



Cambridge City Council
Strategy and Resources Scrutiny Committee

Date: Monday, 2 October 2023

Time: 5.30 pm

Venue: Council Chamber, The Guildhall, Market Square, Cambridge, CB2 3QJ [access the building via Peashill entrance]

Contact: democratic.services@cambridge.gov.uk, tel:01223 457000

Agenda

- 1 Apologies for Absence
- 2 Declarations of Interest
- 3 Minutes (Pages 3 - 28)
- 4 Public Questions

Decisions for the Leader

- 5 Combined Authority Update (Pages 29 - 78)

Decisions for the Executive Councillor for Finance and Resources

- 6 Building Cleaning Contract (Pages 79 - 86)

Strategy and Resources Scrutiny Committee Members: Robertson (Chair), Baigent (Vice-Chair), Bennett, Bick, Gawthrop Wood, Holloway, Young and Sheil

Alternates: S. Davies, Divkovic, Nethsingha and Payne

Executive Councillors: Davey (Leader), Gilderdale (Executive Councillor for Community Wealth Building and Community Safety and Deputy Leader (Statutory)) and S. Smith (Executive Councillor for Finance and Resources)

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STRATEGY AND RESOURCES SCRUTINY COMMITTEE

25 May 2023
4.57 - 5.00 pm

Present: Councillors Robertson (Chair), Baigent (Vice-Chair), Bennett, Bick, Gawthrop Wood, Holloway, Young, Davey (Executive Councillor), Gilderdale (Executive Councillor) and S. Smith (Executive Councillor)

FOR THE INFORMATION OF THE COUNCIL

23/82/SR Appointments to Outside Bodies

The Scrutiny Committee recommended the following appointments to the Executive Councillors.

The Executive Councillors agreed the appointments.

Greater Cambridge Partnership Executive Board

1 Labour, 1 Labour Alternate

Councillor – Davey, Baigent

Local Government Information Unit

1 Labour

Councillor - Griffin

East of England Local Government Association

1 Labour

Councillor – S.Smith

LGA General Assembly

1 Labour

Councillor – Davey

Horizons Board

1 Labour

Councillor - Robertson

Cambridge Investment Partnership

2 Labour

Councillors – Bird, S.Smith

District Councils Network

1 Labour

Councillor – Davey

23/83/SR Appointment to Working Party

The Scrutiny Committee agreed the appointments below:

Joint Staff Employment Forum

3 Labour, 2 Liberal Democrat, 2 Alternates

Councillors – Bird, Moore, Pounds, Young, Levien

(Executive Councillor) S.Smith

Alternate Councillors – Gilderdale, Bick

23/84/SR Change to start time of Strategy and Resources Scrutiny Committee

The Committee agreed that future Strategy and Resources Scrutiny Committee meetings would commence at 5.30pm.

The meeting ended at 5.00 pm

CHAIR

STRATEGY AND RESOURCES SCRUTINY COMMITTEE

3 July 2023
5.30 - 10.05 pm

Present: Councillors Robertson (Chair), Baigent (Vice-Chair), Bennett, Bick, Gawthrope Wood, Holloway, Sheil, Young, Davey (Executive Councillor) and S. Smith (Executive Councillor)

Also present virtually: Councillor Anna Smith

Officers:

Chief Executive: Robert Pollock
Chief Operating Officer: Jane Wilson
Assistant Chief Executive: Andrew Limb
Chief Financial Officer: Caroline Ryba
Economic Development Manager: Jemma Little
Assistant Director, Assets and Property: Dave Princep
Committee Manager: Chris Connor
Producer: Gary Clift

Also present virtually:

Head of Human Resources: Deborah Simpson
Director of Enterprise and Sustainable Development: Fiona Bryant
Director, City Services: James Elms
Deputy Head of Finance: Neil Krajewski
Head of Climate, Environment and Waste: Bode Esan
Waste Policy Officer: Dee Wood

FOR THE INFORMATION OF THE COUNCIL

23/85/SR Apologies for Absence

No apologies were received.

23/86/SR Declarations of Interest

Name	Item	Interest
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Councillor Baigent	All	Personal: Member of Cambridge Cycling Campaign.
Councillor Gawthrope-Wood	23/94/SR	Personal: Had investments in Social Organisations.

23/87/SR Minutes

The minutes of the meeting held on 11 May 2023 were approved as a correct record and signed by the Chair.

23/88/SR Public Questions

There were no public questions.

23/89/SR To Note Record of Urgent Decision Taken by the Executive Councillor for Finance, Resources and Transformation

The decision was noted.

23/90/SR Approval of funding for the construction of Cherry Hinton Hub

The decision was noted.

23/91/SR The Leader to invite Cllr Anna Smith, Cambridgeshire and Peterborough Combined Authority Board representative for Cambridge City Council and Deputy-Mayor for the CPCA, to provide an update on the work of the Combined Authority

Matter for Decision

The Officer presented a report to the Scrutiny Committee providing an update on the activities of the Cambridgeshire and Peterborough Combined Authority (CPCA) Board since the last meeting of the Scrutiny Committee on 27 March 2023.

Decision of the Leader of the Council

To note the update provided by the Council's representative on the Combined Authority Board, Councillor Anna Smith on the issues considered at the meeting of the Combined Authority Board held on 31 May 2023.

Reason for the Decision

As set out in the Officer's report.

Any Alternative Options Considered and Rejected

Not applicable.

Scrutiny Considerations

The Council's representative on the Combined Authority Board provided a verbal report.

- i. There was a new Chief Executive, Rob Bridge.
- ii. CA (Combined Authority) ran an induction programme for all new and returning Committee Members.
- iii. At the CA March Board meeting a report was heard from Audit and Governance where the independent chair reported that there was increased confidence in CPCA (Cambridge & Peterborough Combined Authority) and improvements were noted.
- iv. Had to postpone the vote on the Local Transport and Connectivity Plan. Hoping to discuss at the next board meeting in July.
- v. The Government had announced further devolution measures, this had been flagged to the Board. Would provide further details when they arose.

The Council's representative on the Combined Authority Board said the following in response to Members' questions:

- i. The Local Transport and Connectivity Plan vote was deferred at the last Board meeting because there were issues raised by the Leader of Peterborough City Council and it had not been possible to resolve these in advance of the Board meeting.
- ii. The Local Transport Plan currently in existence would stand until a new local transport plan was passed.

Conflicts of Interest Declared by the Executive Councillor (and any Dispensations Granted)

No conflicts of interest were declared by the Executive Councillor.

23/92/SR Collection Changes - The Future of Waste Collections

Matter for Decision

- i. Greater Cambridge Shared Waste Service (GCSWS) is responsible for collecting domestic waste from 131,000 households and commercial waste from more than 2,000 businesses across Greater Cambridge.
- ii. Due to growth in the number of households served, collection rounds have expanded at a significant rate since they were last reviewed in 2017 and are forecast to increase further, resulting in the need to review and optimise routes.
- iii. Reduction, reuse, and recycling are the top priority choices in UK government policy for waste. The Government has published a recycling target of 64% by 2035 in its Resources and Waste Strategy. This presents a challenge to Waste Collection Authorities due to the stagnation of recycling rates, and increased pressure because of impending legislation designed to increase recycling (see Appendix A). It is therefore essential that collection services are efficient prior to implementing these national changes.
- iv. Results from a route optimisation exercise conducted by GCSWS demonstrate that the Council has an opportunity to deliver efficiencies and improvements to collections, whilst accommodating the significant rates of past and future growth.
- v. The service has also taken the opportunity to explore the feasibility of delivering collections within a four-day week to understand the potential benefits to staff wellbeing, sickness levels, and recruitment and retention rates, as well as a more streamlined service for residents and a modest reduction in carbon emissions due to less overall travel times and bank holiday changes.
- vi. Appendix A sets out further information on the emerging policies affecting the UK waste industry and GCSWS contexts.

Decision of The Executive Councillor for Climate Action and Environment

- i. To note the round optimisation process and revised number of routes as set out at paragraph 33.
- ii. To note the impact that past and future growth and legislative changes will have on the collection service.
- iii. To approve the trial of a four-day week waste collection service for three months from September 2023 to be funded by existing operational budgets within the service, with a report on the outcome of the trial presented to Strategy and Resources Scrutiny Committee in the Autumn of 2023.
- iv. To note that South Cambridgeshire Cabinet approved a trial on 15 May 2023.

Reason for the Decision

As set out in the Officer's report.

Any Alternative Options Considered and Rejected

Not applicable.

Scrutiny Considerations

The Head of Greater Cambridge Shared Waste Service introduced the report.

The Head of Greater Cambridge Shared Waste Service said the following in response to Members' questions:

- i. Expected to see a drop in sickness rates due to an increase in officer overall well-being because of an extra day of rest for crews due to the 4 day week trial.
- ii. Expected a reduction in agency costs. At peak times last year, the service was using upwards of 30-40 agency staff. Currently there were 10-12. Feedback regarding that number was that people had been attracted to working there due to potential 4-day work week trial. This would be closely monitored and information would be reported back to the Committee on findings.

- iii. Did not expect to see the full impact to the service within the three month trial, however, would be able to see if there were any issues that arose during this time period.
- iv. Had no control over what workers did on their non-working day and whether they would take on extra work. However, pay scales had improved and hoped anyone taking on extra work would be limited. Any outside/additional work by staff had to be disclosed to the Human Resources team. This was strictly monitored to ensure that drivers and crews were not overworked.
- v. There were no capital costs if the trial did not succeed and officers would revert back to a 5-day work week.
- vi. If it was necessary to go back to a 5-day work week, there was a plan in place to do so.
- vii. 4-day work week routes had already been optimised.
- viii. During the first four weeks of the trial, while the drivers are learning the new routes, there would be backup capacity to ensure any missed bins would be collected.
- ix. Waste staff would work 30 plus 2 hours during the 4-day week trial. When working hours would be equalised with office-based staff was to be determined.

The Executive Councillor for Climate Action and Environment said the following in response to Members' questions.

- i. Thought the larger cost savings would be seen mostly via office-based staff it was important that all staff need to be treated equally.
- ii. The previously scheduled route optimisation and 4-day work week would be taking place at the same time. The advantage of this to the public was that there would only need to be a change once.

The Committee unanimously endorsed the recommendations.

The Executive Councillor approved the recommendations.

Conflicts of Interest Declared by the Executive Councillor (and any Dispensations Granted)

No conflicts of interest were declared by the Executive Councillor.

23/93/SR Place Group Resource for Key Projects

Matter for Decision

The Place Group brings together leadership and management of the Councils corporate estate, property investments, responsibility for delivering new council, affordable homes and estate regeneration. The Place Group is tasked with delivering some key programmes and projects for the Council in addition to those currently undertaken including:

- i. Delivering the asset management plan to meet the Net Zero Carbon (NZC) and Minimum Energy Efficiency Standards (MEES) objectives through a combination of retrofit, redevelopment and disposal
- ii. Rationalisation of the Council's office and civic accommodation through the Corporate Space Strategy
- iii. Refurbishment of the Market Square
- iv. General Fund Redevelopment Programme for commercial property

To achieve these, initial change to some roles and additional resource is required as set out in this report. Funding will be from General Fund Reserves initially but costs capitalised once capital plan items are brought forward and approved.

These projects will support improving sustainability, how we engage with and the services we provide to our customers and communities and generate new income streams and capital receipts.

The scale of the projects is as set out in 3.9 below and previous reports on these programmes and projects.

Decision of the Executive Councillor for Finance & Resources:

To recommend to Full Council approval of funding for additional resource as set out in Section 4 (a) the report.

Reason for the Decision

As set out in the Officer's report.

Any Alternative Options Considered and Rejected

Not applicable.

Scrutiny Considerations

The Assets & Property Assistant Director introduced the report.

The Assets & Property Assistant Director said the following in response to Members' questions:

- i. These were high value schemes therefore salary levels were set at levels that Officers deemed to be appropriate to attract the right people for the roles being created.
- ii. There was extensive financial information in the background reports and the appendices which set out the various schemes and profit margins.
- iii. The office accommodation report set out expected costs, capital receipts and income from letting parts of the Guildhall or Mandela House.

The Leader of the Council said the following in response to Members' questions:

- iv. It was less about income and more about the ability to deliver what was promised at the October 2022 Strategy and Resources Committee which was to get the Guildhall up to standard, and to also look at Mandela House. Unless staff were in place would not be able to do the job properly. Therefore, it was very important to have new staff in place to get going on the project. This was one of the most major pieces of work that would be done at the Council in the coming 4 - 5 years.

The Committee unanimously endorsed the recommendations.

The Executive Councillor approved the recommendations.

Conflicts of Interest Declared by the Executive Councillor (and any Dispensations Granted)

No conflicts of interest were declared by the Executive Councillor.

23/94/SR Social Impact Investment Fund or Organisation**Matter for Decision**

This report presents the case for the Council to support the establishment of Greater Cambridge Social Impact Investment Fund (working title; referred to as ‘the Fund’), an independent social impact investment fund to help address inequality in line with the Council’s “One Cambridge Fair for All” vision. The Fund will do this by investing in opportunities to improve the lives of our most vulnerable communities and achieving measurable improvements in homelessness & rough sleeping, social mobility, youth employment, and health and wellbeing.

Options for the Fund’s purpose and structure were considered in a feasibility study, drawing on the experience of other places, and by co-designing the proposed model with social impact experts, local charities and social enterprises, potential social investors, and philanthropists.

A Fund Development Board is now in place. It has the appropriate expertise and experience to support the development and establishment of the Fund, including advising on the appropriate legal and governance arrangements. An initial investment of £0.2m is requested from the General Fund reserve to provide the necessary resources to develop the Fund and to fundraise.

In principle approval is also sought for a further £0.8m, bringing the Council’s potential investment in the Fund’s development and financing to £1m. A £0.8m contribution should only be made on condition sufficient progress has been made to secure funding from other sources, in line with the ambition to establish a £6-15m social impact fund.

Progress on the development and fundraising for the Fund will be reported to the Executive Cllr for Finance and Resources by the Fund Development Board and will be brought back to the Strategy & Resources Committee to provide updates at key stages and in advance of any key decisions.

Decision of the Executive Councillor for Finance & Resources:

To recommend to Full Council:

- i. The allocation of £200,000 development funding to support the establishment of Greater Cambridge Social Impact Investment Fund (‘the Fund’) and enable fundraising over the next year.

- ii. To agree 'in principle' a further £800,000 contribution to the Fund once it is established, subject to progress made to secure funding commitments of £5m from other parties, and that officers will provide advice in relation to this decision at a later date.
- iii. To note that i) and ii) are one-off financial contributions from Reserves with the objective of leaving a lasting legacy from additional business rates collected due to the growth of the Cambridge economy.
- iv. To note that activity to establish the Fund will be overseen by a Fund Development Board; that the £200,000 development funding will be managed by the Economic Development Manager, Cambridge City Council in line with council policies; and that progress will be reported by the Fund Development Board on a regular basis to the Executive Cllr for Finance and Resources and will be brought back to the Strategy & Resources Committee to provide updates at key stages over the next year.

Reason for the Decision

As set out in the Officer's report.

Any Alternative Options Considered and Rejected

Not applicable.

Scrutiny Considerations

The Economic Development Manager introduced the report.

The Economic Development Manager and the Chief Executive said the following in response to Members' questions:

- i. Working with Innovate Cambridge and Cambridge Innovation Capital about how the fund can provide a vehicle for tech investors to re-invest profits they make from the city.
- ii. Had discussions with Cambridge Ahead who had an Environmental Social Governance (ESG) group that had expressed support for the establishment of the fund. Including offers of pro-bono support around the fund itself.

- iii. The vision for the fund was to have a mix of different funders including institutional funders like Big Society Capital.
- iv. Not just about the public sector, it was about using public sector monies to leverage in opportunities that were not currently being taken advantage of.
- v. The role of Members is up for discussion and would be finalised and firmed up with the establishment of the fund.
- vi. Regarding the governance of the fund, part of the seed funding and the next phase of work would be to look at the legal structures and the governance of the fund itself.
- vii. Looking into various options and if the council agreed to be a full investor, it might expect to have a seat on the Board with other investors.
- viii. The pitch to funders was about the social return on investment they can gain through investment. There was also a financial return, however likely a smaller return than a commercial fund investment.
- ix. The funds vision was about putting investment into things that could provide ongoing returns on investment and become self-sustaining.
- x. There would be an investment committee to look at each instance on an individual basis. Would not wish to create a dependency from this fund.
- xi. The Board would be a development board. The actual governance of the fund would be something that needed to be worked out in the future.
- xii. This work had been taken as far as it could internally and now required someone to own it and lead conversations with corporates, philanthropists and other social investment funds.
- xiii. Had convened an investor discussion workshop and received positive responses. However, without more capacity and having someone who was a specialist to assist with developing the project, it was beyond Officers ability to get to the point to leverage in additional wealth from Cambridge.
- xiv. Large businesses in Cambridge recognised that unless they gave back to the local community in a visible and impactful way then their legitimacy was undermined. The Council's role was pivotal in getting the project off the ground, giving it direction and giving it a set of directives.

- xv. Funding would be needed for an Executive Director role. Initially they would most likely be employed by Cambridge City Council until the fund was off the ground.
- xvi. The fund would be an independent body/separate legal entity. Employees would be employed by the fund and not the Council.
- xvii. Board members would be giving their time on a pro-bono basis.
- xviii. Antony Ross OBE who lives in Cambridge is a renowned social investor for Bridges and was providing his time pro-bono to assist.
- xix. In response to advice from a Member that it may be more advantageous to register as a Community Interest Company or Charitable Incorporate Organisation rather than a company limited by guarantee the Economic Development Manager advised that she would take advice on board and make enquiries.
- xx. Had done a lot of research, spoken to social sector organisations and potential investors. There was demand for this project. Reputational risk was being managed by engagement with stakeholders and social sector organisations. As part of the governance arrangements there would be due diligence processes around the approval of projects.
- xxi. There were risks involved however Officers were gaining evidence to ensure that the project was successful.
- xxii. If everything went well would be in a position to start investing at the start of the 2024-25 financial year. The commitment was in the report, and Officers would bring back updates to Committee about timings regarding the Council's goals.
- xxiii. The Board was keen to develop a relationship with Members and would return to Committee with updates regularly. Would invite Executive Councillor for Finance and Resources to an upcoming meeting.
- xxiv. The initial £200,000 investment would provide capacity to develop the project.
- xxv. One of the biggest gifts the Council could give would be a capital investment.
- xxvi. Would come back to S&R Scrutiny Committee, timeframe would need to be discussed, perhaps in the Autumn. Private briefings were also a possibility.

- xxvii. Have had two all member briefings already about the project. The determination of the governance, legal structure, regulatory implications, and subsidy regime needed to be worked on still.

The Committee unanimously endorsed the recommendations.

The Executive Councillor approved the recommendations.

Conflicts of Interest Declared by the Executive Councillor (and any Dispensations Granted)

No conflicts of interest were declared by the Executive Councillor.

23/95/SR 2022/23 General Fund Revenue and Capital Outturn, Carry Forwards and Significant Variances

Matter for Decision

This report presents, for all Portfolios:

- i. A summary of actual income and expenditure compared to the final budget for 2022/23 (outturn position)
- ii. Revenue and capital budget variances with explanations
- iii. Specific requests to carry forward funding available from budget underspends into 2023/24.

The outturn report presented reflects the Executive Portfolios for which budgets were originally approved (which may have changed since, for example for any changes in Portfolio responsibilities).

Decision of the Executive Councillor for Finance & Resources:

- i. To carry forward requests totalling £1,391,800 of revenue funding from 2022/23 to 2023/24, as detailed in Appendix C. These are carry forward requests in excess of £50k. Requests up to and including £50k which total £176,070 are approved via delegated authority to the Chief Financial Officer.

- ii. To approve additional budget in 2023/24 of £80k to the Climate Change Fund funded from reserves, as detailed in Paragraphs 3.6 to 3.8 below.
- iii. To approve the allocation of £200k from the General Fund reserve to establish Greater Cambridge Impact (GCI) as detailed in Paragraphs 3.9 and 3.10 below.
- iv. To approve the allocation of £218k in 2023/24 from the General Fund reserve to fund the additional resource required to enable the delivery of key programmes and projects within the Place Group. The allocation required will increase to £267k in 2024/25 and £281k 2025/26 onwards as detailed in Paragraphs 3.11 below.
- v. To carry forward requests of £81,444,000 of capital resources from 2022/23 to 2023/24 to fund rephased net capital spending, as detailed in Appendix D.

Reason for the Decision

As set out in the Officer's report.

Any Alternative Options Considered and Rejected

Not applicable.

Scrutiny Considerations

The Chief Finance Officer said the following in response to Members' questions:

- i. General policy was to move business rates growth into reserves. This was because there was always risk in relation to the amount of business rates growth that would be received. This had achieved a high level of reserves and had enabled the Council to look at reserves as a source of capital funding for the Place Group schemes, for example reserves could be used as capital schemes are brought forward for the modernisation and decarbonisation of the Guildhall, Market Square, and other significant projects. This meant that these projects could be carried out without having to borrow to do so.

- ii. While the Council held high levels of reserves at the moment, they would also be used going forward while going through the Transformation programme. The Council currently has a policy of maintaining £7 million in the General Fund reserve as a prudent minimum balance.
- iii. The Settlement Funding Assessment was funding from Government which came mainly from Business Rates. That figure was dependant on the allocation of funding from the Government. The expectation is that level will continue until the fair funding review is implemented. We are expecting this to be 2026-2027.
- iv. Appropriations from earmarked reserves included a variety of items, including grant funding. The final budget was in line with the outturn position, that is as planned. Therefore, the amounts would vary year on year depending on level of grants the Council received and the use of earmarked reserves.
- v. It had been difficult to get take up of Sustainable Warmth Grants. There had also been a lack of available contractors. There was a possibility that the grant money would need to be repaid to the Government for what was remaining in due course. There were Officers working in this area in hopes of minimising that.
- vi. A detailed report would need to be written reporting on how agile the Council had been regarding the Sustainable Warmth Grant. That report would need to be written by a different department, and likely go to a different committee, most likely Housing Scrutiny Committee.
- vii. Regarding variances in the budget, this was reviewed monthly. There was a quarterly report produced covering both revenue and capital. This report was presented to the Executive, the Leadership Team, and the Senior Management Team.
- viii. Regarding budgets, when the budget was set at the beginning of the year Officers avoided tweaking it too often because it then became difficult to understand the forces that were impacting the budget. Budgets were adjusted at budget setting time based on proposals put forward.

The Leader of the Council said the following in response to Members' questions:

- i. When quarterly budgets were reported they were reviewed by the Executive who would raise any issues they may have at that time.

- ii. If there was to be interrogation over each individual item in the budget, when reviewing the budget setting process this was something that could be considered. The Leader stated he would speak to the Chief Executive about this after the meeting.

The Chief Executive said the following in response to Members' questions:

- i. Regarding Sustainable Warmth Grants, the Council had been in contact with BEIS about how the scheme was set up and eligibility, this had proved to be a barrier. Ministers had responded and extended these schemes. This scheme is managed by Cambridge City Council for all of Cambridgeshire. BEIS had extended the timeline in which the money could be used. This was now being focused on by Officers. There was a better supply chain in place, and it was being advertised better. It was important that the money was spent.

The Director of City Services said the following in response to Members' questions:

- i. Bereavement services had reduced income due to increased competition in the market and the local area. However, the service was still making a profit. There was currently work being done to see what the future of the service would be.
- ii. Regarding the new City Services directorate, would be looking into garage and crematorium services.

Committee Manager Note: Regarding Warm Home Grants

The rephasing of the grant fund is not for the full amount, but only applies to a much lower amount of the funding that has already been committed to jobs.

For clarity, all funding was due to be spent by March 2023. However DESNZ granted a "managed closure" extension which allowed us to carry over funding for jobs already in the pipeline, and where these jobs could be completed on site by end of April 2023 for off gas properties and end of September 2023 for on gas. The total spend and number of properties in this managed closure has already been signed off by DESNZ. We can not use this rephasing of the budget to bring in new jobs, only complete those in the pipeline. Therefore our

focus for this funding is to work with the contractors to get these final properties completed by the deadlines agreed.

Any new leads and engagement activity is being fed into alternative and new funding streams (i.e. ECO and HUG Phase 2)

We have already returned the majority of the identified underspend, and should currently just hold the equivalent of the estimated value of work to cover the manage closure (+20%). However I am not sure if this is return already made is reflected in the reports. Karen and Joanna Taylor were looking into it.

On this basis there is no scope to spend more of this particular funding, apart from ensuring all jobs in the pipeline are completed on time which we are managing on a daily basis.

Provided by Justin Smith, Environmental Projects Team Leader after the conclusion of the meeting.

The Committee unanimously endorsed the recommendations.

The Executive Councillor approved the recommendations.

Conflicts of Interest Declared by the Executive Councillor (and any Dispensations Granted)

No conflicts of interest were declared by the Executive Councillor.

23/96/SR Annual Treasury Management Outturn Report 2022/23

Matter for Decision

The Council is required by regulations issued under the Local Government Act 2003 to produce an annual treasury report reviewing treasury management activities and the actual prudential and treasury indicators for each financial year.

This report meets the requirements of both the CIPFA Treasury Management in the Public Services: Code of Practice 2021 (the Code) and the CIPFA Prudential Code for Capital Finance in Local Authorities 2021 (the Prudential Code) in respect of 2022/23.

During 2022/23 the minimum requirements were that Council should receive:

- i. an annual strategy in advance of the year;

- ii. a mid-year treasury update report; and
- iii. an annual review following the end of the year describing the activity compared to the strategy (this report).

In line with the above Codes of Practice, all treasury management reports are presented to both Strategy & Resources Scrutiny Committee and to full Council.

Decision of the Executive Councillor for Finance & Resources:

To recommend this report to Council, which includes the Council's actual Prudential and Treasury Indicators for 2022/23.

Reason for the Decision

As set out in the Officer's report.

Any Alternative Options Considered and Rejected

Not applicable.

Scrutiny Considerations

The Deputy Head of Finance said the following in response to Members' questions:

- i. Regarding the decarbonisation of the Treasury Deposit, Officer were discussing with Treasury Management advisors about their expertise. There was increasing information that was available. It was difficult to receive this information on a consistent basis. This was a developing area rather than a definitive way forward. Would keep the Committee advised going forward.
- ii. There were appropriate reasons to lend money to other Local Authorities. Would liaise with the Chief Financial Officer about a better way of communicating better to the public about loans being repaid.
- iii. In response to why the net revenue was a minus number, the Officer stated that this was because net financing costs were currently negative as income the Council received in respect of its investing activities exceeded the cost associated with the financing of capital expenditure

- iv. When the Council compared its commercial income to its net revenue stream, net commercial income was equal to 52% of the net revenue stream. This reflected the assets held by the Council which generated commercial income, including car parks and investment properties. The outturn percentage was higher than the budgeted figure as the net revenue stream was lower than originally budgeted in 2022/23.
- v. The 'Authorised Limit' of £450 million was based on a review of the capital programme and an assessment of what borrowing would be required to deliver the upcoming capital programme. The figure was subject to regular review.
- vi. The Operational boundary was determined based on a review of the capital programme and an assessment of what borrowing would be required to deliver the upcoming capital programme. The figure was subject to regular review. The difference with the authorised limit was that the operational boundary could be exceeded in extraordinary circumstances and usually for a short period of time only. The authorised limit cannot be exceeded.
- vii. The upper limit fixed variable splits the value of the interest receivable/payable on the Council's investments and borrowing according to whether the underlying instrument had a fixed or variable rate of interest

The Committee unanimously endorsed the recommendations.

The Executive Councillor approved the recommendations.

Conflicts of Interest Declared by the Executive Councillor (and any Dispensations Granted)

No conflicts of interest were declared by the Executive Councillor.

23/97/SR Provision of Temporary Agency Workers from December 2023

Matter for Decision

- i. Temporary agency workers are used to ensure service delivery including; covering short term demands, for specific projects, managing peaks and troughs of service volumes, for seasonal work, whilst

- undertaking service reviews, covering the recruitment period for a vacant post, maternity or sickness.
- ii. A large volume of temporary agency workers (around 200 in 2023) are engaged for a short period for the Folk Festival.
 - iii. The Council currently uses a national framework contract created specifically to enable ease of procurement of agency workers, MSTAR3. Under this contract one provider takes responsibility for delivering services on behalf of the Council, currently engaging 67 individual agency suppliers. The alternative would be for the council to manage contracts with individual agencies.
 - iv. It is anticipated that the Council will continue to need temporary agency cover on an ad hoc basis in order to ensure appropriate continuity in service delivery and the report presents a recommended option for the future provision of temporary agency worker services with effect from 20 December 2023.
 - v. The report seeks approval to procure the services of a temporary agency worker provider under the MSTAR4 framework contract with effect from 20 December 2023.

Decision of the Executive Councillor for Finance & Resources:

To delegate authority to the Head of Human Resources, following agreement by the Chief Operating Officer, in consultation with the Executive Councillor for Finance and Resources, to procure a Managed Service Provider for the provision of temporary agency workers through the national Managed Services for Temporary Agency Resources (MSTAR4) framework, with effect from 20 December 2023.

Reason for the Decision

As set out in the Officer's report.

Any Alternative Options Considered and Rejected

Not applicable.

Scrutiny Considerations

The Head of Human Resources introduced the report.

The Committee unanimously endorsed the recommendations.

The Executive Councillor approved the recommendations.

Conflicts of Interest Declared by the Executive Councillor (and any Dispensations Granted)

No conflicts of interest were declared by the Executive Councillor.

23/98/SR City Operations

Matter for Decision

October 22 Strategy and Resources (S&R) committee agreed that officers would progress work to assess savings opportunities available by bringing together similar skills and activity into distinct functions. City Operations is the first programme mobilised to deliver this work for Cambridge City Council's operational services.

Decision of the Leader of the Council:

- i. To agree the City Services Director should proceed with consultation and implementation of a revised management structure.
- ii. To support the exploration and implementation for an alternative delivery model for stores, recognising the TUPE implications for staff in this area (detailed further in Appendix 3).
- iii. To support the progression of the following projects:
 - a. Alternative Delivery Model for Stores
 - b. Greater use of Digital and Data
 - c. Pilot the change of core operating hours in Estates and Facilities.
- iv. To recognise the pipeline of activity over the next 12-24 months to achieve a financially sustainable City Services group that provides lean, reliable, responsible services delivered by teams who have the skills and empowerment to get the job done.

Reason for the Decision

As set out in the Officer's report.

Any Alternative Options Considered and Rejected

Not applicable.

Scrutiny Considerations

The Director of City Operations introduced the report.

The Director of City Operations said the following in response to Members' questions:

- i. People working core hours would be pushed into out of hours working provision.
- ii. A third-party provider would take on the entire stores provision from the Council. Three staff members would move over to the third-party provider.
- iii. With approval of this item, management structure would then move into the organisational change policy and provided oversight from that.
- iv. As part of the bidding process, potential third-party providers would be advised of the potential of a Sustainable Travel Zone (STZ).
- v. Regarding redundancies, wouldn't have a total number until consultation process was complete.
- vi. Regarding potential future price rises in materials, third party providers would need to abide by a fixed price contract.
- vii. There would be a review of responsive repairs once the management structure was in place.
- viii. Next step would be to engage with tenants and Members to get a rounded view of the repair service.

The Committee unanimously endorsed the recommendations.

The Executive Councillor approved the recommendations.

Conflicts of Interest Declared by the Executive Councillor (and any Dispensations Granted)

No conflicts of interest were declared by the Executive Councillor.

23/99/SR Annual Performance, "State of the City" and Customer Feedback Report 2022/23

Matter for Decision

This report invites the Executive Councillor to note the contents of the Annual Report against the Council's Corporate Plan, the Annual Complaints and Customer Feedback Report, and the State of the City report.

Decision of the Leader of the Council:

- i. To note the Annual Report against the Council's Corporate Plan and associated KPI table.
- ii. To note the Annual Complaints and Customer Feedback Report.
- iii. To note the 'State of the City' report.

Reason for the Decision

As set out in the Officer's report.

Any Alternative Options Considered and Rejected

Not applicable.

Scrutiny Considerations

The Assistant Chief Executive introduced the report.

The Assistant Chief Executive said the following in response to Members' questions:

- i. The condensation, damp and mould figures were up to date and covered the period of 2022-2023.
- ii. Regarding homelessness rates, were going back to pre-Covid levels.
- iii. The rise in direct emissions from Council assets and activities had risen due to activities since Covid lockdown.

The Committee unanimously endorsed the recommendations.

The Executive Councillor approved the recommendations.

Conflicts of Interest Declared by the Executive Councillor (and any Dispensations Granted)

No conflicts of interest were declared by the Executive Councillor.

The meeting ended at 10.05 pm

CHAIR

Cambridgeshire and Peterborough Combined Authority - Update

**To:**

Councillor Mike Davey, Leader of the Council
Strategy & Resources Scrutiny Committee [02/10/2023]

Report by:

The Council's representative on the Combined Authority Board

Wards affected:

All

Not a Key Decision

1. Executive Summary

- 1.1 This is a regular report to the Scrutiny Committee each cycle providing an update on the activities of the Cambridgeshire and Peterborough Combined Authority (CPCA) Board since the last meeting of the Scrutiny Committee on 3 July 2023.

2. Recommendations

- 2.1 The Executive Councillor is recommended:

To invite the Council's representative on the Combined Authority Board, Councillor Anna Smith, to provide an update on the Board and issues considered at the meetings of the Combined Authority Board held on 26 July and 20 September 2023.

3. Background

- 3.1 Two meetings of the Cambridgeshire and Peterborough Combined Authority Board have been held since the last Scrutiny Committee and the decision sheet from that 26 July 2023 meeting is attached.
- 3.2 The decision sheet from the 20 September meeting will be circulated to the committee once it is available.

- 3.3 The Combined Authority's Chief Executive produces a highlight report for each Board meeting – the latest version of this, for the 20th September Board meeting, is attached as Appendix B.
- 3.4 The Combined Authority's Forward Plan from September 2023 is attached as Appendix C. Committee members may wish to identify items from the Forward Plan that they would be particularly interested in hearing more about at the next meeting of this committee.

4. Implications

a) Financial Implications

Page: 2

n/a

b) Equality and Poverty Implications

An EqIA has not been produced as there are no direct equality and poverty implications from this update report.

c) Net Zero Carbon, Climate Change and Environmental Implications

None

d) Procurement Implications

None

e) Community Safety Implications

None

5. Consultation and communication considerations

The Combined Authority will continue to issue communications about its activities and consult on its work.

6. Appendices / Background papers

6.1 The background papers used in the preparation of this report are appended.

Appendix A – Decision Statement of the Cambridgeshire & Peterborough Combined Authority Board meeting, 26 July 2023

Appendix B – CPCA Chief Executive Highlight Report September 2023

Appendix C – CPCA Forward Plan September 2023

7. Inspection of papers

If you have a query on the report, please contact: Andrew Limb, Assistant Chief Executive, tel: 01223 457004, email: Andrew.Limb@cambridge.gov.uk.

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Any key decision/s set below will come into force and may be implemented after 5.00pm on the fifth clear working day after publication of the decision, unless they are called-in [see note on call in below], with the exception of any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.

1 Announcements, Apologies for Absence and Declarations of Interest

Apologies for absence were received from Councillor Lucy Nethsingha (Councillor Elisa Meschini substituting) and Darryl Preston (John Peach substituting).

There were no declarations of interest.

2 Combined Authority Membership Update July 2023

It was resolved unanimously to:

A Note the appointment by Peterborough City Council of Councillor Andy Coles as the member and Councillor Jackie Allen as the substitute on the Audit and Governance Committee for the remainder of the municipal year 2023-24.

B Note the appointment by Cambridge City Council of Councillor Tim Griffin as the second representative on the Overview and Scrutiny Committee for the remainder of the municipal year 2023-24.

C Note the temporary change to Cambridge City Council's substitute member on the Audit and Governance Committee from 6 June 2023 to 12 June 23

D Note the appointment by Cambridgeshire County Council of Councillor Lorna Dupré on the Environment and Sustainable Communities Committee for the remainder of the municipal year 2023-24.

E Note the appointment by Cambridgeshire County Council of Councillor Anna Bradnam as the Liberal Democrat substitute for the Overview and Scrutiny Committee for the remainder of the municipal year 2023-24.

F Note the appointment by Peterborough City Council of Councillor Steve Allen as the substitute on the Overview and Scrutiny Committee for the remainder of the municipal year 2023-24.

G Note the appointment by Cambridgeshire and Peterborough Fire Authority of Councillor Edna Murphy as their representative on the Combined Authority Board, with Councillor Mohammed Jamil as the substitute.

H Note the temporary change to Peterborough City Council's substitute member on the Overview and Scrutiny Committee from 10 July 2023 to 15 July 2023.

I Approve the appointment by the Mayor of Cllr Sarah Conboy to the position of Lead Member for Devolution.

3 Minutes

The minutes of the meetings on 31 May 2023 were approved as an accurate record and signed by the Mayor.

The minutes action log was noted, with an inaccuracy in action 235 to be updated.

4 Petitions

No petitions were received.

5 Public Questions

Three public questions were received in advance of the meeting in accordance with the procedure rules in the Constitution. A copy of the questions and responses can be viewed [here](#) when available.

6 Forward Plan

It was resolved unanimously to:

- A Approve the Forward Plan for July 2023

7 Combined Authority Chief Executive Highlights Report

It was resolved to:

- A Note the contents of this report.

8 Budget Update Report

It was resolved by a majority to:

- A Note the fully year budget for the financial year 2023-24
- B Note the correction of the funding source for Skills provision in for the financial year 2023-24
- C Note the projected overachievement of Treasury loan interest for 23-24, and approve the allocation of £485k to address emerging pressures and strategic priorities as set out in section 6.

9 Procurement Review

It was resolved unanimously to:

- A Approve the Implementation of the high-level action plan as set out in Appendix 2 – Action Plan
- B Approve the recruitment of the additional posts noted in the high-level action plan (2 procurement and contracts officers and 1 contract manager) and note that the costs of these posts can be covered from existing budgets in 2023-24 but will need to be built into the Medium-Term Financial Plan for 2024-25 onwards.
- C Approve the Procurement Policy attached to this report
- D Approve the Procurement Strategy attached to this report
- E Approve the revised Contract Procedure Rules attached to this report and note the intent to maintain **the Guidance Document** as an Appendix to the main Constitution **subject to the Guidance document coming back to Board in September.**

10 Review of the Constitution

10a. Member Officer Protocol

It was resolved by a majority to:

- A Review the Member/Officer Protocol and comment on whether any further amendments are required.
- B Approve a yearly review of the protocol to be delegated to the Audit & Governance committee.
- C Authorise the Monitoring Officer in consultation with the Chair of the Audit and Governance Committee to make any make any changes to the protocol arising from the review and any further changes deemed necessary.
- D Note the information regarding instances when members have had to be reminded of the Protocol and officer seeking advice on whether the protocol would apply.

10b. Appointment of Independent Members

It was resolved unanimously to defer this item to the September meeting of the Combined Authority Board.

10c. Greater South East Net Zero Hub Delegations [KD2023/033]

It was resolved unanimously to

- A Delegate authority to the Executive Director of Resources and Performance and any replacement (or substitute) as set out in table 1, to make decisions on behalf of the Combined Authority when sitting on the Net Zero Hub Board(s).

11 Improvement Plan Update

It was resolved unanimously to

- A To note the progress on addressing the key areas of concern identified by the External Auditor in June 2022 and in the Best Value Notice received in January 2023
- B To note the observations on progress following the meeting of the Independent Improvement Board meeting on 17 July
- C To note the establishment of the Office for Local Government by the Department of Levelling up, Housing and Communities to oversee best value standards and intervention
- D To approve a further £250K of funding from the Programme Response Fund to ensure that the Improvement Programme can deliver the required actions to demonstrate required improvement to both DLUHC and the External Auditor
- E To note the feedback from the recent staff survey held in May 2023
- F To note the appointment of Chair, Independent Improvement Board

12 Corporate Performance Report – 2023/24 Baseline

It was resolved to:

- A Note working list of Corporate Key Performance Indicators (KPIs) and approach
- B Consider progress of initial performance data, progress in delivery of most complex programmes, projects and activities.
- C Note progress to evaluate impact of the original Devolution Deal Investment Fund
- D Note plans to develop the Combined Authorities (CA's) Performance Management Framework (PMF)
- E Review and comment on the relevance and accessibility of the performance information presented in this report.

13 Shaping the Future

It was resolved unanimously to

- A To endorse the planned refresh of the previous Cambridgeshire and Peterborough Independent Economic Review (CPIER) evidence base to inform a new State of the Region Review and provide comment on the emerging areas outlined in para 2.6.
- B To endorse the co-development of a Shared Vision for Cambridgeshire and Peterborough as a Place and provide comment on the approach outlined in para 2.14 - 2.16.
- C To approve drawdown of £320k funding from the Programme Response Fund in the Medium-Term Financial Plan (MTFP), with £150k to deliver the State of the Region Review and £170k for the Shared Vision.
- D To note the alignment with the development of the Strategic Infrastructure Delivery Framework (SIDF) as agreed as the Environment & Sustainable Communities Committee on 12 June 2023.

14 Local Highways Capital Grant Allocations [KD2023/031]

It was resolved to note:

- A The Mayor's intention to allocate grants totalling £31,677,000 to Cambridgeshire County Council and Peterborough City Council in line with the Department for Transport formula for determining each council's share.
- B The Mayor's intention to allocate the Highways capital grants at the same rates to Cambridgeshire County Council and Peterborough City Council for the two subsequent financial years.
- C Subject to a) the Mayor is recommended to allocate the grants as set out in the report.

15 Recommendations from the Skills and Employment Committee

It was resolved unanimously to approve all the recommendations as set out below:

Contract Awards to Independent Training Providers [KD2023/004]

- A approve contract awards for the Adult Education Budget, Free Courses for Jobs and Multiply to Independent Training Providers for the 2023/24 academic year.
- B delegate authority to the Assistant Director - Skills in consultation with the Chief Finance Officer and Monitoring Officer, to enter and sign contracts for services with the Independent Training Providers set out in this report and make in-year adjustments to contract values based on performance.
- C note the contract awards for Skills Bootcamps for the 2023/24 financial year.
- D allocate £1m of recycled funds from the AEB Reserve Fund to be released for the additional commissioning of Free Courses for Jobs (Level 3).

Proposals for External Funding

- A allocate £300,000 from the Local Innovation Fund from the 2023/24 Medium Term Financial Plan to be used as potential 'match-funding' for proposals.

AEB Local Innovation Fund Allocations 2023/24 [KD2023/028]

- A approve allocations from the Local Innovation Fund 2023-24 to the organisations listed in this report.
- B delegate authority to the Assistant Director - Skills in consultation with the Chief Finance Officer and Monitoring Officer, to enter and sign grant funding agreements with the organisations set out in this report.
- C delegate authority to the Assistant Director - Skills in consultation with the Chief Finance Officer and Monitoring Officer, to procure, tender and award and sign a three-year contract for services for the ESOL Single Point of Contact (SPOC) following conclusion of procurement.

16 Recommendations from Environment and Sustainable Communities Committee

Community Homes Support

It was resolved by a majority to:

- A discontinue providing a support service and further grant funding to community homes groups from 31 July 2023.

17 Recommendations from Transport and Infrastructure Committee

It was resolved unanimously to approve all the recommendations as set out below:

Active Travel Update

- A approve the drawdown of £55,485 subject to approval funding in the Medium-Term Financial Plan to approved budget, to enable the continuation of the Love to Ride behavioural change programme for a further year across the Combined Authority area

and to drawdown £12,000 for Living Streets Walk to School Wow programme in Peterborough.

- B delegate authority to the Interim Head of Transport in consultation with the Chief Finance Officer and Monitoring Officer to enter into Grant Funding Agreements with Cambridgeshire County Council and Peterborough City Council.

Regional Transport Model [KD2023/016]

- A delegate authority to the Interim Head of Transport in consultation with the Chief Finance Officer and Monitoring Officer to enter into a Grant Funding Agreement for the Transport Model Project with Peterborough City Council.

18 Recommendations from Business Board

It was resolved unanimously to approve all the recommendations as set out below:

Business Board Plan for Remaining Strategic Funds [KD2023/029]

- A Approve the proposed plan for allocating the Recycled Growth Funds and Enterprise Zone Income for 2023-24 and the following 3 financial years, subject to more detailed and costed business model being brought back to the Business Board.

Business Board Priority Sector Strategies [KD2023/031]

- A Approve the plan to create a 'New Economy' team using £1.15m revenue of recycled Growth Funds and Enterprise Zone income
- B Approve the release of the £1.15m subject to completion of the workplan for the new team resources
- C Delegate authority to the Executive Director for Economy and Growth in consultation with the Chief Finance Officer and Monitoring Officer to utilise this financial year's funds to draw up a workplan, job descriptions and begin recruitment and make appointments of required resources.

Rural England Prosperity Fund Implementation

- A Approve the Rural England Prosperity Fund (REPF) Addendum (Appendix 2)
- B Delegate authority to the Executive Director for Economy and Growth to approve in consultation with Local Authority partners, the Chief Finance Officer and Monitoring Officer, minor changes as set out in Appendix 1a and 1b.
- C Delegate authority to the Executive Director for Economy and Growth to approve the terms of Grant Funding Agreements associated with the delivery proposal (as set out in the REPF Addendum, Appendix 2) in consultation with the Chief Finance Officer and Monitoring Officer.
- D As the Accountable Body, the Combined Authority shall ratify all grant funding decisions made by the four District Authority panels, which shall include a Combined Authority Officer, with regards to Rural England Prosperity Funds & that all payments will be retrospectively paid by the Combined Authority to successful grant applicants on receipt of valid evidence of payments being made and checks being completed by the District Authorities.

Notes:

- a) Statements in **bold type** indicate additional resolutions made at the meeting.
- b) Five Members of the Overview and Scrutiny Committee may call-in a key decision of the Mayor, the Combined Authority Board or an Officer for scrutiny by notifying the Monitoring Officer, except for any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.

For more information contact: Alison Marston, Head of Democratic Services:

alison.marston@cambridgeshirepeterborough-ca.gov.uk

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Combined Authority Board	Agenda Item
20 September 2023	7

Title:	Combined Authority Chief Executive Highlights Report
Report of:	Rob Bridge, Chief Executive
Lead Member:	Mayor Dr Nik Johnson
Public Report:	Yes
Key Decision:	No
Voting Arrangements:	No vote required

Recommendations:

A	Note the content of this report
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Strategic Objective(s):

The proposals within this report fit under the following strategic objective(s):	
X	Achieving ambitious skills and employment opportunities
X	Achieving good growth
X	Increased connectivity
X	Enabling resilient communities

1. Purpose

1.1	This report provides a general update on the key activities of the Combined Authority and the Mayor since the last Board meeting, which are not covered in other reports to this Meeting. It also provides information on some key developments, risks and opportunities that have emerged.
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2. Funding Activity

3.1	<p>Funds allocated by the CPCA</p> <ul style="list-style-type: none"> • £485k of surplus treasury management income to develop a cultural strategy, support the development and negotiation of a new devolution deal, and initiate the new Local Evaluation Framework. • £250k to ensure the continued delivery of the improvement plan • £150k drawn from the Programme Response Fund to deliver a State of the Region Review • £170k drawn from the Programme Response Fund to deliver a Shared Vision • Awarded £32m of highways capital maintenance grants to our Local Highways Authorities.
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	<ul style="list-style-type: none"> • Awarded £1.1m of AEB Local Innovation Funding across 10 key initiatives to build capacity, pilot new approaches and strengthen partnerships across the sector. • £1.1m to support the delivery and implementation of the Sector Strategies over the current and next two years. • £56k to continue the Love to Ride behavioural change programme for an additional year
3.2	<p>Funds awarded to the CPCA</p> <p>There has been little new funding announced since the previous report, owing to Parliament being in Summer recess.</p> <p>Confirmation has been received of withdrawal of central government support (core funding) for Local Enterprise Partnerships (LEPs) from April 2024 and the transfer of their functions – namely, business representation, strategic economic planning, and the delivery of government programmes will move to local and combined authorities. The Government also confirmed it will provide some revenue funding to local and combined authorities in 2024/25 to support them in delivering the functions currently delivered by LEPs. They will provide further detail of this support in due course. Funding beyond 2024/25 is subject to future Spending Review decisions. The CPCA has had the Business Board (LEP) fully integrated into the Combined Authority since 2019.</p>
3.3	<p>Since the start of the financial year, excluding the Net Zero Hub, the Combined Authority has reported the award of new capital funding of £61.0m and revenue of over £3.7m.</p> <p>Including the Hub these figures become up to £219m capital and £8.1m revenue.</p>

3. Public Affairs

4.1	<p>East of England All Party Parliamentary Group</p> <p>The Combined Authority continue to work closely with the East of England All Party Parliamentary Group. Deputy Mayor, Cllr Anna Smith has attended East of England APPG Meeting: Levelling up Education and Skills, where she spoke as a panellist at the Q&A meeting with Rt Hon Robert Halfon MP, Minister for Skills, Apprenticeships and Higher Education in Westminster about levelling up skills in the region.</p> <p>She spoke about the Combined Authority's track record in this space; telling parliamentarians about ARU Peterborough which was established using Levelling Up funding. The University is allowing our local students from deprived areas to access quality further education courses, which are co-designed with local businesses. And when they receive their qualifications, students will have learned the desired skills that are in demand within our local industry.</p>
4.2	<p>Ely Area Capacity Enhancements</p> <p>Mayor, Dr Nik Johnson, and CEO, Rob Bridge, have sent a letter which outlines the imperative need to deliver Ely Area Capacity Enhancements to Secretary of State for Transport and The Chancellor of the Exchequer.</p> <p>A draft copy of the letter was hosted on the Combined Authority website, allowing parliamentarians, political, local and business leaders add their signature of support to the letter. The letter was signed by 54 other individuals from across the UK who pledged their support.</p>
4.3	<p>The Autumn Statement</p> <p>Ahead of the Autumn Statement, the Combined Authority is working to scope out our key lobbying requests to Government. This proactive work is being done in partnership with the Business Board and will result in a public affairs campaign in the lead up to the Chancellor's Announcement and strategic reaction following it.</p>
4.4	<p>Accessible Public Transport</p> <p>Following the Mayor's roundtable which enabled accessibility champions, with first-hand experience of using public transport and active travel routes, to help shape the Combined Authority's work on inclusive public transport. The Mayor spoke as a guest panellist at the launch of National Centre for Accessible Transport's Accessible Transport Policy Commission.</p> <p>The Commission is a cross-party Parliamentary forum of MPs and Peers who are committed to eliminating barriers to transport. Chaired by Baroness Tanni Grey-Thompson, the Commission will</p>

	<p>convene disabled people and transport professionals with policymakers to forge a new and more inclusive consensus about the future of the transport system.</p> <p>Mayor Johnson shared the firsthand feedback he had received from hosting an accessibility roundtable previously in the year.</p>
4.5	<p>Cambridge 2040</p> <p>Following the Government's announcement of its long-term plan for housing, including Cambridge 2040 to see Cambridge "super charged as Europe's science capital", Mayor Dr Nik Johnson has written to The Rt Hon Michael Gove MP, Secretary of State for Levelling Up, Housing and Communities. Within the letter the Mayor reiterates that Cambridge City is frequently listed within the least affordable places to live in the UK and requests a meeting to talk through the infrastructural barriers to greater development within the city. The Mayor also wrote to Peter Freeman, Chair of Homes England and Chair of the Cambridge 2040 Delivery Group, to seek an introductory meeting to set out how the two organisations can work together. In addition, the Mayor and Chief Executive have both met with Peter Freeman as part of the fact finding and development of the Cambridge 2040 work.</p>
4.6	<p>Devolution</p> <p>Officials from the Department of Levelling Up, Housing & Communities (DLUHC) continue to work and develop a 'core offer' and framework for all mayoral combined authorities, as highlighted by the Secretary of State at the LGA conference in July. The framework hopes to align to the 'trailblazer deals' in Manchester and West Midlands and will be an opportunity for the Cambridgeshire & Peterborough region to receive further devolved powers and funding to make a positive impact and difference to residents and businesses. Discussions with the Board will be arranged to look at this in more detail.</p>

4. Economy and Growth

5.1	<p>Al Kingsley appointed as Business Board Chair</p> <p>Al Kingsley has been appointed chair of the Cambridgeshire and Peterborough Business Board. Al has served as a Board member since January 2020, and was appointed following an extensive recruitment process.</p> <p>Al is the group CEO of NetSupport, an award-winning technology company which develops software for both the education and corporate markets. NetSupport has grown to support over 20 million users in 110 countries around the world and has won over 300 international awards.</p> <p>He is chair of Hampton Academies Trust in Peterborough as well as the independent chair of the region's SEND (Special Educational Needs and Disabilities) Board. Alongside authoring numerous books, Al writes and speaks internationally on the effective use of digital and educational technology, growth, governance and leadership. He is a Forbes Technology Council Member and was awarded the 2023 EduFuturist of the year. Al also mentors technology start-ups entering the education sector.</p>
5.2	<p>Citizen Hub opening</p> <p>Deputy Mayor of Cambridgeshire and Peterborough, Cllr Anna Smith, opened a new Citizen Hub in St Neots which will provide advice about jobs and training support for residents to improve their skills in life and work. The Hub has been established as a result of the Combined Authority brokering a partnership between training provider Evolve Your Future and a community group, St Neots Initiative. Since opening on July 21st, the Hub has had over 100 visitors and 25 learners have enrolled in upskilling courses.</p>
5.3	<p>Skills Bootcamps</p> <p>Following an open tender procurement exercise, contracts have been awarded to Training Providers to further expand The Cambridgeshire and Peterborough Skills Bootcamps offer to residents and businesses, as part of the £2.8mil Skills Bootcamp funding secured by The Combined Authority for the 2023-24 FY.</p> <p>We now offer 19 Skills Bootcamp courses ranging from Level 2 – Level 5, including for the first time this FY; Level 3 and Level 5 Leadership and Management, Level 3 in Care, Level 2 Insulation Installation, Level 4 Digital Accessibility Specialist and Level 4 Business Data Analytics.</p>

	Skills Bootcamps are flexible training courses and last up to 16 weeks. They give the skills wanted by employers for jobs in Cambridgeshire and Peterborough. The courses help improve people's careers and include an interview with an employer. These courses are free for learners who are self-employed, unemployed, or looking for a career change. Employers can get up to 90% off the cost of Skills Bootcamps to upskill their staff.
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5. Place and Connectivity

6.1	<p>Green Skills</p> <p>Local authorities and social housing providers in the South East region have been awarded over £290m in funding from the Social Housing Decarbonisation Fund (SHDF) and Home Upgrade Grant (HUG). This will allow the Greater South East Net Zero Hub (GSENZH), for which the Combined Authority are the accountable body, and the Retrofit Academy to support the training and development of the workforce required to retrofit 13.9 million households across the region's 16 counties.</p>
6.2	<p>Local Nature Recovery Strategy</p> <p>The Combined Authority have received confirmation of DeFRA funding for the Local Nature Recovery Strategy. As our programme lead, Cambridgeshire County has gone out to market to contract the editorial support role required.</p>
6.3	<p>Fanshaw Road redevelopment</p> <p>The Combined Authority grant funded £1M of DLUHC funding to Cambridge City Council to assist with land assembly costs associated with redeveloping some 1950's flats, adjacent houses, and garages at Fanshawe Rd, Cambridge. The project shall provide 93 new affordable and sustainable homes, enhanced provision of open space and improvements to a community pavilion.</p>
6.4	<p>Pathfinder Places</p> <p>Both Peterborough Council and the County Council have successfully completed Phase 1 of the Pathfinder Places programme funded by Innovate UK. These two multi-partner projects have taken an initial view of 'non-technical' barriers to achieving Net Zero 2050. Both authorities are submitting bids for Phase 2 of the programme. 31 partnerships are eligible to bid up to £5m, with a likely 5 or 6 being successful.</p>
6.5	<p>Future Fens Adaptation Taskforce</p> <p>The Future Fens Integrated Adaptation Taskforce met in July. It discussed progress to-date on the FFIA Manifesto. Activity underway or planned included Fens 2100+ Adaptation decision-making framework, an Integrated Water Management strategy for the Fens and Lincolnshire, a 'fens-wide' visualisation tool, and improved hydrological systems understanding of the Fens, The Taskforce also received a presentation on the proposed Fens Reservoir and the benefits of open channel transfer of water.</p>
6.6	<p>Infrastructure Delivery Framework</p> <p>Tender documents have been issued to seek consultants to lead the preparation of the Infrastructure Delivery Framework. This work, previously reported to the Committee, will work with partner organisations across Cambridgeshire and Peterborough to identify the infrastructure blockages to achieving sustainable and inclusive growth, including energy, water, and transport, and to set out potential solutions for CPCA and other partners to progress. Consultants are expected to be in place by the end of September.</p>

6. Transport

7.1	<p>City Region Sustainable Transport Settlement</p> <p>As part of the early discussions on deeper devolution a proposal is being prepared to make the case for CPCA to benefit from a Sustainable Transport Settlement (CRSTS) from Government. Outside London, CPCA is the only MCA not to be given the opportunity of CRSTS which, for other MCAs, has provided a five-year funding settlement for investment in local transport networks. CRSTS consolidates the Highways Maintenance Block, Potholes and Integrated Transport Block. It would create the</p>
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	ability for Cambridgeshire County Council and Peterborough City Council, as Highway Authorities, to work with CPCA and other partners to design and deliver ambitious investments in the local highway network. The case will be prepared and pursued as part of the 'levelling out' of MCA responsibilities through devolution discussions, and also form a key part of our submissions ahead of the Autumn Statement.
7.2	<p>Ticket Office Consultation</p> <p>It is the CPCA's mission is to make life better, healthier, and fairer for all by driving growth that is evenly spread and sustainable. This includes supporting and promoting fair and equal access to transport within our region for all of our communities and railway users. In regard to the consultations around train station ticket office closure, CPCA has expressed its deep concerns around the proposals to each of the train operating companies that have a presence in our region as well as to Transport Focus who are collating responses on behalf of the rail industry. Whilst recognising that rail usage and consumer expectations are constantly evolving, we hold a firm view that there should always be a minimum level of service that all passengers and other end-users should expect. We are concerned that the proposed plan, including the removal of ticket offices, will adversely affect some of our communities who deserve safety, security, and accessibility at all railway stations at all times. The CPCA would like to understand the rationale behind proposed changes at each station, informed by data which it is assumed is available. We would also like to see changes in numbers of staff at each station quantified, as it is difficult to assess whether the changes might be positive or negative for passengers without this.</p>
7.3	<p>Cambridge South Station</p> <p>The Network Rail development of the new Station infrastructure and non-station building works (platforms and ancillary works) are progressing on site. Following the successful Transport and Works Acts Order a detailed planning application for the station buildings has been submitted. Once approved, the construction of the station buildings may progress. There remain track works planned over the 2023 and 2024 Christmas periods to make the rail connections into the existing systems. The planned opening date remains 2025.</p>
7.4	<p>Bus Reform</p> <p>Our work to transform the bus network in Cambridgeshire and Peterborough continues at pace and we remain committed to working with the Mayor to realise his bold ambition for franchising or an enhanced partnership. That vision is clear and undiminished, we want to make bus services more convenient, more frequent, more reliable, and more affordable. The first step towards the delivery of this vision is the development of the required Outline Business Case that will assess franchising against an Enhanced Partnership approach. We will only deliver this work by working collaboratively with partner organisations and bus operators.</p> <p>Recent announcements from the Greater Cambridge Partnership highlight the need, and desire for better buses, as outlined in the Mayor's vision. Over 70% of responses were in favour of the future transport network to include more buses to more locations, cheaper fares and longer operating times. We have engaged with the Greater Cambridge Partnership and other partner organisations throughout on our network review and our ongoing franchising work and will maintain this vital two-way engagement in order to deliver the changes required.</p>

7. Appendices

8.1	None
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8. Implications

Financial Implications

9.1	None
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Legal Implications

9.2	None
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Public Health Implications	
9.3	None
Environmental & Climate Change Implications	
9.4	None
Other Significant Implications	
9.5	None
Background Papers	
9.6	None



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Cambridgeshire and Peterborough Combined Authority Forward Plan of Executive Decisions

Published 8 September 2023

Page 45

The Forward Plan is an indication of future decisions. It is subject to continual review and may be changed in line with any revisions to the priorities and plans of the CPCA.

It is re-published on a monthly basis to reflect such changes.

Purpose

The Forward Plan sets out all of the decisions to be taken by the Combined Authority Board, Thematic Committees or by way of a Mayoral Decision Notice in the coming months. This makes sure that local residents and organisations know what decisions are due to be taken and when.

The Forward Plan is a live document which is updated regularly and published on the [Combined Authority website](#) (click the 'Forward Plan' button to view). At least 28 clear days' notice will be given of any key decisions to be taken.

What is a key decision?

A key decision is one which, in the view of the Overview and Scrutiny Committee, is likely to:

- i. result in the Combined Authority spending or saving a significant amount, compared with the budget for the service or function the decision relates to (usually £500,000 or more); or
- ii. have a significant effect on communities living or working in an area made up of two or more wards or electoral divisions in the area.

Non-key decisions and update reports

For transparency, the Forward Plan also includes all non-key decisions and update reports to be considered by the Combined Authority Board and Thematic Committees.

Access to reports

A report will be available to view online one week before a decision is taken. You are entitled to view any documents listed on the Forward Plan after publication, or obtain extracts from any documents listed, subject to any restrictions on disclosure. There is no charge for viewing the documents, although charges may be made for photocopying or postage. Documents listed on this notice can be requested from [Democratic Services](#).

The Forward Plan will state if any reports or appendices are likely to be exempt from publication or confidential and may be discussed in private. If you want to make representations that a decision which it is proposed will be taken in private should instead be taken in public please contact [Edwina Adefehinti, Interim Chief Officer Legal and Governance, Monitoring Officer](#) at least five working days before the decision is due to be made.

Substantive changes to the previous month's Forward Plan are indicated in **bold text** for ease of reference.

Notice of decisions

Notice of the Combined Authority Board's decisions and Thematic Committee decisions will be published online within three days of a public meeting taking place.

Standing items at Thematic Committee meetings

The following reports are standing items and will be considered by at each meeting of the relevant committee. The most recently published Forward Plan will also be included on the agenda for each Thematic Committee meeting:

Environment and Sustainable Communities Committee

1. Budget Report
2. Affordable Housing Programme Loans Update
3. Affordable Housing Programme – Update on Implementation
4. Climate Partnership Update

Skills and Employment Committee

1. Budget Report
2. Employment and Skills Board Update

Transport and Infrastructure Committee

1. Budget Report

Environment and Sustainable Communities Committee – 11 September 2023

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
1	Directorate Highlight Report	Environment and Sustainable Communities Committee	11 Sep 2023	To note	To note the key activities of the Place and Connectivity Directorate in relation to environment and sustainable communities	Relevant internal and external stakeholders	Steve Cox Executive Director Place and Connectivity	Councillor Bridget Smith Lead Member, Communities & Environment	None anticipated other than the report and relevant appendices.
2	Unit swap from Heylo – SN Development to Vistry	Environment and Sustainable Communities Committee	11 Sep 2023	Decision	Recommend the dissolving of SN Development/Heylo agreement and to be replaced with Heylo/Vistry and refer the grant monies to this project with Vistry.	Relevant internal and external stakeholders	Steve Cox Executive Director Place and Connectivity	Councillor Bridget Smith Lead Member, Communities & Environment	None anticipated other than the report and relevant appendices. Will include exempt appendices. ¹

¹ Exempt from publication under Part 1 of Schedule 12A of the Local Government Act 1972 (as amended) in that it would not be in the public interest for this information to be disclosed: information relating to an individual, information which is likely to reveal the identity of an individual, information relating to financial or business affairs of any particular person (including the authority holding that information). The public interest in maintaining the exemption is deemed to outweigh the public interest in publication.

Transport and Infrastructure Committee – 13 September 2023

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
3	Directorate Highlight Report	Transport and Infrastructure Committee	13 Sep 2023	To note	To note the key activities of the Place and Connectivity Directorate in relation to transport and infrastructure	Relevant internal and external stakeholders	Steve Cox Executive Director Place and Connectivity	Councillor Anna Smith Lead member for Transport	None anticipated other than the report and relevant appendices.
4	Local Electric Vehicle Infrastructure (LEVI)	Transport and Infrastructure Committee	13 Sep 2023	Decision	Note progress and way forward on Electric Vehicles and recommend drawdown of LEVI funding	Relevant internal and external stakeholders	Steve Cox Executive Director Place and Connectivity Tim Bellamy Interim Head of Transport	Councillor Anna Smith Lead member for Transport	None anticipated other than the report and relevant appendices.
5	Connecting Cambridgeshire Progress Report	Transport and Infrastructure Committee	13 Sep 2023	To note	To note progress on the programme delivery.	Relevant internal and external stakeholders	Steve Cox Executive Director Place and Connectivity	Councillor Anna Smith Lead member for Transport	None anticipated other than the report and relevant appendices.
6	Bus Network Review	Transport and Infrastructure Committee	13 Sep 2023	Key Decision KD2023/039	To present the initial findings of the Bus Network Review and seek approval to continue tendered bus services which are providing good value for money.	Relevant internal and external stakeholders	Tim Bellamy Interim Head of Transport	Councillor Anna Smith Lead member for Transport	None anticipated other than the report and relevant appendices.
7	Bus Reform Outline Business Case	Transport and Infrastructure Committee	13 Sep 2023	Key Decision KD2023/026	To present the Outline Business Case for Bus Reform in Cambridgeshire and Peterborough, and ask Board to consider the	Relevant internal and external stakeholders	Tim Bellamy Interim Head of Transport	Councillor Anna Smith Lead member for Transport	None anticipated other than the report and relevant appendices.

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
					assessment of bus franchising and take a decision to instruct an auditor to review the business case.				Will include an exempt appendix. ²
8	Peterborough Bus Depot	Transport and Infrastructure Committee	13 Sep 2023	To note	To present an update on joint proposals with PCC for funding secured to provide a bus depot in Peterborough	Relevant internal and external stakeholders	Steve Cox Executive Director Place and Connectivity Tim Bellamy Interim Head of Transport	Councillor Anna Smith Lead member for Transport	None anticipated other than the report and relevant appendices.
	ITSO Approved Support Contracts for ENCTS	Transport and Infrastructure Committee	13 Sep 2023	Key Decision KD2023/027	To recommend to the Combined Authority Board to delegate authority to the Interim Head of Transport to approve procurement, award and enter into contract(s) for HOPS and Smartcard Services	Relevant internal and external stakeholders	Steve Cox Executive Director Place and Connectivity Tim Bellamy Interim Head of Transport	Councillor Anna Smith Lead member for Transport	None anticipated other than the report and relevant appendices.

² Exempt from publication under Part 1 of Schedule 12A of the Local Government Act 1972 (as amended) in that it would not be in the public interest for this information to be disclosed: information relating to an individual, information which is likely to reveal the identity of an individual, information relating to financial or business affairs of any particular person (including the authority holding that information). The public interest in maintaining the exemption is deemed to outweigh the public interest in publication.

Combined Authority Board – 20 September 2023

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
10	Minutes of the Meeting on 26 July 2023 and Action Log	Cambridgeshire and Peterborough Combined Authority Board	20 Sep 2023	Decision	To approve the minutes of the previous meeting and review the action log.	Relevant internal and external stakeholders	Edwina Adefehinti Interim Chief Officer Legal and Governance, Monitoring Officer	Councillor Edna Murphy Lead Member for Governance	None anticipated other than the report and relevant appendices.
11	Forward Plan	Cambridgeshire and Peterborough Combined Authority Board	20 Sep 2023	Decision	To approve the latest version of the forward plan.	Relevant internal and external stakeholders	Edwina Adefehinti Interim Chief Officer Legal and Governance, Monitoring Officer	Councillor Edna Murphy Lead Member for Governance	None anticipated other than the report and relevant appendices.
12	Budget Monitoring and Proposed use of Treasury Management Surplus	Cambridgeshire and Peterborough Combined Authority Board	20 Sep 2023	Key Decision KD2023/042 ³	To update the Board on the financial performance of the Combined Authority, and request in-year allocation of surplus income from treasury management loans	Relevant internal and external stakeholders	Nick Bell Chief Finance Officer	Mayor Dr Nik Johnson	None anticipated other than the report and relevant appendices.
13	Medium Term Financial Plan and Corporate Plan Refresh Process 2024/25	Cambridgeshire and Peterborough Combined Authority Board	20 Sep 2023	Decision	To approve the process.	Relevant internal and external stakeholders	Nick Bell Chief Finance Officer	Mayor Dr Nik Johnson	None anticipated other than the report and relevant appendices.

³ Amended to Key Decision August 2023

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
14	Access to Information Protocol for Members	Cambridgeshire and Peterborough Combined Authority Board	20 Sep 2023	Decision	To approve amendments to the protocol	Relevant internal and external stakeholders	Edwina Adefehinti Interim Chief Officer Legal and Governance, Monitoring Officer	Councillor Edna Murphy Lead Member for Governance	None anticipated other than the report and relevant appendices.
15	Review of the Constitution	Cambridgeshire and Peterborough Combined Authority Board	20 Sep 2023	Decision	To present to the Board the sections of the Constitution that have been reviewed/proposed amendments.	Relevant internal and external stakeholders including Audit and Governance Committee	Edwina Adefehinti Interim Chief Officer Legal and Governance, Monitoring Officer	Councillor Edna Murphy Lead Member for Governance	None anticipated other than the report and relevant appendices.
16	Improvement Plan Update	Cambridgeshire and Peterborough Combined Authority Board	20 Sep 2023	To note	To note progress on the Improvement Plan	Relevant internal and external stakeholders	Angela Probert Interim Programme Director - Transformation	Mayor Dr Nik Johnson	None anticipated other than the report and relevant appendices.
17	Performance Management Framework and 23/24 Q1 report	Cambridgeshire and Peterborough Combined Authority Board	20 Sep 2023	Decision	To seek approval of the Combined Authority Performance Management Framework and note Q1 2023/24 performance	Relevant internal and external stakeholders including Audit and Governance Committee	Kate McFarlane Head of Policy and Executive Support	Mayor Dr Nik Johnson	None anticipated other than the report and relevant appendices.
18	Procurement Update	Cambridgeshire and Peterborough Combined Authority Board	20 Sep 2023	To note	To note progress with the update to the Procurement process	Relevant internal and external stakeholders including Audit and Governance Committee	Nick Bell Chief Finance Officer	Councillor Edna Murphy Lead Member for Governance	None anticipated other than the report and relevant appendices.

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
19	Single Assurance Framework	Cambridgeshire and Peterborough Combined Authority Board	20 Sep 2023	Decision	To seek approval of the Combined Authority Single Assurance Framework and receive proposals for an Investment Committee	Relevant internal and external stakeholders including Audit and Governance Committee	Nick Bell Chief Finance Officer	Mayor Dr Nik Johnson	None anticipated other than the report and relevant appendices.
20	Risk Management Framework	Cambridgeshire and Peterborough Combined Authority Board	20 Sep 2023	Decision	To seek approval of the Combined Authority Risk Management Framework	Relevant internal and external stakeholders including Audit and Governance Committee	Nick Bell Chief Finance Officer Chris Bolton Head of Programme Office	Mayor Dr Nik Johnson	None anticipated other than the report and relevant appendices.
21	Local Transport and Connectivity Plan	Cambridgeshire and Peterborough Combined Authority Board	20 Sep 2023	Key Decision KD2022/056	To approve the transport strategy for the region as contained within the Local Transport and Connectivity Plan ahead of submission to government.	Relevant internal and external stakeholders	Steve Cox Executive Director Place and Connectivity Tim Bellamy Interim Head of Transport	Councillor Anna Smith Lead member for Transport	None anticipated other than the report and relevant appendices.

Recommendations from the Skills and Employment Committee

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
22	UK SPF – People and Skills Project Implementation Plan	Cambridgeshire and Peterborough Combined Authority Board	20 Sep 2023	Key Decision KD2023/033	To approve and delegate authority to implement the recommended model of mobilisation and delivery of strategic Skills projects contained within the UKSPF Implementation plan	Relevant internal and external stakeholders, including the Business Board	Fliss Miller Assistant Director Skills	Councillor Lucy Nethsingha Lead Member for Skills	None anticipated other than the report and relevant appendices.
23	Skills Bootcamps 2024-25 FY	Cambridgeshire and Peterborough Combined Authority Board	20 Sep 2023	Key Decision KD2023/035	To approve the submission of the bid for further Skills Bootcamp funding for the 2024-25 financial year and delegate authority to the Assistant Director of Skills to procure, enter into, award and extend contracts.	Relevant internal and external stakeholders, including the Business Board	Melissa Gresswell Project Manager – Skills Bootcamps	Councillor Lucy Nethsingha Lead Member for Skills	None anticipated other than the report and relevant appendices.

Recommendations from the Transport and Infrastructure Committee

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
24	Local Electric Vehicle Infrastructure (LEVI)	Cambridgeshire and Peterborough Combined Authority Board	20 Sep 2023	Decision	To approve drawdown of LEVI funding	Relevant internal and external stakeholders	Steve Cox Executive Director Place and Connectivity Tim Bellamy Interim Head of Transport	Councillor Anna Smith Lead member for Transport	None anticipated other than the report and relevant appendices.
25	Bus Network Review	Cambridgeshire and Peterborough Combined Authority Board	20 Sep 2023	Key Decision KD2023/039	To present the initial findings of the Bus Network Review and consider approval to continue tendered bus services which are providing good value for money.	Relevant internal and external stakeholders	Tim Bellamy Interim Head of Transport	Councillor Anna Smith Lead member for Transport	None anticipated other than the report and relevant appendices.
26	Bus Reform Outline Business Case	Cambridgeshire and Peterborough Combined Authority Board	20 Sep 2023	Key Decision KD2023/026	To consider the assessment of bus franchising and take a decision to instruct an auditor to review the business case.	Relevant internal and external stakeholders	Tim Bellamy Interim Head of Transport	Councillor Anna Smith Lead member for Transport	None anticipated other than the report and relevant appendices. Will include an exempt appendix. ⁴

⁴ Exempt from publication under Part 1 of Schedule 12A of the Local Government Act 1972 (as amended) in that it would not be in the public interest for this information to be disclosed: information relating to an individual, information which is likely to reveal the identity of an individual, information relating to financial or business affairs of any particular person (including the authority holding that information). The public interest in maintaining the exemption is deemed to outweigh the public interest in publication.

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
27	Peterborough Bus Depot Funding	Cambridgeshire and Peterborough Combined Authority Board	20 Sep 2023	Key Decision KD2023/026		Relevant internal and external stakeholders	Steve Cox Executive Director Place and Connectivity Tim Bellamy Interim Head of Transport	Councillor Anna Smith Lead member for Transport	None anticipated other than the report and relevant appendices.
28	ITSO Approved Support Contracts for ENCTS	Cambridgeshire and Peterborough Combined Authority Board	20 Sep 2023	Key Decision KD2023/027	To delegate authority to the Interim Head of Transport to approve procurement, award and enter into contract(s) for HOPS and Smartcard Services	Relevant internal and external stakeholders	Steve Cox Executive Director Place and Connectivity Tim Bellamy Interim Head of Transport	Councillor Anna Smith Lead member for Transport	None anticipated other than the report and relevant appendices.

Recommendations from the Business Board

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
29	Local Growth Fund – Project Change Requests	Cambridgeshire and Peterborough Combined Authority Board	20 Sep 2023	Key Decision KD2023/043	To approve Net Zero Training Centre change request received in relation to 'live' Recycled Local Growth Fund.	Relevant internal and external stakeholders	Steve Clarke Interim Associate Director - Business	Al Kingsley Chair of the Business Board	None anticipated other than the report and relevant appendices.

Skills and Employment Committee – 6 November 2023

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
30	All Skills Programme Performance Update for the 2022/23 academic year	Skills and Employment Committee	6 Nov 2023	To note	To note progress of delivery of all skills programmes for academic year 2022/23 and a mid-project progress report for the Multiply programme	Relevant internal and external stakeholders, including the Business Board	Interim Assistant Director Skills	Councillor Lucy Nethsingha Lead Member for Skills	None anticipated other than the report and relevant appendices.
31	Growth Works Update	Skills and Employment Committee	6 Nov 2023	To note	To note the quarterly progress report	Relevant internal and external stakeholders, including the Business Board	Steve Clarke Interim Associate Director - Business	Councillor Lucy Nethsingha Lead Member for Skills	None anticipated other than the report and relevant appendices.
32	ARU Peterborough Update	Skills and Employment Committee	6 Nov 2023	To note	To note the progress update on the development of ARU Peterborough	Relevant internal and external stakeholders, including the Business Board	Richard Kenny Executive Director Economy and Growth	Councillor Lucy Nethsingha Lead Member for Skills	None anticipated other than the report and relevant appendices.
33	FE Cold Spots Feasibility Study	Skills and Employment Committee	6 Nov 2023	Decision	To recommend the CA Board approve the recommendations of the feasibility studies for St Neots and East Cambridgeshire	Relevant internal and external stakeholders, including the Business Board	Parminder Singh Garcha SRO – Adult Education	Councillor Lucy Nethsingha Lead Member for Skills	None anticipated other than the report and relevant appendices.
34	Skills Audit programme	Skills and Employment Committee	6 Nov 2023	To note	To note the findings of the audits undertaken in 2022-23 and audit plan for 2023-24	Relevant internal and external stakeholders, including the Business Board	Janet Warren Commissioner – Adult Education	Councillor Lucy Nethsingha Lead Member for Skills	None anticipated other than the report and relevant appendices.

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
35	State of the Economy	Skills and Employment Committee	6 Nov 2023 ⁵	To note	To note the latest position regarding the state of the Cambridgeshire and Peterborough Economy	Relevant internal and external stakeholders, including the Business Board	Richard Kenny Executive Director Economy and Growth	Councillor Lucy Nethsingha Lead Member for Skills	None anticipated other than the report and relevant appendices.
36	Health and Care Sector Work Academy and Skills Bootcamps [New Item]	Skills and Employment Committee	6 Nov 2023	To note	To receive an update on the evaluation of the programme delivery of HSCWA and Skills bootcamps	Relevant internal and external stakeholders, including the Business Board	Laura Guyer Strategic Careers Hub Lead Melissa Gresswell Project Manager – Skills Bootcamps	Councillor Lucy Nethsingha Lead Member for Skills	None anticipated other than the report and relevant appendices.

⁵ Moved from the September Committee

Environment and Sustainable Communities Committee – 13 November 2023

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
37	Directorate Highlight Report	Environment and Sustainable Communities Committee	13 Nov 2023	To note	To note the key activities of the Place and Connectivity Directorate in relation to environment and sustainable communities	Relevant internal and external stakeholders	Steve Cox Executive Director Place and Connectivity	Councillor Bridget Smith Lead Member, Communities & Environment	None anticipated other than the report and relevant appendices.
38	Cultural Services	Environment and Sustainable Communities Committee	13 Nov 2023	Decision	To approve the business case and associated funding to deliver the Cultural Services Project.	Relevant internal and external stakeholders	Steve Cox Executive Director Place and Connectivity	Councillor Bridget Smith Lead Member, Communities & Environment	None anticipated other than the report and relevant appendices.
39	Environment and Sustainable Communities Thematic Performance Report Q2 [New item]	Environment and Sustainable Communities Committee	13 Nov 2023	To note	To receive the quarterly performance report	Relevant internal and external stakeholders	Kate McFarlane Head of Policy and Executive Support	Councillor Bridget Smith Lead Member, Communities & Environment	None anticipated other than the report and relevant appendices.
40	Local Nature Recovery Strategy [New item]	Environment and Sustainable Communities Committee	13 Nov 2023	Key Decision KD2023/047	To receive an update on the Local Nature Recovery Strategy and consider the business case for land manager engagement	Relevant internal and external stakeholders	Steve Cox Executive Director, Place and Connectivity	Councillor Bridget Smith Lead Member, Communities & Environment	None anticipated other than the report and relevant appendices.
41	Climate Projects Update [New item]	Environment and Sustainable Communities Committee	13 Nov 2023	To note	To receive an update on the Climate projects	Relevant internal and external stakeholders	Steve Cox Executive Director, Place and Connectivity	Councillor Bridget Smith Lead Member, Communities & Environment	None anticipated other than the report and relevant appendices.

Transport and Infrastructure Committee – 15 November 2023

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
42	Directorate Highlight Report	Transport and Infrastructure Committee	15 Nov 2023	To note	To note the key activities of the Place and Connectivity Directorate in relation to transport and infrastructure	Relevant internal and external stakeholders	Steve Cox Executive Director Place and Connectivity	Councillor Anna Smith Lead member for Transport	None anticipated other than the report and relevant appendices.
43	A10 Update	Transport and Infrastructure Committee	15 Nov 2023 ⁶	To note	To present an update on progress regarding the A10 scheme, including work on the business case	Relevant internal and external stakeholders	Tim Bellamy Interim Head of Transport Matthew Lutz Transport Programme Manager Jeremy Smith Group Manager, Transport Strategy and Funding	Councillor Anna Smith Lead member for Transport	None anticipated other than the report and relevant appendices.
44	Active Travel England Funding [New item]	Transport and Infrastructure Committee	15 Nov 2023	To note	To receive an update on Active Travel England Funding	Relevant internal and external stakeholders	Anna Graham Transport Programme Manager Tim Bellamy Interim Head of Transport Steve Cox Executive Director Place and Connectivity	Councillor Anna Smith Lead member for Transport	None anticipated other than the report and relevant appendices.

⁶ Moved from September Committee

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
45	Air Quality [New item]	Transport and Infrastructure Committee	15 Nov 2023	To note	To receive an update on the work undertaken by the Combined Authority and constituent Councils on the development and submission of the air quality grant scheme 2023/24	Relevant internal and external stakeholders	Yo Higton Active Travel Lead Tim Bellamy Interim Head of Transport Steve Cox Executive Director Place and Connectivity	Councillor Anna Smith Lead member for Transport	None anticipated other than the report and relevant appendices.
46	Future Funding for BP Roundabout NMU [New item]	Transport and Infrastructure Committee	15 Nov 2023	Decision	To receive an update on the project including key milestones and drawdown funding to support the next stage.	Relevant internal and external stakeholders	Robert Jones Transport Programme Manager Tim Bellamy Interim Head of Transport Steve Cox Executive Director Place and Connectivity	Councillor Anna Smith Lead member for Transport	None anticipated other than the report and relevant appendices.
47	Bus Update [New item]	Transport and Infrastructure Committee	15 Nov 2023	Key Decision KD2023/046	To receive an update covering the network review, bus reform and potential ZEBRA	Relevant internal and external stakeholders	Neal Byers Transport Consultant Tim Bellamy Interim Head of Transport Steve Cox Executive Director Place and Connectivity	Councillor Anna Smith Lead member for Transport	None anticipated other than the report and relevant appendices.

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
48	EV Charging Update [New item]	Transport and Infrastructure Committee	15 Nov 2023	To note	To receive an update on electric vehicle charging project	Relevant internal and external stakeholders	Emma White Transport Programme Manager Tim Bellamy Interim Head of Transport Steve Cox Executive Director Place and Connectivity	Councillor Anna Smith Lead member for Transport	None anticipated other than the report and relevant appendices.
49	Wisbech Rail [New item]	Transport and Infrastructure Committee	15 Nov 2023	To note	To receive an update on the Wisbech Rail project	Relevant internal and external stakeholders	Matthew Lutz Transport Programme Manager Tim Bellamy Interim Head of Transport Steve Cox Executive Director Place and Connectivity	Councillor Anna Smith Lead member for Transport	None anticipated other than the report and relevant appendices.

Combined Authority Board – 29 November 2023

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
50	Minutes of the Meeting on 20 September 2023 and Action Log	Cambridgeshire and Peterborough Combined Authority Board	29 Nov 2023	Decision	To approve the minutes of the previous meeting and review the action log.	Relevant internal and external stakeholders	Edwina Adefehinti Interim Chief Officer Legal and Governance, Monitoring Officer	Councillor Edna Murphy Lead Member for Governance	None anticipated other than the report and relevant appendices.
51	Forward Plan	Cambridgeshire and Peterborough Combined Authority Board	29 Nov 2023	Decision	To approve the latest version of the forward plan.	Relevant internal and external stakeholders	Edwina Adefehinti Interim Chief Officer Legal and Governance, Monitoring Officer	Councillor Edna Murphy Lead Member for Governance	None anticipated other than the report and relevant appendices.
52	Budget Monitor Update	Cambridgeshire and Peterborough Combined Authority Board	29 Nov 2023	Decision	To provide an update on the revenue and capital budgets for the year to date.	Relevant internal and external stakeholders	Nick Bell Chief Finance Officer	Mayor Dr Nik Johnson	None anticipated other than the report and relevant appendices.
53	Review of the Constitution	Cambridgeshire and Peterborough Combined Authority Board	29 Nov 2023	Decision	To present to the Board the sections of the Constitution that have been reviewed/proposed amendments.	Relevant internal and external stakeholders including Audit and Governance Committee	Edwina Adefehinti Interim Chief Officer Legal and Governance, Monitoring Officer	Councillor Edna Murphy Lead Member for Governance	None anticipated other than the report and relevant appendices.
54	Delegations to Officers	Cambridgeshire and Peterborough Combined Authority Board	29 Nov 2023	Key Decision KD2023/037	Seeking delegated authority in order to enable expedient decisions regarding time sensitive matters	Relevant internal and external stakeholders including Audit and Governance Committee	Edwina Adefehinti Interim Chief Officer Legal and Governance, Monitoring Officer	Councillor Edna Murphy Lead Member for Governance	None anticipated other than the report and relevant appendices.

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
55	Improvement Plan Update	Cambridgeshire and Peterborough Combined Authority Board	29 Nov 2023	To note	To note progress on the Improvement Plan	Relevant internal and external stakeholders	Angela Probert Interim Programme Director - Transformation	Mayor Dr Nik Johnson	None anticipated other than the report and relevant appendices.

Recommendations from the Skills and Employment Committee

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
56	FE Cold Spots Feasibility Study	Cambridgeshire and Peterborough Combined Authority Board	29 Nov 2023	Decision	To approve the recommendations of the feasibility studies for St Neots and East Cambridgeshire	Relevant internal and external stakeholders, including the Business Board	Parminder Singh Garcha SRO – Adult Education	Councillor Lucy Nethsingha Lead Member for Skills	None anticipated other than the report and relevant appendices.

Recommendations from the Environment and Sustainable Communities Committee

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker

Recommendations from the Transport and Infrastructure Committee

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker

Recommendations from the Business Board

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
Page 57 of 55	Business Board Constitution [New item]	Combined Authority Board	29 Nov 2023	Decision	To approve the updated Business Board Constitution	Relevant internal and external stakeholders	Domenico Cirillo Business Board and Business Programmes Manager	Al Kingsley Chair of the Business Board	None anticipated other than the report and relevant appendices.

Skills and Employment Committee – 15 January 2024

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
58	AEB Annual Report to DfE	Skills and Employment Committee	15 Jan 2023	To note	To note performance on AEB delivery for the fourth year of devolution and approve the Annual Report to the DfE which forms part of our local assurance arrangements.	Relevant internal and external stakeholders, including the Business Board	Parminder Singh Garcha SRO – Adult Education	Councillor Lucy Nethsingha Lead Member for Skills	None anticipated other than the report and relevant appendices.
59	ESOL Local Planning Partnerships	Skills and Employment Committee	15 Jan 2023	To note	To receive the Annual Report from the ESOL Local Planning Partnerships and note the progress made in 2022/23	Relevant internal and external stakeholders, including the Business Board	Parminder Singh Garcha SRO – Adult Education	Councillor Lucy Nethsingha Lead Member for Skills	None anticipated other than the report and relevant appendices.
60	Skills Bootcamps F/Y 2024/25 [New item]	Skills and Employment Committee	15 Jan 2023	Key Decision KD2023/044	To recommend for CA Board to approve the acceptance of the grant for the 2024/25 financial year	Relevant internal and external stakeholders, including the Business Board	Melissa Gresswell Project Manager – Skills Bootcamps	Councillor Lucy Nethsingha Lead Member for Skills	None anticipated other than the report and relevant appendices.
61	External Funding Bids [New item]	Skills and Employment Committee	15 Jan 2023	Key Decision KD2023/045	To recommend for CA Board to approve specific funding bids to external funding sources	Relevant internal and external stakeholders, including the Business Board	Alexis McLeod Senior Programme Manager Jaki Bradley Head of Adult Education Budget	Councillor Lucy Nethsingha Lead Member for Skills	None anticipated other than the report and relevant appendices.

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
62	LSIP and LSIF Update [New item]	Skills and Employment Committee	15 Jan 2023	To note	To receive a progress report against the LSIP and LISF programme of work	Relevant internal and external stakeholders, including the Business Board	Laura Guymer Strategic Careers Hub Lead	Councillor Lucy Nethsingha Lead Member for Skills	None anticipated other than the report and relevant appendices.

Transport and Infrastructure Committee – 17 January 2024

Page 67	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
63	Directorate Highlight Report	Transport and Infrastructure Committee	17 Jan 2024	To note	To note the key activities of the Place and Connectivity Directorate in relation to transport and infrastructure	Relevant internal and external stakeholders	Steve Cox Executive Director Place and Connectivity	Councillor Anna Smith Lead member for Transport	None anticipated other than the report and relevant appendices.

Environment and Sustainable Communities Committee – 22 January 2024

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
64	Directorate Highlight Report	Environment and Sustainable Communities Committee	22 Jan 2024	To note	To note the key activities of the Place and Connectivity Directorate in relation to environment and sustainable communities	Relevant internal and external stakeholders	Steve Cox Executive Director Place and Connectivity	Councillor Bridget Smith Lead Member, Communities & Environment	None anticipated other than the report and relevant appendices.
65	Environment and Sustainable Communities Thematic Performance Report Q3 [New item]	Environment and Sustainable Communities Committee	22 Jan 2024	To note	To receive the quarterly performance report	Relevant internal and external stakeholders	Kate McFarlane Head of Policy and Executive Support	Councillor Bridget Smith Lead Member, Communities & Environment	None anticipated other than the report and relevant appendices.
66	Climate Summit Outcomes [New item]	Environment and Sustainable Communities Committee	22 Jan 2024	Decision	To agree any additional response to the Climate Summit outcomes	Relevant internal and external stakeholders	Steve Cox Executive Director, Place and Connectivity	Councillor Bridget Smith Lead Member, Communities & Environment	None anticipated other than the report and relevant appendices.
67	Climate Action Plan Review [New item]	Environment and Sustainable Communities Committee	22 Jan 2024	Key Decision KD2023/048	To agree revisions to the Climate Action Plan 2022-2025	Relevant internal and external stakeholders	Steve Cox Executive Director, Place and Connectivity	Councillor Bridget Smith Lead Member, Communities & Environment	None anticipated other than the report and relevant appendices.
68	Infrastructure Delivery Framework [New item]	Environment and Sustainable Communities Committee	22 Jan 2024	To note	To receive progress report on preparation of Infrastructure Delivery Framework	Relevant internal and external stakeholders	Steve Cox Executive Director, Place and Connectivity	Councillor Bridget Smith Lead Member, Communities & Environment	None anticipated other than the report and relevant appendices.

Combined Authority Board – 31 January 2024

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
69	Minutes of the Meeting on 29 November 2023 and Action Log	Cambridgeshire and Peterborough Combined Authority Board	31 Jan 2024	Decision	To approve the minutes of the previous meeting and review the action log.	Relevant internal and external stakeholders	Edwina Adefehinti Interim Chief Officer Legal and Governance, Monitoring Officer	Councillor Edna Murphy Lead Member for Governance	None anticipated other than the report and relevant appendices.
70	Forward Plan	Cambridgeshire and Peterborough Combined Authority Board	31 Jan 2024	Decision	To approve the latest version of the forward plan.	Relevant internal and external stakeholders	Edwina Adefehinti Interim Chief Officer Legal and Governance, Monitoring Officer	Councillor Edna Murphy Lead Member for Governance	None anticipated other than the report and relevant appendices.
71	Budget Monitor Update	Cambridgeshire and Peterborough Combined Authority Board	31 Jan 2024	Decision	To provide an update on the revenue and capital budgets for the year to date.	Relevant internal and external stakeholders	Nick Bell Chief Finance Officer	Mayor Dr Nik Johnson	None anticipated other than the report and relevant appendices.
72	Review of the Constitution	Cambridgeshire and Peterborough Combined Authority Board	31 Jan 2024	Decision	To present to the Board the sections of the Constitution that have been reviewed/proposed amendments.	Relevant internal and external stakeholders including Audit and Governance Committee	Edwina Adefehinti Interim Chief Officer Legal and Governance, Monitoring Officer	Councillor Edna Murphy Lead Member for Governance	None anticipated other than the report and relevant appendices.
73	Delegations to Officers	Cambridgeshire and Peterborough Combined Authority Board	31 Jan 2024	Key Decision KD2023/040	Seeking delegated authority in order to enable expedient decisions regarding time sensitive matters	Relevant internal and external stakeholders including Audit and Governance Committee	Edwina Adefehinti Interim Chief Officer Legal and Governance, Monitoring Officer	Councillor Edna Murphy Lead Member for Governance	None anticipated other than the report and relevant appendices.

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
74	Improvement Plan Update	Cambridgeshire and Peterborough Combined Authority Board	31 Jan 2024	To note	To note progress on the Improvement Plan	Relevant internal and external stakeholders	Angela Probert Interim Programme Director - Transformation	Mayor Dr Nik Johnson	None anticipated other than the report and relevant appendices.

Recommendations from the Skills and Employment Committee

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
75	Skills Bootcamps F/Y 2024/25 [New item]	Cambridgeshire and Peterborough Combined Authority Board	31 Jan 2024	Key Decision KD2023/044	To approve the acceptance of the grant for the 2024/25 financial year	Relevant internal and external stakeholders, including the Business Board	Melissa Gresswell Project Manager – Skills Bootcamps	Councillor Lucy Nethsingha Lead Member for Skills	None anticipated other than the report and relevant appendices.
76	External Funding Bids [New item]	Cambridgeshire and Peterborough Combined Authority Board	31 Jan 2024	Key Decision KD2023/045	To approve specific funding bids to external funding sources	Relevant internal and external stakeholders, including the Business Board	Alexis McLeod Senior Programme Manager Jaki Bradley Head of Adult Education Budget	Councillor Lucy Nethsingha Lead Member for Skills	None anticipated other than the report and relevant appendices.

Recommendations from the Environment and Sustainable Communities Committee

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker

Recommendations from the Transport and Infrastructure Committee

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker

Page 71

Recommendations from the Business Board

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
77	Market Towns Phase 2	Combined Authority Board	31 Jan 2024	To note	To update members on the status and progress of Phase 2 of Market Towns programme.	Relevant internal and external stakeholders	Steve Clarke Interim Associate Director - Business	Al Kingsley Chair of the Business Board	None anticipated other than the report and relevant appendices.

Skills and Employment Committee – 4 March 2024

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
78	AEB Funding Policy Changes for 2024/25	Skills and Employment Committee	4 Mar 2024	Decision	To approve the implementation of AEB funding policy changes for the 2024/25 academic year	Relevant internal and external stakeholders, including the Business Board	Parminder Singh Garcha SRO – Adult Education	Councillor Lucy Nethsingha Lead Member for Skills	None anticipated other than the report and relevant appendices.
79	Mid-Year Skills Performance Review	Skills and Employment Committee	4 Mar 2024	To note	To note mid-year performance on all Skills programmes for the 2023/24 academic year	Relevant internal and external stakeholders, including the Business Board	Interim Assistant Director Skills	Councillor Lucy Nethsingha Lead Member for Skills	None anticipated other than the report and relevant appendices.
80	Growth Works Evaluation	Skills and Employment Committee	4 Mar 2024	To note	To receive and note the evaluation findings	Relevant internal and external stakeholders, including the Business Board	Steve Clarke Interim Associate Director - Business	Councillor Lucy Nethsingha Lead Member for Skills	None anticipated other than the report and relevant appendices.
81	Local Innovation Fund [New item]	Skills and Employment Committee	4 Mar 2024	To note	To receive an update on in-year performance and proposals for 2024/25	Relevant internal and external stakeholders, including the Business Board	Jaki Bradley Head of Adult Education Budget	Councillor Lucy Nethsingha Lead Member for Skills	None anticipated other than the report and relevant appendices.

Environment and Sustainable Communities Committee – 11 March 2024

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
82	Directorate Highlight Report	Environment and Sustainable Communities Committee	11 Mar 2024	To note	To note the key activities of the Place and Connectivity Directorate in relation to environment and sustainable communities	Relevant internal and external stakeholders	Steve Cox Executive Director Place and Connectivity	Councillor Bridget Smith Lead Member, Communities & Environment	None anticipated other than the report and relevant appendices.
83	Environment and Sustainable Communities Thematic Performance Report Q4 [New item]	Environment and Sustainable Communities Committee	11 Mar 2024	To note	To receive the quarterly performance report	Relevant internal and external stakeholders	Kate McFarlane Head of Policy and Executive Support	Councillor Bridget Smith Lead Member, Communities & Environment	None anticipated other than the report and relevant appendices.
84	Infrastructure Delivery Framework [New item]	Environment and Sustainable Communities Committee	11 Mar 2024	Key Decision KD2023/049	To agree Infrastructure Delivery Framework	Relevant internal and external stakeholders	Steve Cox Executive Director, Place and Connectivity	Councillor Bridget Smith Lead Member, Communities & Environment	None anticipated other than the report and relevant appendices.

Transport and Infrastructure Committee – 13 March 2024

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
85	Directorate Highlight Report	Transport and Infrastructure Committee	13 Mar 2024	To note	To note the key activities of the Place and Connectivity Directorate in relation to transport and infrastructure	Relevant internal and external stakeholders	Steve Cox Executive Director Place and Connectivity	Councillor Anna Smith Lead member for Transport	None anticipated other than the report and relevant appendices.

Combined Authority Board – 20 March 2024

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker
86	Minutes of the Meeting on 31 January 2024 and Action Log	Cambridgeshire and Peterborough Combined Authority Board	20 Mar 2024	Decision	To approve the minutes of the previous meeting and review the action log.	Relevant internal and external stakeholders	Edwina Adefehinti Interim Chief Officer Legal and Governance, Monitoring Officer	Councillor Edna Murphy Lead Member for Governance	None anticipated other than the report and relevant appendices.
87	Forward Plan	Cambridgeshire and Peterborough Combined Authority Board	20 Mar 2024	Decision	To approve the latest version of the forward plan.	Relevant internal and external stakeholders	Edwina Adefehinti Interim Chief Officer Legal and Governance, Monitoring Officer	Councillor Edna Murphy Lead Member for Governance	None anticipated other than the report and relevant appendices.
88	Budget Monitor Update	Cambridgeshire and Peterborough Combined Authority Board	20 Mar 2024	Decision	To provide an update on the revenue and capital budgets for the year to date.	Relevant internal and external stakeholders	Nick Bell Chief Finance Officer	Mayor Dr Nik Johnson	None anticipated other than the report and relevant appendices.
89	Review of the Constitution	Cambridgeshire and Peterborough Combined Authority Board	20 Mar 2024	Decision	To present to the Board the sections of the Constitution that have been reviewed/proposed amendments.	Relevant internal and external stakeholders including Audit and Governance Committee	Edwina Adefehinti Interim Chief Officer Legal and Governance, Monitoring Officer	Councillor Edna Murphy Lead Member for Governance	None anticipated other than the report and relevant appendices.
90	Delegations to Officers	Cambridgeshire and Peterborough Combined Authority Board	20 Mar 2024	Key Decision KD2023/041	Seeking delegated authority in order to enable expedient decisions regarding time sensitive matters	Relevant internal and external stakeholders including Audit and Governance Committee	Edwina Adefehinti Interim Chief Officer Legal and Governance, Monitoring Officer	Councillor Edna Murphy Lead Member for Governance	None anticipated other than the report and relevant appendices.

Recommendations from the Skills and Employment Committee

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker

Recommendations from the Environment and Sustainable Communities Committee

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker

Recommendations from the Transport and Infrastructure Committee

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker

Recommendations from the Business Board

	Title of report	Decision maker	Date of decision	Decision required	Purpose of report	Consultation	Lead officer	Lead Member	Documents relevant to the decision submitted to the decision maker

FP/09/23

Comments or queries about the Cambridgeshire and Peterborough Combined Authority Forward Plan

Please send any comments or queries about the Forward Plan to Edwina Adefehinti,
Interim Chief Officer Legal and Governance, Monitoring Officer:

We need to know:

1. Your comment or query.
2. How we can contact you with a response (please include your name, a telephone number and your email address).
3. Who you would like to respond to your query. If you aren't sure just leave this blank and we will find the person best able to reply.

Item

BUILDING CLEANING SERVICES PROCUREMENT

To:

Councillor Simon Smith, Executive Councillor for Finance and Resources
Strategy and Resources Scrutiny Committee 2nd October 2023

Report by:

Anthony French, Asset Development Manager – City Services
Tel: 01223 - 458521 Email:anthony.french@cambridge.gov.uk

Wards affected:

All.

Key Decision

1. Executive summary

1.1 The purpose of the report is to advise the Executive Councillor that lots 1 and 2 of the existing building cleaning contract(s) are being allowed to expire with the current contractor on March 31st, 2024, and to seek approval to re-procure the services.

2. Recommendations

2.1 The Executive Councillor is recommended:

- a) To note and approve the re-procurement of lots 1 & 2 within the Building Cleaning contracts, subject to best value considerations.
- b) To delegate to the Director of City Services the authority to take delegated decisions to determine the specification, tender evaluation, and award one or more contracts for building cleaning, in consultation with the Committee Chair and Opposition Spokes.

3. Background

3.1 At the Strategy and Resources Committee of 20th January 2014, the Executive Councillor, with the unanimous support of the Committee, approved the proposal to go out to competitive tender

for the Council's building cleaning services.

- 3.2 Following this decision and the subsequent procurement process, the Council awarded a contract to Churchill Services for a five-year term for all building cleaning services.
- 3.3 Upon completion of the contract with Churchill Services and after review by Officers the Council took the decision to re-procure the contract but this time segregate the contract in to five separate lots to provide greater service autonomy and accountability. The lots and the successful contractors through the 2020/21 procurement process are detailed in the following table.

Lot number	Lot description	Successful bidder & Date commenced
1	Administration, commercial buildings, community centers and operational buildings	Goshen Multi Services Limited – April 1 st 2021
2	Public toilets	Goshen Multi Services Limited – April 1 st 2021
3 ¹	City Homes Housing Schemes Communal Areas	Goshen Multi Services Limited – April 1 st 2022
4	Multi-storey car parks	Industrial Site Maintenance Limited - April 1 st 2021
5	Window Cleaning	Hi Spec Facilities Services, Limited – April 1 st 2021

3.4 Two of the five lots, Lot 1 – Administration, commercial buildings, community centres and operational buildings and Lot 2 – Public toilets contract were awarded to Goshen Multi-Services Limited starting on April 1st, 2021, initially for 3 years with an option to extend by 2 years and then 2 years again. The same company subsequently awarded Lot 3 but a year later commencing April 2022 following a one-year extension to contract with the previous provider.

3.5 Contract performance for lots 1 and 2 has predominantly been to

¹ Lots 3, 4 and 5 remain unaffected, lot 3 is not yet at two-year review point as it is one year behind the other four lots, lots 4 and 5 are specialist functions and the lot Contract Managers remain content with performance and the contractor with continued contract viability.

specification standards for the duration of the contract. The Council has however through its own budget setting had a requirement to make variations to both lots by removal of facilities, and therefore, the associated cleaning functions to offset required savings.

- 3.6 Additionally, the Covid-19 pandemic has inadvertently had an impact on the way the Council delivers some of its services and reduced the requirement for office space which has subsequently led to further contract variations.
- 3.7 Goshen through regular meetings with the respective Contract Managers on several occasions expressed concern over the continuing reductions and the difference in the value of the contract from that of the original tender and award.
- 3.8 Contract Managers have previously advised that further reductions in contract could not be ruled out and Goshen expressed concern over business viability.
- 3.9 Contract Managers determined that with the future uncertainty it should consider the option not to extend the contact beyond the third year and seek to re-tender to the marketplace and invite offers for lots 1 and 2 as a combined entity or individually. The original Contract Sponsor, Head of Environmental Services approved this approach in March 2023.
- 3.10 Notice was given to Goshen Multi-Services Limited on the 31/03/2023 from the Contract Sponsor that the City Council do not intend to extend the contract for Lots 1 & 2 beyond 31/03/2024. As a result, there is a need to procure a new service provider for Lots 1 and 2 of the building cleaning contracts.

4. Procurement

- 4.1 With the current contract ending on the 31st of March 2024, Officers have considered the option of bringing the service back in house. This is not recommended because of the following financial and managerial risks:
 - a) The Council would be required to employ all existing eligible building cleaning service staff under TUPE terms and conditions.

- b) The Council would be required to provide significant Human Resource investment needs to support/ manage TUPE process.
- c) The Council would be required to meet any resulting service redundancy and/ or pension liabilities in full
- d) The Council would be required to meet all building cleaning capital investment liabilities in full.
- e) The Council would be required to take on building cleaning service staff recruitment and performance management liability.
- f) In house building cleaning service affords limited commercial development opportunities for Council, as the building cleaning market is price competitive and low value/ low margin.

4.2 Therefore, the only viable option available to the Council to ensure continued provision of the building cleaning service is to re-procure the 2 lots that are expiring. The proposal is to do this through a competitive tender process, as outlined in 3.9 offering the lot contracts as separate entities and/or as one contract for bidding. The preference is as one contract as this will be more attractive to the market:

- Lot 1: Administration, commercial buildings, community centres and operational buildings
- Lot 2: Public toilets

4.3 The approach of permitting bidders to tender for the lots combined or singularly provides flexibility and an optimal balance between giving opportunities for local SMEs (small to medium enterprises) to bid and achieving best value from the contract through economies of scale and avoiding sub-contracting costs.

4.4 The contract would be offered on a 3-year term, with an option to extend by 2 years, then a further 2 years, if the supplier is performing satisfactorily and the service can be shown to continue to provide best value to the Council, giving a maximum possible contract length of 7 years. All submitted bids would be assessed on a price: quality split of 40% price: 60% quality.

4.5 The following provides a summary assessment of the key risks/ benefits of the re-procurement option, from a Council perspective.

Benefits	Risks
a) Redundancy and pension cost liability met by new supplier.	a) Council has no direct control of service
b) Supplier able to move resource between this and other cleaning contracts they deliver in response to fluctuations in demand	b) Performance dependent on continuation of existing strong contract management and relationship development from officers within the City Services Group
c) Capital investment liability met by supplier	c) May have more than one supplier to manage
d) Staff recruitment and performance management liability met by supplier	d) No risk to Council
e) Flexibility to scale the contract up and down, without penalty, in accordance with Council's changing building cleaning needs associated with its office accommodation and housing stock	e) No risk to Council
f) Local SMEs can bid for one or a combined two of the lots	f) No risk to Council – supports local marketplace

4.6 In summary, re-procurement of the contract allows the market to be re-tested for each of the lots. Continuing with a contracted-out service also continues to minimise the exposure of the Council to the associated financial and management risks, at a time when the Council is facing significant budget pressures (both revenue and capital) and changes to its building cleaning service needs. This is achieved by the Council sharing the risks with the supplier, rather than bearing them fully itself (if the service was brought back in house). The flexibility of contracting out is therefore the recommended option for continuing to meet the Council's building cleaning service requirements over the next 3-to-7-year period.

5. Next steps

5.1 The procurement of building cleaning services is being managed as a corporate project, with a designated Project Sponsor (Director of City Services), and dedicated Project Manager from within City Services. A procurement project team will be established including representatives

from Procurement, Legal, Human Resources and 'Client Leads' from the various services, within the two Lots who require the services.

- 5.2 The Client Leads for each of the two lots have reviewed the existing specifications to assess whether they are 'fit for purpose' and adjust where required. The specifications are ready for procurement subject to committee approval, and it is proposed that these will go out to market in October 2023.

6. Implications

a) Financial implications

There is a risk that the procurement of the building cleaning service will result in a higher cost than the existing contract. However, with very little proposed variation to the existing contract specification and structure, this risk is being managed. Moreover, the use of a negotiated competitive tender process allows the Council to negotiate with any successful supplier(s) over their tender submission and any associated rates/ prices, which impact adversely on available service budgets.

Lot 1 has an annual predicted cost of between £240,000 to £290,000 across the contract period of 3-7 years and

Lot 2 £200,000 to £260,000 per annum over the same contract period.

b) Staffing implications

The Council will make a formal request to Goshen Multi-Services Limited to confirm which staff associated within the existing contracts are eligible to transfer, under TUPE, to any new contracted, supplier(s) for the two lots, with their respective terms and conditions protected.

c) Equal opportunities implications

An Equalities Impact Assessment (EqIA) will be included with the final specification.

d) Environmental implications

Given the scale and nature of the Council's building cleaning service, the re-procurement of the contract will have environmental implications, principally associated with the transport, machinery and cleaning agents/

methods used by the supplier(s). To manage these implications, the tender specification will seek to maximise the environmental performance of the service within available budgets.

e) Procurement

The procurement of the contract will be governed under the Public Contract Regulations 2015, using a Competitive Procedure with Negotiation process. The estimated value of the contract exceeds the relevant threshold contained in the Regulations. In view of this the Council is required to fully comply with the Regulations and to subject the contract to a level of competition to ensure compliance with the principles of transparency and equal treatment.

In addition, the City Council would be required to place an advert in the Find a Tender Service portal together with a further notice in the FTS when a contract is awarded, amongst other things compliance of the City Councils procurement rules (Procedures).

f) Consultation and communication

Consultation will take place with Trade Unions, individual officers, the private sector, at appropriate points in the procurement process.

g) Community Safety

As the quality of the Council's cleaning service of public toilets, community centres, etc., impacts on community safety, this will be managed through the respective Client Lead inputs to the development of the specification.

6. Background papers

- "The Future Delivery of Building Cleaning Services," Strategy and Resources Committee, 20 January 2014 (Agenda item 10).
- "Building Cleaning Services Procurement," Strategy and Resources Scrutiny Committee, 1st July 2019 (Agenda item 11).

7. Inspection of papers

To inspect the background papers, or if you have a query on the report, please contact: Anthony French, Asset Development Manager; tel. 01223 458521; email: anthony.french@cambridge.gov.uk