

# **COUNCIL MEETING**

## **AGENDA**

**9th February 2021**

**Virtual Meeting**

# Cambridgeshire County Council Notice of Meeting

The meeting of the County Council will be held on Tuesday 9th February 2021 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 – 15th December 2020 (previously circulated)  
[available at [County Council meeting 15/12/2020](#)]
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. Audit and Accounts Committee Annual Report 2019-20 (pages 4-8)
7. Council’s Business Plan and Budget Proposals 2021-22 to 2025-26 (pages 9-29)

Note: a copy of the report discussed by the General Purposes Committee on 26th January 2021 and the minutes of the meeting are available via the following link: [General Purposes Committee meeting 26/01/2021](#)

8. Questions

(a) Cambridgeshire and Peterborough Combined Authority and Overview and Scrutiny Committee (Council Procedure Rule 9.1) (pages 30-51)

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

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

9. Appointment of Director of Resources and Section 151 officer (Additional item following the publication of the agenda) (pages 52-53)

Dated 1st February 2021

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)

## Audit and Accounts Committee Annual Report 2019-20

To: County Council

Date: 9th February 2021

From: Chairman of the Audit and Accounts Committee

Purpose: To present the Audit & Accounts Committee Annual Report 2019-20. The Audit and Accounts Committee issues an annual report to Council, summarising the Committee's annual work programme.

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

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# Audit and Accounts Committee Annual Report

## 1. Introduction

- 1.1 The Audit and Accounts Committee exists to provide independent assurance on the adequacy of the Council's risk management framework, the internal control environment and the integrity of the financial reporting and annual governance processes. Audit and Accounts Committees within Local Authorities are necessary to satisfy the wider statutory requirements for sound financial management as part of best practice so that the Council can meet its duties under the Accounts and Audit Regulations.
- 1.2 The Audit and Accounts Committee plays a vital role in ensuring that the residents of Cambridgeshire County Council are getting good-quality services and value for money, i.e. economy, efficiency and effectiveness.
- 1.3 The Audit and Accounts Committee has seven members and met 7 times in 2019-20. The scheduled meeting in March 2020 was cancelled. All meetings were held in public.
- 1.4 The Committee has been structured around the following responsibilities:
  - Considering and approving the Annual Statement of Accounts;
  - Ensuring that the financial management of the Council is adequate and effective;
  - Ensuring that the Council has a sound system of internal control, which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk;
  - Reviewing annually the Council's system of internal control and agreeing an Annual Governance Statement;
  - Ensuring that the Council has an adequate and effective Internal Audit function.
- 1.5 In its role of overseeing the work of Internal Audit, every meeting of the Committee was provided with updates on progress in delivering the agreed Annual Audit Plan. Whilst the final few weeks of 2019/20 were disrupted by Covid 19 measures, Internal Audit was able to complete almost all work planned for the 2019/20 financial year and has produced an Annual Report where the Chief Internal Auditor has provided his annual opinion as below:

On the basis of the audit work undertaken during the 2019/20 financial year, an opinion of satisfactory assurance is awarded. This is unchanged from 2018/19. This opinion is caveated as the key financial systems audit reviews of Payroll, Treasury Management, General Ledger, Bank Reconciliation and IT System controls were not completed in the financial year 2019/20. It should be noted that no systems of control can provide

absolute assurance against material misstatement or loss, nor can Internal Audit give that assurance.

- 1.6 During 2019/20, Key Financial Systems audits were again undertaken as joint reviews of Cambridgeshire County Council, Milton Keynes and Northamptonshire County Council LGSS systems.
- 1.7 Although Internal Audit colleagues based at Cambridgeshire completed reviews of Accounts Receivable, Accounts Payable, and Debt Recovery across all LGSS sites as planned, the key financial systems audit reviews scheduled to be completed by colleagues based at Milton Keynes and Northamptonshire (Payroll, Treasury Management, General Ledger, Bank Reconciliation and IT System controls) were not completed for 2019/20.
- 1.8 The 2020/21 audit of Key Financial Systems is now underway and all are planned for completion by the end of March 2021; this will provide assurance over the systems with outstanding reports from 2019/20.
- 1.9 Internal Audit reported on the Council's implementation of agreed audit recommendations to the Audit & Accounts Committee throughout the 2019/20 year. This afforded the Committee ongoing assurance that control weaknesses were being promptly addressed by management.
- 1.10 The Chief Internal Auditor determined that work to review implementation of agreed actions was suspended in March 2020 as the organisation prioritised resources towards responding to the Covid 19 pandemic.
- 1.11 During January 2021, the Internal Audit team at Cambridgeshire has been conducting a review to identify all high and medium priority recommendations where implementation has not been verified. Full reporting to Audit & Accounts Committee on the implementation of all outstanding actions will be reintroduced from March 2021.

## 2. Proactive Work of the Committee

The following section provides a summary of the proactive work undertaken by the Committee over the last year. This aspect of the Committee's work is vital, and has assisted in improving the effectiveness of the Council's overall corporate governance arrangements.

### 2.1 Corporate Governance

- 2.1.1 The Council's Annual Governance statement is compiled on the basis of the findings of Internal Audit reviews throughout the year, assurance statements from executive and corporate directors and input from senior management and members of the Committee. The 2019/20 Annual Governance Statement was reviewed by the Committee in July 2020, prior to final sign-off and inclusion in the Council's annual Statement of Accounts.

## 2.2 Council Finance and Statement of Accounts

- 2.2.1 Throughout 2019/20, the Committee has maintained its oversight of Council finances, reviewing the quarterly Integrated Resources and Performance Reports to assess progress in delivering the Council's Business Plan and review the status of the Council's Key Performance Indicators. The Committee regularly inquires and follows-up on areas which have overspends or other issues. The Committee was pleased to note the combined Council outturn overspend for 2019-20 was £0.2m, an almost balance position and the most pleasing result for several years, given the considerable budget and demand volatility faced by the authority.
- 2.2.2 The Committee also considers and approves the Council's annual Statement of Accounts. During 2019/20, the Committee received and approved the audited financial statements for the year ending 31 March 2019, the first year in which Ernst & Young LLP had been our appointed external auditor. The draft Statement of Accounts 2019/20 was presented to Committee on 30th July 2020, ahead of the final review and delegation of approval at the Committee on 24 November 2020. This reflects the disruption caused by Covid19.
- 2.2.3 In respect of the accounts, BDO (the Council's former External Auditors) had received objections from a local elector in respect of the 2017/18 and 2016/17 public rights periods. BDO provided an update highlighting no resolution to these objections at the date of this report, and no guaranteed date of resolution could be provided.

## 2.3 Ely Bypass Investigation

- 2.3.1 The Committee requested an Internal Audit review of this project in the light of a projected overspend of £13m to £49m. The Committee considered this item on 29th July 2019 and the Committee's conclusions were then reported into the Economy and Environment Committee on 17th Oct 2019. The work highlighted key learning from this project that needed to be embedded within all other large projects.

## 2.4 Whistleblowing Referrals

- 2.4.1 The Committee received periodic updates on all referrals received under the Whistleblowing policy. Whilst cases that remain ongoing cannot be reported publicly, it can be reported that no completed cases identified material control failures or fraud. In all completed cases the Committee was satisfied that robust action was taken as appropriate.

## 2.5 Farms Audit

- 2.5.1 The Committee has received regular updates on the progress of this audit. The Chair of the Committee has met with the independent audit firm appointed in December 2020 to complete the audit. At that meeting held on

4th January 2021, the Chair expressed the importance of the audit and the need for its timely completion in line with the brief given to the auditors.

### 3. The Committee's relationship with Internal Audit

- 3.1 A key part of the Committee's role is to both challenge and support the Internal Audit service. The Committee has supported a flexible approach from the Internal Audit team, which ensures that planned coverage is continually re-assessed to direct audit resource towards areas of emerging risk, rather than a static plan agreed some months before. The Committee has taken a proactive role in this approach, both by suggesting pieces of work for Internal Audit, contributing ideas towards the detailed brief, and requesting updates from Internal Audit and Council services on implementation of actions.

### 4. Terms of Reference for the Committee

- 4.1 Having been fully reviewed and revised in 2016/17, the Terms of Reference for the Audit & Accounts Committee were reviewed by the Committee in May 2018 and retained with no changes. The Committee is advised that the document remains current and consistent with best practice.

### 5. 2020/21

- 5.1 Covid 19 has had a major impact across the Council. The Committee has continued to meet virtually but those meetings have focussed (as agreed across group leaders) on matters requiring decision.
- 5.2 This has impacted on the work of the Committee and the services that serve it, i.e. Finance, Legal, Internal and External Audit. Risk Management has, of course been similarly affected. The Committee has been kept informed and briefed by the relevant services, but often outside formal meetings, particularly in the early part of 2020/21 where formal meetings were deferred for some months.
- 5.3 The work of the Committee is returning to normality in the second half of 2020/21 and there is confidence that the work of Finance and Audit will ensure statutory duties are met for the financial year 2020/21.

### 6. Source Documents

- 6.1 Audit and Accounts Committee agendas and minutes.

[Audit and Accounts Committee - Agenda and Minutes](#)



## Council's Business Plan and Budget Proposals 2021-22 to 2025-26

To: Council

Meeting Date: 9 February 2021

From: Gillian Beasley, Chief Executive  
Chris Malyon, Chief Finance Officer

Outcome:

- (a) To advise Council of any amendments and changes made to the Business Plan subsequent to the General Purposes Committee meeting on 26 January 2021.

[General Purposes Committee meeting 26/01/2021](#)

*The amendments are in accordance with the appropriate delegations and do not alter the recommendations by the General Purposes Committee on 26 January 2021.*

- (b) To advise Full Council of the General Purposes Committee's consideration and recommendations on the Business Plan.
- (c) To consider the Section 25 Statement from the Chief Finance Officer regarding the robustness of the budget proposals and position of the Council's reserves (given in Section 3).

Recommendation: It is recommended that Full Council:

1. Approves the Business Plan, including supporting budget, business cases, Transformation Fund Bids, consultation responses and other material, in light of all the planning activities undertaken to date.
2. Receives the following recommendations to Council:
  - a) That approval is given to the Service/Directorate budget allocations as set out in each Service/Directorate table in Section 3 of the Business Plan.
  - b) That consideration is given to a total county budget requirement and precept level.
  - c) That consideration is given to a Council Tax increase for each Band of property, based on the number of "Band D" equivalent properties notified to the County Council by the District Councils as set out in Section 2, Table 6.4 of the Business Plan.

3. That approval is given to the Capital Strategy as set out in Section 6 of the Business Plan including:
  - Commitments from schemes already approved,
  - Expenditure on new schemes in 2021-22 shown in summary in Section 2, Table 6.7 of the Business Plan.
  
4. That approval is given to the Treasury Management Strategy as set out in Section 7 of the Business Plan, including:
  - i. The Council's policy on the making of the Minimum Revenue Provision (MRP) for the repayment of debt, as required by the Local Authorities (Capital Finance & Accounting) (England) (Amendment) Regulations 2008.
  - ii. The Affordable Borrowing Limit for 2021- 22 (as required by the Local Government Act 2003).
  - iii. The Investment Strategy for 2021-22 as required by the Ministry of Housing, Communities and Local Government (MHCLG) revised Guidance on Local Government Investments issued in 2018, and the Prudential Indicators as set out in Appendix 3 of Section 7 of the Business Plan.
  
5. Authorise the Chief Finance Officer, in consultation with the Leader of the Council, to make technical revisions to the Business Plan, including the foregoing recommendations to the County Council, so as to take into account any changes deemed appropriate. This includes updated information on District Council Tax Base and Collection Funds, Business Rates forecasts and Collection Funds and any grant changes, as well as appending the agreed budget submitted by the Greater Cambridge Partnership, in the County Council's role as the host authority.

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## 1. Background and context for business planning

- 1.1 The Council's Business Plan sets out how we will spend the resources we have at our disposal to achieve our vision and priorities for Cambridgeshire, and the outcomes we want to achieve. It is a statutory requirement under the Local Government Finance Act 1992 for the Council to approve a balanced budget "before 1 March in the financial year preceding that for which it is set". In doing so, the Council undertakes financial planning covering a five-year timescale in order to align spending plans with the projected resources available and ensure that we recognise and provide for growth in demand for services. The paper also seeks to highlight the environment within which the Business Plan has been developed this year, the added complexity that developing the business plan whilst in the middle of a world-wide pandemic brings, and the challenges that being a relatively low spend but effective organisation has on the opportunities to reduce costs further to address the financial challenges caused by COVID-19.
- 1.2 In February of last year the Council set a balanced budget for the current financial year with no use of reserves to support the delivery of base services. It also made provision for further investment in transformation interventions. At that point the Council was in a very robust financial position to manage future year challenges with only a £4.2m 'budget gap' for 2021-22. This was much less than in previous budget setting processes and was predicated on a 2% council tax rise through levying the Adult Social Care precept (every 1% increase in council tax generates an additional £3m).
- 1.3 Developing the current Business Plan within the context of a global pandemic required a new approach resulting in the development of a robust planning framework which has enabled us to track the trajectory of the impact of COVID-19. Since March 2020, we have continually developed our understanding of emerging trends, demand increases and impacts on society and the economy. This has enabled us to narrow the range of the predicated budget gap and present options for a robust budget for 2021-22. We have made a number of prudent assumptions through our modelling which will reduce, but not completely protect against, the sensitivity of the figures to external factors. The ongoing impacts will be monitored and managed through the Council's existing risk management and recovery planning processes.
- 1.4 For 2021-22, Cambridgeshire will receive £632m of funding, excluding grants retained by its schools. The key sources of funding are council tax (£322m), business rates (£64m), central Government grants (£125m) and fees and charges income (£121m).
- 1.5 Council tax falls into two elements. These are the core council tax that is used to support the delivery of all Council services, and the Adult Social Care precept which can only be used to support the delivery of social care services to adults. The assumptions upon which the current MTFS (Medium Term Financial Strategy) financial forecasts are predicated are 0% general council tax increase and 2% adult social care precept increase for each year of the Business Plan.
- 1.6 Total expenditure for 2021-22 will be £641m. The costs of running the Council have risen by £31m (5.1%) as compared to 2020-21. In particular, the impact of COVID-19 has led to increased challenges across all services areas but especially in respect of Adult's and Children's Social care provision which have seen increases in both volume and complexity of need.

## 2. Overview of financial position and updates to position from January General Purposes Committee

- 2.1 The draft Business Plan was considered by General Purposes Committee (GPC) on 26 January 2021. The report to GPC highlighted that although more than £4m of savings/new income had been identified for 2021/22, a budget gap of £9.612m remained for that financial year. Substantial gaps were also projected in the latter four years of the plan, based on the latest information on budget pressures and the outcome of the provisional local government finance settlement.
- 2.2 There have also been a number of other changes to budget proposals since the January Committee that are summarised in Appendix 1 of this report.
- 2.3 A significant amount of activity has been undertaken to identify savings, efficiencies and income to reduce the current gap. However, the opportunities to generate additional savings proposals without significantly impacting the delivery of services have reduced in both number and scale. This is all the more challenging given the current operational issues posed by the pandemic.
- 2.4 The following options remain available to contribute towards not only closing the gap for 2021-22 but some also support the significant challenges faced in 2022-23 and beyond because the benefits are then baked into the base funding of the Council;
- Increase the rate at which base Council Tax is set
  - Increase the rate at which the Adult Social Care Precept is set
  - Use of the flexibility available around Minimum Revenue Provision (MRP)
  - Use of the Transformation Fund
  - Reduce service levels

As a last resort, the Council would also deplete the General Reserve. This would need to be the very last resort as this reserve is held to deal with any in-year unforeseen financial issues. As this reserve is already considered to be at the minimum adequate level, the other options above to provide a means by which to set a balanced budget for the year ahead must be considered as a priority.

- 2.5 The benefits and dis-benefits of each option are described in the following paragraphs to enable the Committee to consider the best course of action.

### 2.5.1 Increase the base rate of general Council Tax (each 1% would bring in £3.066m)

Currently the Medium Term Financial Strategy (MTFS) includes an assumption that general Council Tax will remain unchanged (zero increase) across the five years of the business plan. The Council Tax Limitation Regulations for 2021-22 will provide councils with the freedom to raise Council Tax by up to 1.99% without triggering a local referendum.

If the Council chooses to amend the assumptions in the MTFS and raise the core Council Tax, each percentage point increase generates additional revenue of £3.066m from year 1. From a financial perspective, this is the most advantageous approach as it generates ongoing revenue on a sustainable basis. It is also important to note the cumulative effect of raising the level of council tax; with a higher base rate, the value of each % of increase agreed in future years is also increased. Maximising tax revenue also places the Council in a better position with

regard to challenging central government in respect of adopting a fairer funding distribution methodology as part of the forthcoming Comprehensive Spending Review.

Clearly, however, the dis-benefit of this option is the increased burden on Cambridgeshire households through higher tax bills. The tables below show the impact of various Council Tax increases on the Council's budget deficits across the planning period and the average cost per household for taxpayers.

#### Impact on Households

<b>Percentage increase in Council Tax</b>	<b>Annual Impact on a Band D Household</b>
2%	£27.18
3%	£40.77
4%	£54.36
4.99%	£67.77

Note - a 2% increase (£27.18 for a Band D Household) is included in current Business Plan assumptions as a result of increasing the Adult Social Care precept.

#### Impact on Council Budget Position

The table below shows the forecast gaps in each of the next five years and how potential changes in the ongoing assumption of base Council Tax increases would affect this (2% is current position):

	<b>Remaining Level of Unidentified Savings</b>				
	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>
<b>2% rise</b>	9,612	17,637	12,884	13,638	10,611
<b>3% rise</b>	6,546	17,444	12,776	13,529	10,474
<b>4% rise</b>	3,479	17,251	12,668	13,420	10,359
<b>4.99% rise</b>	454	17,059	12,561	13,312	10,243

The table assumes that the resulting deficit in each of these scenarios is covered through on-going reductions in expenditure/increased income.

The following table shows the cumulative additional Council tax that would be raised over five years for each level of increase:

	<b>Cumulative additional Council tax raised</b>				
	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>
<b>2% rise</b>	6,322	12,847	19,588	26,547	33,738
<b>3% rise</b>	9,483	19,270	29,382	39,821	50,629
<b>4% rise</b>	12,644	25,694	39,176	53,094	67,498
<b>4.99% rise</b>	15,764	32,034	48,844	66,198	84,153

The table below shows the absolute level of savings (non-cumulative) that the Council would need to find in 2021-22 and 2022-23 for each level of increase if the budget gap was not covered by reductions in the net operating budget of the Council in 21/22:

<b>Year 2 impact of 2021-22 Council tax on Unidentified Savings</b>		
	<b>2021-22</b>	<b>2022-23</b>
<b>2% rise</b>	9,612	27,249
<b>3% rise</b>	6,546	23,990
<b>4% rise</b>	3,479	20,730
<b>4.99% rise</b>	454	17,513

It should be noted that the Business Plan currently assumes that an Adults Social Care precept of 2% will be available in each of the five years to 2025-26 and that the Council will choose to apply the precept each year.

#### 2.5.2 Increase in Adult Social Care Precept (a further 1% would bring in £3.066m)

The impact on the Council's finances of increasing the Adult Social Care Precept by the additional 1% permitted is the same as for 1% of general Council Tax.

This year, it has been announced that the ASC precept limitation for 2021-22 can be carried forward to 2022-23 if preferred by the Council (no other details about funding or Council tax limitations having been confirmed for 2022-23). The Council can demonstrate that the planned increased investment in Adult Social Care for next year exceeds the maximum amount available through the precept, and it therefore makes no difference to our overall financing whether that arrives as a hypothecated or general precept.

The carry forward flexibility has not been granted for general Council tax.

#### 2.5.3 Use of ongoing MRP benefit to balance budget deficit (up to £2m funding recurring until 2025-26 then diminishing annually)

The Council agreed an alternative approach to the calculation of Minimum Revenue Provision (MRP) in 2016 which provided ongoing budgetary savings, reducing over time. The MRP strategy maintained a commitment to invest the funding made available as a result of the MRP savings into the Council's Transformation Fund - recognising that this fund is essential to delivering the sustainable change we need. However, there is a judgement to be made about the appropriate level of funds applied each year to the Transformation Fund, or other priorities, on the other hand. It should be noted that changing the Council's treatment of MRP savings cannot be considered as a permanent source of base funding to close the budget gap as the benefit of these savings is diminishing annually. The amount from the MRP benefit next year is £4.1m, reducing to £2m by the end of the current business planning period (2025-26).

#### 2.5.4 Use of Transformation Fund

The amount of one-off reserves held within the transformation fund that are not allocated to future projects, is £23m.

Whilst this could be used to address the budget gap next year it must be recognised that this does not address the on-going operational budget deficit. Any draw from

the reserve would need to be addressed in the following year, creating a larger cliff edge that will eventually need to be covered by recurrent funding or reduced expenditure.

#### 2.5.5 Reduced service levels

The Business Plan and the level of services that are supported by the resource allocation have been discussed in detail by each service committee. However, the Council can decide to reduce the operating cost base by reducing service levels. As the Committee will be aware any service reductions will have a significant impact on the users of that service. Having operated within a financially challenging environment for a number of years (as well as the impact of COVID-19) most service efficiencies have already been identified and have / or are being implemented (as evidenced through the benchmarking work presented at the December Committee) and therefore further changes will impact on the quality or quantum of those services.

#### 2.5.6 Other funding uncertainties that are unconfirmed

Category	Item	Remarks
Revenue	Better Care Fund uplift	There is a favourable change likely as a result of an uplift applied nationally to the Better Care Fund amounts the Council receives from the local Clinical Commissioning Group
Revenue	Cost of Capital/Debt	There is a favourable change possible in year 1 of the MTFS, this will also need to take account of any remaining capital amendments politically.
Revenue	Local Taxation	<p>As a result of the pandemic and the economic impact there is additional uncertainty in this area.</p> <p>Government have announced additional funding streams to support the impacts across Council Tax and Business Rates. However the precise impact and functioning of the schemes, and the interaction between billing and precepting authorities is not yet clear.</p> <p>There is considerable downside and uncertainty relating to collection rates, tax base and growth for both taxes in the coming years, and volatility in the estimates submitted by District Councils.</p> <p>The intention is therefore to initially allocate any additional grant received from government for local taxation losses to an earmarked reserve in order to offset and mitigate the future risks and volatility. This will be reviewed as the situation settles and part of future business planning.</p>
Capital	Roads Fund / Potholes	We are awaiting local authority level allocations of the second year of the manifesto investment in Roads and Potholes.

In previous years, the Council has undertaken varying levels of a budget reset at the July General Purposes Committee to reflect the latest demand and funding information at that point. As a backstop, all of the above items could be addressed through this route, after the budget has been formally set for the year ahead.

- 2.6 In light of the above recommendations from GPC, the Medium Term Financial Strategy has been updated to show the anticipated funding sources to deliver the expenditure budget. The table below shows an updated overview of the Council's budget for 2021/22.

	<b>2021-22 £000</b>
<b>Revised base budget</b>	<b>852,803</b>
Inflation	9,579
Demography	15,038
Pressures	9,564
Investments	-741
Savings	-4,007
Change in reserves/one-off items	12,730
<b>Total budget</b>	<b>894,966</b>
<b>Less funding:</b>	
Business Rates plus Top-up	63,657
Dedicated Schools Grant	243,274
Un-ringfenced Grants (including schools)	60,885
Ring-fenced Grants	74,734
Fees & Charges	121,070
Surplus/deficit on collection fund	1,026
Council Tax	320,708
<b>Total Funding</b>	<b>885,354</b>
<b>Remaining budget gap</b>	<b>9,612</b>

- 2.7 The table below shows the updated savings/income target for 2021/22 and the requirement and levels of identified and unidentified savings across the rest of the planning period.

	<b>2021-22 £'000</b>	<b>2022-23 £'000</b>	<b>2023-24 £'000</b>	<b>2024-25 £'000</b>	<b>2025-26 £'000</b>
<b>Total Saving Requirement</b>	13,619	26,886	18,431	17,324	9,799
Identified Savings	-4,007	-1,853	-882	-2,453	1,227
Identified additional Income Generation	-	-7,396	-4,665	-1,233	-415
<i>Current position</i>	9,612	17,637	12,884	13,638	10,611
<i>Unidentified savings</i>					

### 3. Local Government Act 2003: Section 25 Statement by the Chief Finance Officer

- 3.1 The Local Government Act 2003 (Section 25) requires that when a local authority is agreeing its annual budget, and precept, the Chief Finance Officer must report to it on the following matters:
- the robustness of the estimates made for the purposes of the calculations; and
  - the adequacy of the proposed financial reserves.



- 3.2 The estimates that support this budget have used all the data and supporting information that the Council has at its disposal at this point in time. When considering the budget each year, the assumptions that have been used in order to construct that budget and the uncertainties contained therein are always made clear. In any year, building a robust projection of the level of demand for services is extremely challenging – on the back of a worldwide pandemic this uncertainty is understandably significantly exacerbated. The recent mutation of the virus which has necessitated a further period of lockdown now means that there is significant additional uncertainty to the financial projections contained within the Council's financial forecast.
- 3.3 To date, the additional costs/reduced income arising from COVID-19 have largely been funded by additional financial support from the Government. It is therefore not an unreasonable assumption that any additional costs following increases to the infection rate and the national lockdown announced by the Prime Minister on 4 January will also be funded through additional grant.
- 3.4 Against the uncertainty over the long-term implications that may arise from the pandemic, the budget proposals presented for consideration are as robust as they can be at this point. They set out how the increasing pressures and costs will be managed within the resource envelope at the Council's disposal and individual proposals are supported by business cases, delivery plans and, where required, by additional transformation investment.
- 3.5 Although a post-COVID-19 world brings with it a significant amount of economic uncertainty, the Council does still expect that there will be further economic and population growth throughout the period of the MTFS. To date, the growth seen within the County and the consequential demand for additional services that this growth brings with it have not been adequately reflected within the grant distribution methodology. This point has been raised on a number of occasions with Government and was the foundation of the Council's 2018 fairer funding campaign. It is hoped that the issues highlighted during this campaign will be addressed in the forthcoming Comprehensive Spending Review later this year. However, given the pressures on public funds it is unlikely that the total funds available to local government will be dramatically increased.
- 3.6 At this point the Council must therefore adopt prudent estimates of available core funding in future years. In addition to the uncertainties of delivering services in a post-COVID-19 world there are potentially additional issues that may arise from Brexit which, whilst mitigated by the securing of a trade agreement, have not been fully removed. When coupled with additional Government restrictions that will restrict the Council's ability to operate as commercially as it might have hoped for, the need for maintaining a reasonable level of prudent reserves is as key now as it ever has been.
- 3.7 The consequences arising from the pandemic in the current financial year have, in most part, been funded by the Government. The Spending Review, and the subsequent local government grant settlement, have also provided additional support for many of the implications of the post-COVID-19 environment. Whilst this additional funding is obviously most welcome it is to a large extent only for the 2021-22 financial year. With the uncertainties surrounding the outcome of the 2021 Comprehensive Spending Review the MTFS is currently forecasting a significant financial gap for the financial year 2022-23.

- 3.8 It is, however, pleasing to be able to present the Council with a range of potential options for it to consider in order to balance the 2021-22 budget. When the reports were presented to service committees towards the end of 2020 this opportunity seemed highly unlikely. However, the Council is urged to consider what the impact that any decisions it makes appertaining to the 2021-22 budget will have on the longer-term financial position of the Council.
- 3.9 The General Reserve is specifically held to mitigate against any in-year pressures beyond those that have been built into the Business Plan. The General Reserve is held at no less than 3% of gross non-school spending to cover any such incidents. This currently equates to a figure of £19.5m. When the Council agreed to increase the General Reserve to 3% it did so in the context of a risk assessment that reviewed key areas of spend and the likelihood of significant budget variations in those areas. The risks associated with delivery have not diminished and therefore it is the Chief Finance Officer's opinion that the level of the General Reserve should remain as a minimum at 3%. Consequently, any draw on this Reserve that takes it below this threshold should be balanced with a contribution from within the base budget for the following financial year.
- 3.10 Because of COVID-19, the Council has had to re-evaluate some of the savings proposals that had been included within the Business Plan. Some have been deferred or modified as a result. As a consequence there is slightly less concern as to the deliverability of these plans in 2021-22. However, this reduced risk is negated by the uncertainties of the scale and timing of the economic recovery in a post-COVID-19 environment.
- 3.11 Given these uncertainties it is imperative that the Council maintains sufficient resources to cover any in-year unforeseen expenditure. It is therefore the Chief Finance Officers view that the General Reserve should be held only for the purposes as set out above and not for the purposes of balancing the budget. In addition, the Council holds a Transformation Fund which is a revenue-based reserve established to support pump priming initiatives/investments that will reduce the ongoing operating costs of the Council. Whether as a direct result of the pandemic, or simply the fact that most big-ticket transformation projects have been progressed, the Fund balance is currently in excess of the pipeline of requirements. It could therefore be available to support any unforeseen in-year expenditure should that situation arise.
- 3.12 Given the matters above, it is the Chief Finance Officers view that the Council's reserves are currently sufficient to meet the challenges that could realistically be anticipated at this point.

## 4. Alignment with Corporate Priorities

- 4.1 A good quality of life for everyone
- 4.2 Thriving places for people to live
- 4.3 The best start for Cambridgeshire's children

The purpose of the Business Plan is to consider and deliver the Council's vision and priorities and this paper sets out how we aim to provide good public services and achieve better outcomes for communities, whilst also responding to the changing challenges of the pandemic.

- 4.4 Net zero carbon emissions for Cambridgeshire by 2050

The budget is reviewed at each stage of development to assess the carbon implications of any new investments or savings initiatives. Additionally, the Council is committed to reviewing the sufficiency of climate mitigation funds included in the Business Plan on an annual basis to deliver the Climate Change and Environment Strategy.

## 5. Significant Implications

### 5.1 Resource Implications

The proposals set out the response to the financial context described throughout this report and the need to change our service offer and model to maintain a sustainable budget. The full detail of the financial proposals and impact on budget is described in the financial tables of the business plan. The proposals will seek to ensure that we make the most effective use of available resources and are delivering the best possible services given the reduced funding.

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

There are no significant implications for the proposals set out in this report.

### 5.3 Statutory, Legal and Risk implications

The proposals set out in this report respond to the statutory duty on the Local Authority to deliver a balanced budget. Cambridgeshire County Council will continue to meet the range of statutory duties for supporting our citizens.

### 5.4 Equality and Diversity Implications

As the proposals develop, they will consider and describe the impact of each proposal, in particular any disproportionate impact on vulnerable, minority and protected groups. Full EqlAs have been completed where identified.

### 5.5 Engagement and Consultation Implications

Our Business Planning proposals are informed by the CCC public consultation and will be discussed with a wide range of partners throughout the process. The feedback from consultation will continue to inform the refinement of proposals. Where this leads to significant amendments to the recommendations a report would be provided to GPC.

### 5.6 Localism and Local Member Involvement

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

### 5.7 Public Health Implications

We are working closely with Public Health colleagues as part of the operating model to ensure our emerging Business Planning proposals are aligned.

Have the resource implications been cleared by Finance? Yes

Officer clearance: Tom Kelly

Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by the LGSS Head of Procurement? Yes

Officer clearance: Gus de Silva

Has the impact on statutory, legal and risk implications been cleared by the Council's Monitoring Officer or LGSS Law? Yes

Officer clearance: Fiona McMillian

Have the equality and diversity implications been cleared by your Service Contact? Yes

Officer clearance: Beatrice Brown

Have any engagement and communication implications been cleared by Communications? Yes

Officer clearance: Christine Birchall

Have any localism and Local Member involvement issues been cleared by your Service Contact? Yes

Officer clearance: James Gemmell

Have any Public Health implications been cleared by Public Health? Yes

Officer clearance: Liz Robin

## 6. Source Documents

### 6.1 General Purposes Committee Agenda and Minutes for 26 January 2021

[General Purposes Committee meeting 26/01/2021](#)

# Business Plan Contents:

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

## Appendix 1a

1.1 The following sections summarise the financial amendments made to the Business Plan following the meeting of the January General Purposes Committee. These updates do not impact the Council's budget gap; some have a cost neutral impact and others have a small (<£100k) revenue impact which can be offset against general reserves whilst maintaining an overall balance in line with the Council's policy of 3% of gross expenditure.

1.2 The below updates were not included in the published draft Business Plan due to a number of time-limiting factors including:

- Approval of 2021-22 schools budget proposals by Schools Forum and C&YP Committee in January
- Conclusion of negotiations with the Combined Authority regarding the Transport Levy
- Continuing work on the repatriation of LGSS Services
- Reliance on data from District Authorities with a statutory deadline of 31<sup>st</sup> January

### 2.0 Corporate Services

2.1 The Corporate Services budget tables have been updated with budgets for Lead Authority Services repatriated from LGSS. The overall impact on the Service budget is as follows:

Net Revised Opening Budget 2020-21 £000	Gross Budget 2021-22 £000	Fees, Charges & Ring-fenced Grants 2021-22 £000	Net Budget 2021-22 £000	Net Budget 2022-23 £000	Net Budget 2023-24 £000	Net Budget 2024-25 £000	Net Budget 2025-26 £000
+793	+1,869	-2,478	-609	-351	-309	-267	-224

2.2 There has been a corresponding reduction in the corporate pressures budget for the repatriation of LGSS services of £1,414,000 in 2021-22.

2.3 Inflation on corporate budgets has been increased as follows:

Reference	Description	2021-22 £000	2022-23 £000	2023-24 £000	2024-25 £000	2025-26 £000
C/R.2.001	Inflation	+15	+49	+50	+51	+52
C/R.7.003	Fees and charges inflation	-3	-11	-8	-9	-9

2.4 Budgeted income has increased by £90,000 for the provision of administrative services to the Cambridgeshire & Peterborough Combined Authority

2.5 Revised Corporate Services Finance Tables 1 and 2 are provided in Appendix 1b.

### 3.0 Place & Economy

3.1 The transfer of Transport Services to the Cambridgeshire and Peterborough Combined Authority has further impacted the Place & Economy budget position as follows:

3.1.1 Reduction in gross expenditure from £84,975,000 to £84,079,000

3.1.2 Reduction in Fees, Charges & Ring-fenced Grants from £21,957,000 to £21,021,000

3.1.3 Increase in net expenditure from £63,018,000 to £63,058,000

3.2 Following negotiations with the Combined Authority, the Transport Levy budget has been increased from £9,229,000 to £9,246,000

### 4.0 People & Communities

4.1 Dedicated Schools Grant retained by the Council for provision of Maintained Schools, Early Years Settings and Education Services increased from £81,976,000 to £114,930,000. This is due to a change in the reporting of funding to special schools and units which is now included within P&C. This has resulted in an increase in the P&C gross budget from £499,434,000 to £532,388,000 and an increase in ring-fenced grants from £196,904,000 to £229,858,000.

### 5.0 Financing

5.1 The five year MTFS tax base projections have been updated as follows:

	2021-22	2022-23	2023-24	2024-25	2025-26
Projected tax base as at January GPC	232,607.3	235,386.2	238,544.4	241,635.0	245,086.0
<i>Amendment</i>	-1,276.3	-385.8	+249.5	+59.1	+242.2
Projected tax base as at February Council	231,331.0	235,000.4	238,793.9	241,694.1	245,328.2

*Figures stated in band D equivalents*

6.1 The Capital Strategy, Treasury Management Strategy, Medium Term Financial Strategy and Finance Tables will be updated following Full Council to reflect the changes to service revenue budgets and financing proposals set out above and any additional spending proposals introduced through political amendments to the Business Plan.

## Appendix 1b: Corporate Services Revised Finance Tables

### Table 1: Revenue - Summary of Net Budget by Operational Division

Budget Period: 2021-22 to 2025-26

Net Revised Opening Budget 2020-21 £000	Policy Line	Gross Budget 2021-22 £000	Fees, Charges & Ring-fenced Grants 2021-22 £000	Net Budget 2021-22 £000	Net Budget 2022-23 £000	Net Budget 2023-24 £000	Net Budget 2024-25 £000	Net Budget 2025-26 £000
	<b>Customer &amp; Digital Services</b>							
394	Director, Corporate and Customer Services	747	-360	387	466	466	466	466
129	Chief Executive	133	-3	130	130	130	130	130
719	Communication and Information	739	-22	717	717	717	717	717
1,958	Customer Services	2,193	-308	1,885	1,885	1,885	1,885	1,885
2,214	IT & Digital Service	2,486	-146	2,340	2,340	2,340	2,340	2,340
6,696	IT Managed	7,886	-391	7,495	7,117	7,117	7,117	7,117
165	Elections	170	-	170	170	170	170	170
846	Redundancy, Pensions & Injury	1,019	-173	846	846	846	846	846
1,730	Human Resources	1,826	-97	1,729	1,729	1,729	1,729	1,729
143	Health, Safety & Wellbeing	202	-61	141	141	141	141	141
1,926	Learning & Development	2,288	-364	1,924	1,924	1,924	1,924	1,924
<b>16,920</b>	<b>Subtotal Customer &amp; Digital Services</b>	<b>19,689</b>	<b>-1,925</b>	<b>17,764</b>	<b>17,465</b>	<b>17,465</b>	<b>17,465</b>	<b>17,465</b>
	<b>Business Improvement &amp; Development</b>							
664	Transformation Team	693	-76	617	2,299	2,299	2,299	2,299
831	Business Intelligence	1,163	-337	826	848	848	848	848
<b>1,495</b>	<b>Subtotal Business Improvement &amp; Development</b>	<b>1,856</b>	<b>-413</b>	<b>1,443</b>	<b>3,147</b>	<b>3,147</b>	<b>3,147</b>	<b>3,147</b>
	<b>Resources Directorate</b>							
706	Resources Directorate	760	-52	708	708	708	708	708
1,840	Professional Finance	2,196	-353	1,843	1,843	1,843	1,843	1,843
459	Procurement	715	-102	613	613	613	613	613
434	Finance Operations	964	-526	438	438	438	438	438
75	External Audit	75	-	75	75	75	75	75
2,160	Insurance	2,322	-93	2,229	2,229	2,229	2,229	2,229
<b>5,674</b>	<b>Subtotal Resources Directorate</b>	<b>7,032</b>	<b>-1,126</b>	<b>5,906</b>	<b>5,906</b>	<b>5,906</b>	<b>5,906</b>	<b>5,906</b>
	<b>Legal &amp; Governance</b>							
144	Legal & Governance Services	155	-11	144	144	144	144	144
556	Information Management	691	-5	686	686	686	686	686
330	Democratic & Member Services	425	-98	327	327	327	327	327
1,054	Members' Allowances	1,054	-	1,054	1,054	1,054	1,054	1,054
<b>2,084</b>	<b>Subtotal Legal &amp; Governance</b>	<b>2,325</b>	<b>-114</b>	<b>2,211</b>	<b>2,211</b>	<b>2,211</b>	<b>2,211</b>	<b>2,211</b>



## Appendix 1b: Corporate Services Revised Finance Tables

Table 1: Revenue - Summary of Net Budget by Operational Division

Budget Period: 2021-22 to 2025-26

Net Revised Opening Budget 2020-21 £000	Policy Line	Gross Budget 2021-22 £000	Fees, Charges & Ring-fenced Grants 2021-22 £000	Net Budget 2021-22 £000	Net Budget 2022-23 £000	Net Budget 2023-24 £000	Net Budget 2024-25 £000	Net Budget 2025-26 £000
	<b>Corporate &amp; Miscellaneous</b>							
2,169	Central Services and Organisation-Wide Risks	1,840	-	1,840	1,718	1,718	1,718	1,718
	- Pandemic risks provision	1,800	-	1,800	600	-	-	-
1,002	PCC Shared Services	2,834	-1,822	1,012	1,232	1,232	1,232	1,232
110	Subscriptions	110	-	110	110	110	110	110
48	Authority-wide Miscellaneous	166	-118	48	148	148	148	148
	- Corporate Redundancies	-	-	-	300	300	300	300
5,194	Transformation Fund	1,429	-	1,429	1,118	92	-	-
	- Connecting Cambridgeshire	658	-658	-	-	-	-	-
2,600	Investment in Social Care Capacity	1,300	-	1,300	-	-	-	-
<b>11,123</b>	<b>Subtotal Corporate &amp; Miscellaneous</b>	<b>10,137</b>	<b>-2,598</b>	<b>7,539</b>	<b>5,226</b>	<b>3,600</b>	<b>3,508</b>	<b>3,508</b>
	<b>Greater Cambridge Partnership</b>							
649	City Deal with Greater Cambridge Partnership	2,354	-2,354	-	-	-	-	-
<b>649</b>	<b>Subtotal Greater Cambridge Partnership</b>	<b>2,354</b>	<b>-2,354</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>-9,612</b>	<b>UNIDENTIFIED SAVINGS TO BALANCE BUDGET</b>	<b>-9,612</b>	<b>-</b>	<b>-9,612</b>	<b>-27,249</b>	<b>-40,133</b>	<b>-53,771</b>	<b>-64,382</b>
	<b>Future Years</b>							
	- Inflation	-	-	-	443	892	1,340	1,787
	- Council Tax: Counter Fraud & Compliance	-	-	-	-650	-650	-650	-650
<b>28,333</b>	<b>CS BUDGET TOTAL</b>	<b>33,781</b>	<b>-8,530</b>	<b>25,251</b>	<b>6,499</b>	<b>-7,562</b>	<b>-20,844</b>	<b>-31,008</b>

## Appendix 1b: Corporate Services Revised Finance Tables

### Table 2: Revenue - Net Budget Changes by Operational Division

Budget Period: 2021-22

Policy Line	Net Revised Opening Budget £000	Net Inflation £000	Demography & Demand £000	Pressures £000	Investments £000	Savings & Income Adjustments £000	Net Budget £000
<b>Customer &amp; Digital Services</b>							
Director, Corporate and Customer Services	394	-7	-	-	-	-	387
Chief Executive	129	1	-	-	-	-	130
Communication and Information	719	-2	-	-	-	-	717
Customer Services	1,958	12	-	-	-	-85	1,885
IT & Digital Service	2,214	-4	-	-	130	-	2,340
IT Managed	6,696	17	-	782	-	-	7,495
Elections	165	5	-	-	-	-	170
Redundancy, Pensions & Injury	846	-	-	-	-	-	846
Human Resources	1,730	-1	-	-	-	-	1,729
Health, Safety & Wellbeing	143	-2	-	-	-	-	141
Learning & Development	1,926	-2	-	-	-	-	1,924
<b>Subtotal Customer &amp; Digital Services</b>	<b>16,920</b>	<b>17</b>	<b>-</b>	<b>782</b>	<b>130</b>	<b>-85</b>	<b>17,764</b>
<b>Business Improvement &amp; Development</b>							
Transformation Team	664	-47	-	-	-	-	617
Business Intelligence	831	-5	-	-	-	-	826
<b>Subtotal Business Improvement &amp; Development</b>	<b>1,495</b>	<b>-52</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,443</b>
<b>Resources Directorate</b>							
Resources Directorate	706	2	-	-	-	-	708
Professional Finance	1,840	3	-	-	-	-	1,843
Procurement	459	-	-	154	-	-	613
Finance Operations	434	4	-	-	-	-	438
External Audit	75	-	-	-	-	-	75
Insurance	2,160	69	-	-	-	-	2,229
<b>Subtotal Resources Directorate</b>	<b>5,674</b>	<b>78</b>	<b>-</b>	<b>154</b>	<b>-</b>	<b>-</b>	<b>5,906</b>
<b>Legal &amp; Governance</b>							
Legal & Governance Services	144	-	-	-	-	-	144
Information Management	556	3	-	127	-	-	686
Democratic & Member Services	330	-3	-	-	-	-	327
Members' Allowances	1,054	-	-	-	-	-	1,054
<b>Subtotal Legal &amp; Governance</b>	<b>2,084</b>	<b>-</b>	<b>-</b>	<b>127</b>	<b>-</b>	<b>-</b>	<b>2,211</b>

## Appendix 1b: Corporate Services Revised Finance Tables

### Table 2: Revenue - Net Budget Changes by Operational Division

Budget Period: 2021-22

Policy Line	Net Revised Opening Budget £000	Net Inflation £000	Demography & Demand £000	Pressures £000	Investments £000	Savings & Income Adjustments £000	Net Budget £000
<b>Corporate &amp; Miscellaneous</b>							
Central Services and Organisation-Wide Risks	2,169	-424	-	2,460	-	-564	3,640
Pandemic risks provision	-	-	-	-	-	-	-
PCC Shared Services	1,002	10	-	-	-	-	1,012
Subscriptions	110	-	-	-	-	-	110
Authority-wide Miscellaneous	48	-	-	-	-	-	48
Corporate Redundancies	-	-	-	-	-	-	-
Transformation Fund	5,194	-	-	-	-3,765	-	1,429
Connecting Cambridgeshire	-	-	-	-	-	-	-
Investment in Social Care Capacity	2,600	-	-	-	-1,300	-	1,300
<b>Subtotal Corporate &amp; Miscellaneous</b>	<b>11,123</b>	<b>-414</b>	<b>-</b>	<b>2,460</b>	<b>-5,065</b>	<b>-564</b>	<b>7,539</b>
<b>Greater Cambridge Partnership</b>							
City Deal with Greater Cambridge Partnership	649	-	-	-	-649	-	-
<b>Subtotal Greater Cambridge Partnership</b>	<b>649</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-649</b>	<b>-</b>	<b>-</b>
<b>UNIDENTIFIED SAVINGS TO BALANCE BUDGET</b>	<b>-9,612</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-9,612</b>
<b>CS BUDGET TOTAL</b>	<b>28,333</b>	<b>-371</b>	<b>-</b>	<b>3,523</b>	<b>-5,584</b>	<b>-649</b>	<b>25,251</b>

## Appendix 1c

The Capital Programme has been updated as below following decisions taken at recent meetings of the Commercial and Investment Committee and Environment and Sustainability Committee and as a result of minor revisions to the Schools Capital Programme.

### Section 3 Finance Tables; Table 4

#### People and Communities

Ref	Scheme	Update	Total Cost £000	Previous Years £000	2021-22 £000	2022-23 £000	2023-24 £000	2024-25 £000	2025-26 £000	Later Years £000
A/C.01.043	Littleport Community Primary	Position per January GPC	5,565	21	650	3,000	1,800	94	-	-
		<i>Amendment</i>	-460	-	-	-260	-200	-	-	-
		Position per February Council	5,105	21	650	2,740	1,600	94	-	-

#### Place & Economy

Ref	Scheme	Update	Total Cost £000	Previous Years £000	2021-22 £000	2022-23 £000	2023-24 £000	2024-25 £000	2025-26 £000	Later Years £000
B/C.5.013	NEW: Swaffham Prior Community Heat Scheme <sup>1</sup>	Position per February Council	12,701	870	8,835	2,496	250	250	-	-

<sup>1</sup> A ground breaking scheme enabling the residents of Swaffham Prior to decarbonise their heating and hot water. The project comprises an energy centre located at Goodwin Farm supplying heat via a network of underground pipes that runs through the village connecting to homes and businesses.

#### Commercial & Investment

Ref	Scheme	Update	Total Cost £000	Previous Years £000	2021-22 £000	2022-23 £000	2023-24 £000	2024-25 £000	2025-26 £000	Later Years £000
F/C.1.119	Babraham Smart Energy Grid	Position per January GPC	6,306	338	3,999	1,969	-	-	-	-
		<i>Amendment</i>	36	-126	-1,838	2,000	-	-	-	-
		Position per February Council	6,342	212	2,161	3,969	-	-	-	-
F/C.1.120	Trumpington Smart Energy Grid	Position per January GPC	6,969	48	269	6,652	-	-	-	-
		<i>Amendment</i>	1	-44	-269	-6,652	-	-	-	6,966
		Position per February Council	6,970	4	-	-	-	-	-	6,966
F/C.1.121	Stanground Closed Landfill Energy Project	Position per January GPC	8,267	479	7,788	-	-	-	-	-
		<i>Amendment</i>	-1	-55	-7,661	7,715	-	-	-	-
		Position per February Council	8,266	424	127	7,715	-	-	-	-
F/C.1.123	North Angle Solar Farm, Soham	Position per January GPC	26,258	5,702	20,556	-	-	-	-	-
		<i>Amendment</i>	-1,814	-4,039	2,225	-	-	-	-	-
		Position per February Council	24,444	1,663	22,781	-	-	-	-	-
F/C.1.124	NEW: Fordham Renewable Energy Network Demonstrator Project <sup>2</sup>	Position per February Council	635	85	550	-	-	-	-	-
F/C.2.113	Decarbonisation Fund	Position per January GPC	15,000	3,000	2,400	3,200	3,200	3,200	-	-
		<i>Amendment</i>	-	609	-1,538	310	310	309	-	-
		Position per February Council	15,000	3,609	862	3,510	3,510	3,509	-	-
F/C.2.114	Electric Vehicle chargers	Position per January GPC	200	200	-	-	-	-	-	-
		<i>Amendment</i>	-	-200	200	-	-	-	-	-
		Position per February Council	200	-	200	-	-	-	-	-

<sup>2</sup> Development of an Investment Grade Proposal for a 58 acre solar park at Glebe Farm in Fordham. The schemes aims to assist local businesses in decarbonising their energy supplies while generating a return for the Council and contributing to the aims of the Climate Change and Environment Strategy.

#### Overall impact on the Capital Programme

Update	Total Cost £000	Previous Years £000	2021-22 £000	2022-23 £000	2023-24 £000	2024-25 £000	2025-26 £000	Later Years £000
Position per January GPC	68,565	9,788	35,662	14,821	5,000	3,294	-	-
<i>Amendment</i>	11,098	-2,900	504	5,609	360	559	-	6,966
Position per February Council	79,663	6,888	36,166	20,430	5,360	3,853	-	6,966

As a result of the above updates to the Capital Programme the overall Capital Variation Budget has been reduced by £4,339,000 from -£104,599,000 to -£108,938,000. The net impact on overall capital spending is an increase of £6,759,000 and the net impact on borrowing is an increase of £1,943,000.

## Section 3 Finance Tables; Table 5

### People and Communities

Ref	Scheme	Update	Total Funding £000	Grants £000	Develop. Contr. £000	Other Contr. £000	Capital Receipts £000	Prud. Borr. £000
A/C.01.043	Littleport Community Primary	Position per January GPC	5,565	21	519	-	-	5,025
		<i>Amendment</i>	-460	-	-	-	-	-460
		Position per February Council	5,105	21	519	-	-	4,565
A/C.01.077	Waterbeach New Town Primary	Position per January GPC	11,701	-	11,701	-	-	-
		<i>Amendment</i>	-	-	-1,371	-	-	1,371
		Position per February Council	11,701	-	10,330	-	-	1,371

### Place & Economy

Ref	Scheme	Update	Total Funding £000	Grants £000	Develop. Contr. £000	Other Contr. £000	Capital Receipts £000	Prud. Borr. £000
B/C.5.013	NEW: Swaffham Prior Community Heat Scheme	Position per February Council	12,701	3,581	-	-	-	9,120

### Commercial & Investment

Ref	Scheme	Update	Total Funding £000	Grants £000	Develop. Contr. £000	Other Contr. £000	Capital Receipts £000	Prud. Borr. £000
F/C.1.119	Babraham Smart Energy Grid	Position per January GPC	6,306	-	-	-	-	6,306
		<i>Amendment</i>	36	-	-	-	-	36
		Position per February Council	6,342	-	-	-	-	6,342
F/C.1.120	Trumpington Smart Energy Grid	Position per January GPC	6,969	-	-	-	-	6,969
		<i>Amendment</i>	1	-	-	-	-	1
		Position per February Council	6,970	-	-	-	-	6,970
F/C.1.121	Stanground Closed Landfill Energy Project	Position per January GPC	8,267	-	-	-	-	8,267
		<i>Amendment</i>	-1	-	-	-	-	-1
		Position per February Council	8,266	-	-	-	-	8,266
F/C.1.123	North Angle Solar Farm, Soham	Position per January GPC	26,258	-	-	-	-	26,258
		<i>Amendment</i>	-1,814	-	-	-	-	-1,814
		Position per February Council	24,444	-	-	-	-	24,444
F/C.1.124	NEW: Fordham Renewable Energy Network Demonstrator Project	Position per February Council	635	-	-	-	-	635

### Overall impact on the Capital Programme

Update	Total Funding £000	Grants £000	Develop. Contr. £000	Other Contr. £000	Capital Receipts £000	Prud. Borr. £000
Position per January GPC	65,066	21	12,220	-	-	52,825
<i>Amendment</i>	11,098	3,581	-1,371	-	-	8,888
Position per February Council	76,164	3,602	10,849	-	-	61,713

The Capital Strategy, Treasury Management Strategy, Medium Term Financial Strategy and Finance Tables will be updated following Full Council to reflect the changes to the Capital Programme set out above and any additional spending proposals introduced through political amendments to the Business Plan.



**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  
29th January 2021  
Councillor Mark Goldsack

Overview and Scrutiny Committee  
14th December 2020  
25th January 2021  
Councillor David Connor  
Councillor Jocelyne Scutt

Combined Authority Board  
27th January 2021  
Councillor Steve Count

The above meetings have taken place in December 2020 and January 2021.

#### Audit and Governance Committee – 29th January 2021

The Audit and Governance Committee met on 29th January 2021; the decision summary is attached as Appendix 1.

#### Overview and Scrutiny Committee – 14th December 2020 and 25th January 2021

The Overview and Scrutiny Committee met on 14th December 2020 and 25th January 2021, the decision summaries are attached as Appendices 2 and 3.

#### Combined Authority Board – 27th January 2021

The Combined Authority Board met on 27th January 2021; the decision summary is attached as Appendix 4.

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: 29th January 2021

Agenda/Minutes: [Audit and Governance Committee – 29 January 2021](#)

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>	Apologies received from Cllr Goldsack. There were no declarations of interest.
2	<b>Chair's Announcements</b>	The Chair made the following announcements:  1) There would be an extra Audit and Governance Committee meeting held on the 5 <sup>th</sup> March to review the Assurance Framework and other additional items. The Assurance Framework will also include information on how the recommendations on Lancaster Way have been implemented.  2) Report on Independent Climate Change Commission to come to April meeting to align with timing of the report being published.  3) The meeting calendar for the committee had been revised at the request of the Chair and would be circulated to members.
3	<b>Minutes of the Previous Meeting and Action Notes</b>	The Minutes were approved as a correct record and the actions from the previous meeting noted.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		A report with proposals for how the committee could consider updates on whistleblowing, fraud, complaints would be brought back to the March meeting.
4	<b>Combined Authority Update</b>	The Committee received a verbal update from the Interim Chief Executive Officer.
5	<b>Internal Audit Update</b>	<p>The Committee received the report from the Internal Auditors which provided an update to the work that RSM have conducted against the internal audit plan for 2020/21 that they presented, and which was agreed at the November Audit and Governance Committee meeting. The paper also provided the conclusions and recommendations of RSM's review of Risk Management.</p> <p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1) In future only reports that received a less than a reasonable assurance would be reported to the committee in detail.</li> <li>2) That officers include how the Audit Committee will review the governance arrangement of trading companies within the Assurance Framework.</li> <li>3) That when the Risk Register is next taken to the CA Board that officers include that the Audit and Governance Committee have reviewed the Internal Auditors recommendations following their review and note that the recommendations will be progressed by officers.</li> <li>4) Note the report.</li> </ol>



6	<b>Corporate Risk Register</b>	<p>The Committee reviewed the Combined Authority Corporate Risk Register.</p> <p><b>RESOLVED:</b></p> <p>That Committee would withhold comments on the Risk Register and Strategy until officers had progressed the recommendations from the Internal Auditors report.</p>
7	<b>External Audit</b>	<p>The Committee received the report from the External Auditors which provided the committee with the annual audit letter 2019/20.</p> <p><b>RESOLVED:</b></p> <p>The Committee noted the report and annual audit letter 2019/20.</p>
8	<b>Treasury Management</b>	<p>The Committee received the report which outlined the Treasury Management and Capital Strategies for 2021-22 and requested that it note the in-year performance against the adopted 2020-21 prudential and treasury indicators.</p> <p><b>RESOLVED:</b></p> <p>The Committee requested that it review the Capital Strategy at its next meeting in March as due to an administration error the report had not been circulated to members.</p> <p>The Committee requested that in future reports that changes within the strategies be highlighted.</p> <p>The Committee AGREED to note the Treasury Management Strategies.</p>

9	<b>Work Programme for the Audit &amp; Governance Committee</b>	<p>The work programme was received and noted.</p> <p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1) That an extra meeting in March was scheduled and the following items would be added to the work programme for that meeting: <ol style="list-style-type: none"> <li>i) Proposals for how the committee could consider updates on whistleblowing, fraud, complaints.</li> <li>ii) Capital Strategy</li> </ol> </li> <li>2) That a private meeting with the external and internal auditors be arranged prior to the April 6<sup>th</sup> Committee meeting.</li> </ol>
10	<b>Date of next meeting</b>	Friday, 5 <sup>th</sup> March 2021 from 10.00 a.m. via the Zoom platform.

## Overview and Scrutiny Committee Decision Summary

Meeting: 14th December 2020

Agenda/Minutes: [Overview and Scrutiny Committee – 14 December 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 Stephen Corney (Huntingdonshire District Council)
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 Mayor for the Combined Authority</b>	The Mayor for the Combined Authority attended the meeting to answer questions from members in his role as the Mayor and also as the Chair of the Transport and Infrastructure Committee.
6.	<b>The Combined Authority Budget and Medium-Term Financial Plan</b>	This was the second of three consecutive visits to the Committee over the course of the budget-setting process and development of the MTFP. The report set out the proposed Combined Authority draft Budget for 2021/22 and the Medium-Term Financial Plan (MTFP) and Capital Programme for the

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>period 2021/22 to 2024/25, as approved by the Board for consultation purposes on 25th November 2020.</p> <p>The Overview and Scrutiny Committee was specifically designated as a consultee on the Combined Authority's draft budget in the Constitution and the report gave the Committee the chance to query Finance officers regarding the budget and agree if they wished to provide a response to the consultation as a whole Committee.</p> <p><b>RESOLVED:</b></p> <ul style="list-style-type: none"> <li>i) The Committee provided no response to the consultation.</li> <li>ii) The Chief Finance Officer AGREED to have a conversation with the Chair for the Task and Finish Group and that a note would be provided for members.</li> <li>iii) The Chief Finance Officer would return to the Committee meeting in January 2021.</li> </ul>
7.	<b>CAM Metro Task and Finish Group</b>	<p>The Committee received the report from the Chair of the Task and Finish group, Cllr Mike Davey. The interim report updated the Committee on subsequent work that had been undertaken in the six months following the May 2020 report and asked members for comments on the work undertaken and going forward.</p> <p>The Committee Agreed to note the report.</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
8.	<b>CPCA Project Register</b>	<p>The Committee received the report from the Programme Manager which provided the Committee with an overview of the Combined Authority projects.</p> <p><b>RESOLVED:</b></p> <ul style="list-style-type: none"> <li>i) The Committee requested that the Monitoring Officer look into how the Committee could receive a more detailed report on the Project Register to enable them to consider which projects to scrutinise.</li> <li>ii) The Committee noted the report.</li> </ul>
9.	<b>Horizon Scanning</b>	The Horizon Scanning report was noted.
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) 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 March.</li> <li>ii) that the Director for Business and Skills include an update on Brexit in his report due to come to the Committee in January</li> </ul>
12.	<b>Date of Next Meeting</b>	Monday, 25 <sup>th</sup> January 2021 at 11.00 a.m. with a pre-meeting for Members at 10.00 a.m.

## Overview and Scrutiny Committee Decision Summary

Meeting: 25th January 2021

Agenda/Minutes: [Overview and Scrutiny Committee – 25 January 2021](#)

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>	No apologies were received.
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 Combined Authority Budget and Medium-Term Financial Plan</b>	<p>The report provided an update on the preparation and approval of the Combined Authority and Mayoral budgets for 2021/22 and of the Medium-Term Financial Plan (MTFP) for the period 2021/22 to 2024/25.</p> <p><b>RESOLVED:</b></p> <p>i) The Committee noted the consultation responses and updates to the Combined Authority's 2021-22 Budget, Medium Term Financial Plan and Capital Programme.</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>ii) The Chief Finance Officer agreed to provide a breakdown on what else would be covered by the Alconbury Weald receipts along with comments on the outcome if the receipts were less than expected.</p>
6.	<b>Director for Housing</b>	The Committee received the report from the Director for Housing which provided an update on the £170 million Affordable Housing Programme being led by the Combined Authority.
7.	<b>Chair of the Housing and Communities Committee</b>	The Chair for the Housing and Communities Committee was in attendance and responded to questions from the members.
8.	<b>Combined Authority Board Agenda: Wednesday 27 January</b>	<p>The following questions to the Board were agreed:</p> <p><u>Item 1.6 Change in Membership - Transport and Infrastructure Committee</u></p> <p>Could the Board provide some clarity around the decision-making structure that will result from the proposals set out to change the remit of Transport and Infrastructure committee?</p> <p><u>Item 1.7 – Appointment of Combined Authority Returning Officer</u></p> <p>The reports suggest an election in May can be run within the budget envelope already envisioned. With the vast majority of local authorities reporting that they will struggle to run an election this year - is the Combined Authority confident that it can run a fair and free election under Covid restrictions and within the budget envelope suggested?</p> <p><u>Item 1.8 – Performance Report</u></p>

Item	Topic	Decision [ <i>None of the decisions below are key decisions</i> ]
		<p>The Combined Authority's flagship £100m Affordable Housing Programme now has a residual RAG status of RED. What plans does the Combined Authority have to address this?</p> <p><u>Item 1.10 – Combined Authority Business Plan and Annual Report 2021-22</u></p> <p>The Business Plan 2021/22 states that 'You will see more active travel, more work towards 'doubling nature' and hammering carbon emissions down to zero.' Can you provide further information and in practical terms about what is meant in practical terms by 'hammering carbon emissions down to zero' especially in regard to the authority's construction and transport projects?</p> <p><u>Item 2.1 Budget Monitor Update Report January 2021</u></p> <ul style="list-style-type: none"> <li>a) The breakdown of the revenue position under the Delivery and Strategy section notes the CAM Outline Business Case budget of £1.425M – could you advise what stage the Outline Business Case is currently at and how much of the current budget has been spent? Could the detail around this be provided to the Overview &amp; Scrutiny Committee?</li> <li>b) The breakdown of the revenue position under the Delivery and Strategy section notes the One CAM Innovation Company has £6.84m allocated with nearly £4M of that already spent. How will the remaining £3M be spent by the end of March?</li> </ul> <p><u>Item 2.3 2021-22 Budget and Medium-Term Financial Plan 2021-2025</u></p>



Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>Forecast expenditure on the CAM Outline Business Case £5M for 2021/22, and £6.5M in years 2022/23 and 2023/24. Will the Outline Business Case be concluded by the end of 2024?</p> <p>Forecast expenditure on the CAM SPV outlined in Appendix 2c is £2M for 2021/22. What is the spend estimate on the SPV beyond 2021/22 and why is this not included in the forecast?</p> <p><u>Item 2.4 Transport Levy 2021/22</u></p> <p>Does the Transport Levy amount sufficiently reflect the enormity of work that has been done and will continue to be done by the Combined Authority in the future?</p> <p><u>Item 3.1 CAM Update</u></p> <p>Why has the CAM Update item been withdrawn?</p> <p><u>Item 4.3 Greater Cambridge Partnership Consultations - Waterbeach to Cambridge and Eastern Access</u></p> <p>What is the Combined Authority's position on an alternative public transport mode for travel between Waterbeach and Cambridge? This has previously formed part of the Authority's proposals for the CAM; is this still the case?</p> <p><u>Item 6.2 University of Peterborough Phase 2 - Incorporation of PropCo2</u></p> <p>The plans mention car park provision. What weight has been given to the environmental impact of the proposals in terms of land use and carbon emissions?</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
9.	<b>Combined Authority Forward Plan</b>	The CA Forward Plan was noted.
10.	<b>Lead Member Questions to Executive Committees</b>	The responses to the Lead Member questions were 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) That the Independent Commission on Climate Change come to March's meeting</li> <li>ii) That the Lead member Role for the Business Board come to February's meeting</li> <li>iii) Requested that the University of Peterborough item come to February's meeting</li> <li>iv) That the March meeting be rescheduled to the 22<sup>nd</sup> March to align with the CA Board meeting.</li> <li>v) The Monitoring Officer would provide members with a note of advice on what items it would be appropriate to consider at the April meeting during the purdah period.</li> </ul>
12.	<b>Date of Next Meeting</b>	Monday, 22 February 2021 at 11.00 a.m. with a pre-meeting for Members at 10.00 a.m.

## Cambridgeshire & Peterborough Combined Authority Board - Decision Summary

Meeting: 27th January 2021

Agenda/Minutes: [Cambridgeshire and Peterborough Combined Authority Board – 27 January 2021](#)

Meeting: Wednesday 27th January 2021

### Part 1 - Governance Items

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

**Apologies for absence were received from Councillor Ryan Fuller, substituted by Councillor Jon Neish, and co-opted member Jessica Bawden, representing Cambridgeshire and Peterborough Clinical Commissioning Group.**

**A declaration of interest was made by Councillor Bridget Smith in relation to Item 4.2: London Luton Airport Arrivals Consultation, in that the proposed change to aircraft stacking arrangements would have a significant impact on the village where she lives.**

#### 1.2 Minutes of the Combined Authority Board meeting on 25th November 2020

**The minutes of the meeting on 25th November 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- 14 January 2021

It was resolved to approve the Forward Plan.

#### 1.6 Change in Membership - Transport and Infrastructure Committee

It was resolved to:

Ratify the appointment of Councillor Mark Howell as the representative of Cambridgeshire County Council on the Transport & Infrastructure Committee in place of Councillor Ian Bates, and the appointment of Councillor Ian Bates as substitute member in the place of Councillor Roger Hickford.

#### 1.7 Appointment of Combined Authority Returning Officer

It was resolved to:

Appoint John Hill, Chief Executive, as the Combined Area Returning Officer for the purposes of Article 6 of the Combined Authorities (Mayoral Elections) Order 2017 for the Mayoral election to be held on 6 May 2021.

#### 1.8 Performance Report

The January 2021 Delivery Dashboard was noted.

## 1.9 Combined Authority Monitoring and Evaluation Framework 2021

It was resolved to adopt the Monitoring and Evaluation Framework for 2021.

## 1.10 Combined Authority Business Plan and Annual Report 2021-22

It was resolved to:

- a) Review the draft 2021/22 Combined Authority Annual Report and Business Plan attached at Appendix 1 and consider any appropriate amendments;
- b) Delegate authority to the Chief Executives to finalise the Annual Report and Business Plan for publication in the light of the views of the Combined Authority Board.

## 1.11 Relationship between Risk and Change Control

It was resolved to:

Approve the adoption of the Relationship between Risk and Change Control document as recommended by the Audit and Governance Committee.

## Part 2 – Finance

### 2.1. Budget Monitor Report: January 2021

It was resolved to:

- a) Note the financial position of the Combined Authority for the year to date.

- b) Approve the movement of £900k from Subject to Approval to Approved budget for the Digital Connectivity Infrastructure Programme
- c) Note the Chief Finance Officer's acceptance of additional funding to support business through the EU exit grant and associated expenditure.
- d) Approve the amendment to the limit on investment balances held with Money Market Funds in the current Treasury Management Strategy.

## 2.2 Mayor's Budget 2021-22

It was resolved to:

Approve the Mayor's draft budget for 2021-22.

## 2.3 2021-22 Budget and Medium-Term Financial Plan 2021-25

It was resolved to:

- a) Approve the revenue budget for 2021/22 and the Medium-Term Financial Plan 2021/22 to 2024/25.
- b) Approve the capital programme 2021/22 to 2024/25

## 2.4 Transport Levy 2021-22

It was resolved to approve the amount and apportionment of the Transport Levy for the 2021-22 financial year as set out below:

Total Levy: £13,039,675

Peterborough City Council: £3,793,659

Cambridgeshire County Council: £9,246,016

### Part 3 – Combined Authority Decisions

#### 3.1 CAM Update January 2021

This report was withdrawn.

#### 3.2 Market Towns Programme Investment Prospectus - Approval of Third Tranche of Project Proposals

It was resolved to:

Approve project proposals received under Market Towns Programme and in response to town centre Covid-19 recovery received from Fenland, East Cambridgeshire, and Huntingdonshire to the sum of £4,143,079.

#### 3.2 Business Growth Service – Growth Company Board

It was resolved to:

- a) Approve the appointment of Barclays Bank as Company Bankers.
- b) Approve amendment of the Accounting Reference Date from 31st August 21 to 31 March 2021.
- c) Approve amendment of the Company's name at Companies House from Peterborough and Cambridgeshire Business Growth Co Ltd to Cambridgeshire and Peterborough Business Growth Co Ltd.
- d) Approve access for staff employed in Growth Co, to the NEST Pension Scheme with a total contribution of 10%, of which there is a 5% minimum employer contribution.

- e) To grant the Monitoring Officer delegated authority, in consultation with the Director of Business and Skills to agree a final Shareholder Agreement in substantively the same form as is set out in Appendix 1 and to execute the agreement and any related deeds of adherence and succession or of amendment and restatement necessary to substitute it for the previous Shareholder Agreement approved by the Combined Authority.

By recommendation to the Combined Authority Board

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

### 4.1 A16 Norwood Improvements

It was resolved to:

Approve the drawdown of £630,000 from the Medium-Term Financial Plan to produce the Outline Business Case. This includes £320,000 carry forward from the current financial year subject to approval budget.

### 4.2 London Luton Airport Air Space (Stack) Consultation

It was resolved to:

Delegate authority to the Director of Delivery and Strategy, in consultation with the Chair of the Transport and Infrastructure Committee, to respond to the consultation on behalf of the Transport and Infrastructure Committee, reflecting the Committee and Board's discussions.

### 4.3 Greater Cambridge Partnership Consultations - Waterbeach to Cambridge and Eastern Access

It was resolved to:



- a) Approve the proposed consultation response commentary in relation to the Greater Cambridge Partnership's Waterbeach to Cambridge proposals, with a recommendation that they are issued on behalf of the Combined Authority;
- b) Approve the proposed consultation response commentary in relation to the Greater Cambridge Partnership's Greater Cambridge Partnership's Eastern Access proposals, with a recommendation that they are issued on behalf of the Combined Authority.

n/a Additional report added to the agenda after publication: Amendment to Terms of Reference – Transport and Infrastructure Committee

It was resolved to:

Authorise the Monitoring Officer to amend Chapter 8 of the Constitution of the Combined Authority Board (Transport and Infrastructure Committee), Section 3, to include: 3.2.13 *Review matters related to the CAM scheme prepared by the Greater Cambridge Partnership and make representations to the GCP Executive Board related to CAM matters.*

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

### 5.1 Community Land Trust Business Case

It was resolved to approve the Community Land Trust Business Case at Appendix 1 of the report.

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

### 6.1 Local Growth Fund Programme Management Review January 2021

It was resolved to:

- a) Approve the project change request for Cambridge Medipark Ltd Biomedical Multi-occupancy building project; and

- b) Approve the project change request for the Cambridgeshire Skills March Adult Education Project;
- c) Note the programme updates outlined in the report to the Business Board.

## 6.2: University of Peterborough Phase 2 - Incorporation of PropCo2

It was resolved to:

- a) 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 Peterborough R&D Property Company.
- b) Approve the Business Plan for Peterborough R&D Property Company Ltd.
- c) Consent to Peterborough R&D Property Company Ltd entering into the contract with the commercial operation which is successful in the procurement exercise.

## 6.3 University of Peterborough Phase 2 Manufacturing and Materials Research and Development Centre Project

It was resolved to:

- a) Agree to the £1.13m increase in equity investment from the existing project partner into the Peterborough R&D Property Company Ltd.
- b) Subject to the approval of recommendation (a), to note the new revised total project budget of £19.5 million and the revised shareholding split in Peterborough R&D Property Company Ltd, the Joint Venture Company delivering the project.

## 6.4 Local Enterprise Partnership Partnering Strategy

It was resolved to:

Approve the Partnering Strategies approach between the Business Board and:

- i. The OxCam LEPs;
- ii. NALEP, GLLEP & SEMLEP; and
- iii. The LEP Network.

## Appointment of Director of Resources and Section 151 officer

To: County Council

Date: 9th February 2021

From: Assistant Director, HR Services

Purpose: To ask Council to note the decision of the Staffing and Appeals Committee regarding the appointment to the post of Director of Resources & Section 151 Officer.

Recommendation: That Full Council note the appointment of Tom Kelly to this statutory role.

### Officer contact:

Name: Janet Atkin

Post: Assistant Director, HR Services

Email: [Janet.atkin@cambridgeshire.gov.uk](mailto:Janet.atkin@cambridgeshire.gov.uk)

Tel: 07775 024309

### Member contact:

Names: Councillor Josh Schumann

Post: Chairman of Staffing and Appeals Committee

Email: [joshua.schumann@cambridgeshire.gov.uk](mailto:joshua.schumann@cambridgeshire.gov.uk)

Tel: 01223 706398

## 1. Background

- 1.1 The current Director of Resources & Section 151 Officer is due to retire in May 2021 and therefore a recruitment exercise has been undertaken to fill this critical and statutory role for the County Council.

## 2. Recruitment Process

- 2.1 Six candidates were longlisted for the first stage of the selection process which was held on Wednesday 20th and Friday 22<sup>nd</sup> January 2021. The assessment consisted of the following elements:

- An interview with the Chief Executive that focused on the corporate aspects of the role.
- An interview with a technical advisor from the Local Government Association which focused on the technical, financial requirements within the role.

- 2.2 On completion of this stage of the process four candidates were then invited to the second stage of the selection process which took place on 27th January 2021. This second stage of the assessment process consisted of the following elements:

- A meeting with the Leader of the Council
- A meeting with the Group Leaders
- A meeting with the Joint Management Team

- 2.3 After this stage of the process, two candidates were shortlisted for final interview before members of the Staffing and Appeals Committee on 4th February 2021.

- 2.4 Following the interview process, the Staffing and Appeals Committee resolved to appoint Tom Kelly to the post.

## 3. Conclusion

- 3.1 The Staffing and Appeals Committee has delegated authority to undertake the selection and appointment of Statutory and Non-Statutory Chief/Deputy Chief Officers in accordance with Officer Employment Procedure Rules subject to the approval of full Council where required.

- 3.2 Council has the authority to confirm the appointment of, and dismiss, the Head of Paid Service, the Monitoring Officer, and the Chief Finance Officer (Section 151 officer).

- 3.3 Given the significance of this post, the Staffing and Appeals Committee is of the view that the appointments should be brought to the attention of full Council.

## 4. Source Documents

- 4.1 Staffing and Appeals Committee Agenda and Minutes  
[Staffing and Appeals Committee meeting 04/02/2021](#)