Chairman to approve further minor changes to the Statement of Accounts if needed before the deadline of 30 November 2020.</p> <p>b) The Committee agreed to approve the Annual Governance Statement 2019/20</p> <p>c) The Committee agreed to approve the Management Representation Letter 2019/20</p> <p>d) The Committee agreed to approve the External Auditors Report 2019/20</p> <p>e) The Committee requested that some clarity around the settlement payment for the interim CFO be provided by the Interim Monitoring Officer</p>
9	<b>Internal Audit Plan 2020/21</b>	<p>The Committee received the proposed 2020/21 internal audit plan and three-year internal audit strategy.</p> <p><b>RESOLVED:</b></p> <p>The Committee noted the report and requested that the Business Board and the CAM SPV be included within the review of the processes in place for the appointments to Boards and Committees.</p>
10	<b>Adult Education Budget</b>	<p>The Committee received the report which provide an update for the Committee on the Adult Education Budget arrangements for Audit and Assurance.</p> <p><b>RESOLVED:</b></p> <p>The Committee noted the report and requested that a further update be brought to the March meeting.</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
11	<b>Work Programme for the Audit &amp; Governance Committee</b>	<p>The work programme was received and noted.</p> <p><b>RESOLVED:</b></p> <p>A report with an update on the progress of the actions against the recommendations on Lancaster Way be brought to the next meeting</p> <p>A report on the audit on Cyber Security and IT systems and the attempted fraud to come to the January Committee meeting.</p> <p>A further update on the Adult Education Budget to come to the March committee meeting.</p>
12	<b>Date of next meeting</b>	Friday, 29 January 2021 from 10.00 a.m. via the Zoom platform.

## Appendix 3

### Overview and Scrutiny Committee Decision Summary

Meeting: 26th October 2020

Agenda/Minutes: [Overview and Scrutiny Committee – 26 October 2020](#)

Chair: Cllr Lorna Dupré

Summary of decisions taken at this meeting

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
1.	<b>Apologies</b>	Apologies were received from: Cllr David Mason (Fenland District Council) substituted by Cllr Alex Miscandlon, Cllr David Connor (Cambridgeshire County Council)
2.	<b>Declarations of Interest</b>	None
3.	<b>Election of Vice Chair</b>	Due to a member resignation the Committee were required to elect a new Vice Chair. Cllr Ed Murphy was elected to be the Vice Chair for the remainder of the municipal year.
4.	<b>Minutes of the Previous Meeting</b>	<p>The minutes of the last meeting were agreed as an accurate record. The responses from the CA Board to the Committee's questions were reviewed with the following points raised:-</p> <p>1) The Committee discussed the response received about representations the Combined Authority had made to central government on the long-standing issue of quoracy and were concerned that the CA Board were not aware of any representations being made to Government in relation to the quoracy of</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>Combined Authority committees as this had been an issue raised on numerous occasions by this committee. The Chair would write to the Board members to express this concern and to ask that any response received from central government in response to the letter recently sent be shared with members.</p> <p>2) The Committee discussed the response to whether there was a commitment for the Business Board to be more transparent and to hold meetings in public session and were concerned over the response received about the CA Business Board and its level of transparency and agreed that Cllr Mike Davey as a member of the Audit and Governance Committee should raise this concern there for that committee to consider.</p> <p>3) The Committee discussed the response to the question raised about the CAM SPV and agreed that a report detailing the powers the committee had to scrutinise the SPV be brought to the November meeting.</p>
5.	Public Questions	There were no public questions received.
6.	The Director of Business and Skills	The Committee received and noted the report and presentation given by the Director for Business and Skills.
7.	Community Land Trusts	The Committee received and noted the presentation from Community Housing Programme Manager.
8.	Digital Connectivity Update	The Committee received and noted the report from the Project Lead for Digital Connectivity Infrastructure
9.	CAM Metro Task and Finish Group Update	The Committee received the report and agreed to appoint the following members to the Task and Finish group:-

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>Cllr Grenville Chamberlain Cllr Mike Davey</p> <p>The Committee AGREED that the task and Finish Group would elect a chair for the group as soon as possible and inform the Committee at their next meeting.</p>
10.	<b>Combined Authority Forward Plan</b>	The CA Forward Plan was noted.
11.	<b>Overview and Scrutiny Committee Work Programme</b>	<p>The Work Programme was noted.</p> <p><b>RESOLVED:</b></p> <ul style="list-style-type: none"> <li>i) To move the Director for Delivery and Strategy to February 2021.</li> <li>ii) To have a report on the CAM SPV Scrutiny options brought to November's meeting.</li> <li>iii) The Bus Review Task and Finish Group should have a meeting prior to their report coming to the Committee in February and that this should align with the report going to the CA Board.</li> </ul>
12.	<b>Date of Next Meeting</b>	Monday, 23 <sup>rd</sup> November 2020 at 11.00 a.m. with a pre-meeting for Members at 10.00 a.m.
	The Committee wanted to put on record their sincere thanks to Cllr Kevin Price and his hard work done whilst a member of the Committee and in particular for his work involving the CAM Task and Finish Group.	

## Appendix 4

### Overview and Scrutiny Committee Decision Summary

Meeting: 23rd November 2020

Agenda/Minutes: [Overview and Scrutiny Committee – 23 November 2020](#)

Chair: Cllr Lorna Dupré

Summary of decisions taken at this meeting

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
1.	<b>Apologies</b>	Apologies were received from: Cllr Patricia Jordan (Huntingdonshire District Council) substituted by Cllr Mike Humphrey.
2.	<b>Declarations of Interest</b>	There were no declarations of interest.
3.	<b>Minutes of the Previous Meeting</b>	The minutes of the last meeting were agreed as an accurate record.
4.	<b>Public Questions</b>	There were no public questions received.
5.	<b>The Chair of the Business Board</b>	<p>Austen Adams was in attendance and updated the Committee on the activity of the Board including Covid recovery projects and funding.</p> <p><b>RESOLVED:</b></p> <p>i) The Chair to contact the Chair of the Business Board about the future relationship between the Business Board and the Overview &amp; Scrutiny Committee.</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
6.	<b>The Combined Authority Budget and Medium Term Financial Plan</b>	<p>This was to be the first of three consecutive visits to the Committee over the course of the budget-setting process and development of the MTFP. This first appearance is related to the process of budget-setting.</p> <p>The Combined Authority Board should approve the budget for consultation purposes at its meeting on 25 November; and it is this budget that will be brought back to the December meeting of the Committee as a consultee in the process. Other consultees include all constituent authorities including the Leaders, Chief Executives and Chief Finance Officers. The draft budget is loaded onto the Combined Authority website with alerts via social media to engage the public in the process. As well as the Overview and Scrutiny Committee all Executive Committees and the Business Board receive the draft budget.</p> <p><b>RESOLVED:</b></p> <ul style="list-style-type: none"> <li>i) The Chief Finance Officer would return to the Committee meetings in December 2020 and January 2021</li> <li>ii)</li> </ul>
7.	<b>Ely Capacity Enhancements</b>	<p>The Committee was informed that the Mayor of the Combined Authority is to meet the Rail Minister shortly and will be discussing rail enhancements in the county. The Combined Authority is lobbying the Department for Transport for greater capacity than what is currently proposed and there is a good opportunity to maximise capacity without the need for separated solutions with rail in the region being critical for integrated transport solutions.</p> <p>The Wisbech rail proposals are dependent upon capacity through the Ely area and that negotiations with the Department for Transport are ongoing and interim solutions are being considered.</p>
8.	<b>Scrutiny of the SPV for the CAM Metro</b>	The report was noted.



Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<b>RESOLVED:</b> i) The Chair and Chief Executive of the SPV be invited to attend a meeting of the Committee in late winter/early spring 2021. ii)
9.	<b>Combined Authority Board Agenda: Wednesday, 25 November</b>	<p>The following questions to the Board were agreed:</p> <ul style="list-style-type: none"> <li> <b>Item 1.7 Appointment of Chief Executive of ONE CAM Limited</b>  Can the process for the level of remuneration to be received by the Chief Executive of One CAM Limited be evidenced and justified? </li> <li> <b>Item 2.2 Draft 2021-22 Budget and MTFP to 2024-25 for Public Consultation</b>  Is there any indication of when we might expect to see the strategy underlying the financial figures extrapolated beyond 2021/22?   The staffing budget shows a 2% pay award and increments for performance related pay. Given the expected announcement of a public sector pay freeze is the CPCA expecting to proceed with this pay award?   There are revenue proposals referencing EU funds up to 2023-24. Are these funds received prior to Brexit and will they be received post-Brexit? </li> <li> <b>Item 4.1 CAM Special Purpose Vehicle</b>  Given the expected announcement of a public sector pay freeze is it appropriate that an annual salary of £40,000 per annum is awarded to non-executive directors? Can the O&amp;S Committee have some background to the process justifying this level of remuneration?   How does the Board justify the level of funding on a project that is currently speculative; and what level of recompense is likely if the project does not happen? </li> </ul>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<ul style="list-style-type: none"> <li> <b>Item 4.6 Devolution Deal, Gainshare Gateway Review and Combined Authority Prospectus</b>            (Appendix 1: 1) Are we realistically still considering doubling GVA?             (Appendix 1: 4) When will material be placed in the public domain arising from the work of the Public Sector Reform Commission?             (Appendix 1: 6) How does the Board define world-class connectivity and how will we know something is world-class?             (Appendix 1: 14) When will the Joint Assets Board will be established?             (Appendix 1:18) When will the impasse be resolved in terms of holding back £45m of the £100m housing fund? If this is not resolved how will this affect the delivery of the commitment? When will it be made clear whether March 2021 or March 2022 that is the end date for the £100m scheme?             (Appendix 1: 34) This is not, as yet, implemented; can the O&amp;S Committee have an update please?             (Appendix 1: 35) What are the Combined Authority's expectations for a second Devolution Deal?             (Appendix 1: 39) What is happening on the government's proposals on business rate reform and what are the implications for the Combined Authority of not proceeding?             (Appendix 1: 41) What is happening on the devolution of strategic planning powers to the Mayor and what is the likely impact?         </li> </ul>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>(Appendix 1: 43) What is happening on forming an Education Committee with the Regional Schools Commissioner and other key education stakeholders and what is the likely impact?</p> <p>(Appendix 1: 46) What is happening on the work with government to explore a more integrated pathway of service delivery for the causes of offending behaviour early to reduce the use of courts and prisons and what is the likely impact?</p> <p>(Appendix 1:53) Could the O&amp;S Committee have an update on the work with local partners to consider how best to establish a sub-national transport body?</p> <p>(Appendix 1:58) Does this commitment now refer to the Government White Paper on Planning for the Future or something entirely different?</p> <p>(Appendix 1: 69) The DfE did not include the Combined Authority in Area Reviews, as the process was considerably advanced by the time the Combined Authority was established in March 2017. The last of the Area Reviews were concluded in August 2017, but this commitment is described as 'Not yet implemented by Government'. Could the O&amp;S Committee have an update on what the Combined Authority expects to happen now?</p> <ul style="list-style-type: none"> <li> <b>Item 5.1 Local Transport Plan CAM Sub Strategy</b>            What does the Board envisage the role of the Greater Cambridge Partnership to be in this as that body is barely mentioned in the report?         </li> <li> <b>Items 6.3 Local Economic Recovery Strategy Update</b>            How is the Combined Authority liaising with its constituent authorities and the Greater Cambridge Partnership on Covid recovery?         </li> </ul>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		Has the impact of Brexit on future investment funding been considered and, if so, how will funds be delivered to help those impacted by Brexit?
10.	<b>Combined Authority Forward Plan</b>	The CA Forward Plan was noted.
11.	<b>Lead Member Questions to Executive Committees</b>	The responses to the Lead Member questions were noted.
12.	<b>Overview and Scrutiny Committee Work Programme</b>	<p>The Work Programme was noted.</p> <p><b>RESOLVED:</b></p> <p>i) It was <b>agreed</b> that the Chairman and Chief Executive of One CAM Limited be invited to attend a meeting of the Committee in late winter/early spring 2021.</p>
13.	<b>Date of Next Meeting</b>	Monday, 14 December 2020 at 11.00 a.m. with a pre-meeting for Members at 10.00 a.m.

## Appendix 5

# Cambridgeshire & Peterborough Combined Authority Board - Decision Summary

Meeting: 25th November 2020

Agenda/Minutes: [Cambridgeshire and Peterborough Combined Authority Board – 25 November 2020](#)

[Cambridgeshire and Peterborough Combined Authority Board – 27 November 2020](#)

Meeting: Wednesday 25th November 2020. [Meeting adjourned at 2.04pm and reconvened on Friday 27 November 2020 at 8.00am]

## Part 1 - Governance Items

### 1.1 Announcements, Apologies for Absence and Declarations of Interest

**Apologies were received from Councillor Ryan Fuller and co-opted member Jessica Bawden when the Board met on Wednesday 25 November 2020. Following an adjournment, the meeting was resumed on Friday 27 November and apologies were received from Councillors Ryan Fuller, John Holdich and Bridget Smith and from co-opted members Jessica Bawden and Councillor David Over.**

**A declaration of interest was made by Kim Sawyer, Chief Executive, in relation to Item 4.1: CAM Special Purpose Vehicle Budget Update and Award of the CAM Conceptual Design Contract. Ms Sawyer is an Interim Director of the Board of the CAM Special Purpose Vehicle, but as she was appointed to this position by the Combined Authority Board there was no conflict of interest.**

### 1.2 Minutes of the Combined Authority Board meeting on 30 September 2020

The minutes of the meeting on 30 September 2020 were approved as an accurate record. A copy will be signed by the Mayor when it is practical to do so.

### 1.3 Petitions

No petitions were received.

1.4 Public Questions

No public questions were received.

1.5 Forward Plan

It was resolved to approve the Forward Plan.

1.6 Combined Authority Board and Committee Appointments: November 2020

It was resolved to:

- a) Note the appointment by Cambridge City Council of Councillor Martin Smart as its substitute member on the Combined Authority Board for the remainder of the municipal year 2020/2021.
- b) Note the appointment by Cambridge City Council of Councillor Mike Davey as one of its members on the Overview and Scrutiny Committee for the remainder of the municipal year 2020/2021.
- c) Note the appointment by Cambridge City Council of Councillor Mike Sargeant as one of its substitute members on the Overview and Scrutiny Committee for the remainder of the municipal year 2020/2021.
- d) Nominate and appoint members and substitute members to the Employment Committee.

1.7 Appointment of Chief Executive Officer (ONE CAM LTD)

**This report was withdrawn.**

Part 2 – Finance

## 2.1 Budget Monitor Report Update: November 2020

It was resolved to note the updated financial position of the Combined Authority for the year.

## 2.2 2021/22 Draft Budget and Medium-Term Financial Plan 2021 To 2025

It was resolved to:

a) Approve the Draft Budget for 2021/22 and the Medium-Term Financial Plan 2021/22 to 2024/25 for consultation.

b) Approve the timetable for consultation and those to be consulted.

## Part 3 – Combined Authority Decisions

### 3.1 Allocation of Additional Funds to Highways Agencies

Having consulted the Board, the Mayor resolved to allocate the grants as set out below:

#### Additional Pothole and Challenge Funds

CCC - £10,201,000

PCC - £2,353,000

Total - £12,554,000

#### Additional Home to School and College Transport Funds

CCC - £876,164

PCC - £179,328

Total - £1,055,492

### 3.2 Allocation of Getting Building Fund

It was resolved to note Key Decision 2020/081 made by Mayor James Palmer on 5<sup>th</sup> November 2020 using the General Exception procedure.

By recommendation to the Combined Authority Board

Part 4 – Transport and Infrastructure Committee recommendations to the Combined Authority Board

#### 4.1 CAM Special Purpose Vehicle – Budget Update and Award of the CAM Conceptual Design Contract

It was resolved to:

- a) In accordance with the shareholder agreement, approve the recommendations of the One CAM Limited Board to:
  - I. agree the appointment of the non-executive directors
  - II. agree the remuneration for the non-executive directors in the sum of £40,000 per annum for each director
  - III. agree the appointment of Jon Alsop as interim Chief Finance Officer for One Cam Ltd
  - IV. agree the amendment to the heads of terms of the shareholder agreement
  - V. ratify the opening of a bank account with Barclays for One Cam Ltd
- b) Delegate authority to the CPCA Chief Executive to enter into contracts following compliant procurement processes on behalf of the Combined Authority and later novate to One Cam Ltd as follows:
  - VI. Three contracts to deliver Concept Designs for the CAM in the sum of £200,000 per contract
  - VII. A contract for legal services based on schedule of rates and within the 2020/21 agreed budget.
  - VIII. A contract to MACE based on schedule of rates and within the 2020/21 agreed budget to facilitate the progression of the CAM outline business case
  - IX. A contract to Jacobs to support key elements of the Delivery Strategy capped at £620,000



#### 4.2 Fenland Stations Regeneration Outline Business Case

It was resolved to:

- (a) Approve the Outline Business Case outcomes
- (b) Approve the start of construction for Manea and March Station works
- (c) Approve the drawdown of £1.2 million from the budget within the Medium-Term Financial Plan.

#### 4.3 Fengate Phase 1 Strategic Outline Business Case

It was resolved to:

- a) Approve the Strategic Outline Business Case;
- b) Approve the commencement of the Full Business Case and detailed design stage;
- c) Approve the drawdown of £270,000 from the budget within the Medium-Term Financial Plan to develop the Full Business Case and detailed design.

#### 4.4 Oxford to Cambridge Arc

It was resolved to note the Oxford to Cambridge Arc report.

#### 4.5 Market Towns Programme Investment Prospectus – Approval of Second Tranche of Project Proposals

It was resolved to:

Approve the second tranche of project proposals received under Market Towns Programme from Fenland and East Cambridgeshire in the sum of £1,426,169 plus an additional £99,900 for the 'unapproved' balance for tranche one.

#### 4.6 Devolution Deal, Gainshare Gateway Review and Combined Authority Prospectus

It was resolved to:

- a) Note that 72% of Devolution Deal Commitments have already been delivered or are in delivery, and agree to take six-monthly progress reports on Devolution Deal delivery in future,
- b) Approve the Locality Complementary Report at Appendix 2,
- c) Approve the Prospectus at Appendix 3.

### Part 5 – Housing and Communities Committee recommendations to the Combined Authority Board

#### 5.1 Local Transport Plan CAM Sub Strategy

It was resolved to:

- a) Note the consultation responses to the Cambridgeshire Autonomous Metro (CAM): Local Transport Plan (LTP) sub-strategy;
- b) Agree the amendments made to the CAM: LTP sub-strategy in light of the consultation responses;
- c) Note that the CAM LTP sub-strategy sets out the vision for CAM, against which, schemes contributing to the CAM will be considered; and
- d) Approve the CAM LTP sub-strategy.

#### 5.2 March Area Transport Study

It was resolved to:

Approve the drawdown of £900,000 for construction of the remaining March Area Transport Study Quick Win Schemes

### 5.3 A47 Dualling

It was resolved to:

Note the report and the proposed next steps.

### 5.4 Cambridge South East Transport Better Public Transport and Active Travel Consultation

It was resolved to:

Delegate responsibility to the Director of Delivery and Strategy to respond to the consultation on behalf of the Combined Authority, in consultation with the Chair of the Transport & Infrastructure Committee.

## Part 6 – Skills Committee recommendations to the Combined Authority Board

### 6.1 Local Growth Fund Programme Management November 2020

It was resolved to:

- a) Allocate the remaining £2,043,178 Local Growth Fund into the Growth Grants strand of the new Business Growth Service;
- b) Delegate authority to Director of Business and Skills, in consultation with the Monitoring Officer, Lead Member for Finance and Investment and Section 73 Officer, to approve launching the grant scheme approved by the Business Board to receive the remaining £2,043,178 Local Growth Fund;

- c) Approve the carry forward of £100,000 of the current funding allocation to the Eastern Agri-tech Growth Initiative scheme to enable the close out of the scheme, handling of final claims, a full programme evaluation and report during 2021-22; and
- d) Note the programme updates outlined in the report to the Business Board.

[Meeting adjourned at 2.04pm. The following decisions were made when the meeting reconvened at 8.00am on Friday 27 November 2020]

## 6.2 Growth Deal Project Proposals November 2020

It was resolved to:

Approve funding for the Cambridge Visitor Welcome project based on the project scoring criteria and external evaluator recommendation.

## 6.3 Local Economic Recovery Strategy Update

It was resolved to:

- a) Approve the updated version of the Local Economic Recovery Strategy (LERS) for Cambridgeshire & Peterborough.
- b) Note that the next Economic Recovery Strategy (LERS) for Cambridgeshire & Peterborough Refresh will be brought to the Board in March 2021, rather than January 2021 as previously proposed.

## 6.4 Business Board Annual Report 2019/20 and Annual Delivery Plan 2020/21

It was resolved to:

Approve the Business Board Annual Report for 2019-20 and Annual Delivery Plan for 2020-21, and for these to be published and formally submitted to the Department for Business, Energy & Industrial Strategy (BEIS).

#### 6.5 iMET Project Local Growth Fund Recovery

It was resolved to:

- a) Approve pursuing clawback of Local Growth Funding (LGF) in relation to the iMET Programme LGF investment, by selling the iMET building on the open market for a cash receipt back into the recycled Local Growth Funding budget, through agreements with Cambridge Regional College and the Landlord Urban and Civic;
- b) Approve the Combined Authority owning and disposing of the iMET building to effect claw-back, if required. It is not the intention of the transaction as currently envisaged that CPCA would take ownership of the iMET Building. If CPCA do take ownership, it would only be for a short period of time before the iMET is transferred to the end purchaser;
- c) Approve a refocussed Grant Funding Agreement between Cambridge Regional College and the Combined Authority and that final sign-off of that agreement, in relation to the iMET equipment being retained and utilised by Cambridge Regional College to continue delivering learner outputs, is delegated to the Director Business and Skills in consultation with the s73 Officer and the Lead Member for Investment and Finance;
- d) Delegate authority to the Director Business and Skills, in consultation with the Section 73 Officer, the Monitoring Officer and the Lead Member for Investment and Finance, to finalise the form and then sign-off the Surrender or Assignment Option Agreement between Cambridge Regional College and the Combined Authority, once full and final agreement with the landlord has been achieved; and
- e) Delegate authority to the Director Business and Skills in consultation with the Section 73 Officer, Monitoring Officer and the Lead Member for Investment and Finance to finalise Heads of Terms

on an agreement with the landlord of the iMET building, which in turn facilitates the final sign-off of the option agreement with Cambridge Regional College.

## 6.6 Kickstart Scheme

It was resolved to:

- a) Approve the Business Growth Service to act as a Gateway Organisation to administer the Kickstart Scheme for the Cambridgeshire and Peterborough area; and
- b) Approve the Business Growth Service as the primary referral partner for any Kickstart requests via the CPCA.