



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 Darryl Preston (John Peach substituting).
There were no declarations of interest.

2 Combined Authority Membership Update September 2023

It was resolved unanimously to:

- A Note the change in substitute Member from Cambridge City Council on the Combined Authority's Overview and Scrutiny Committee.
- B Note the change in appointment from South Cambridgeshire District Council on the Combined Authority's Overview and Scrutiny Committee.
- C Note the temporary change in substitute member from the Conservative Party on the Human Resources Committee on 8 14 March 2024.
- D Note the appointment of substitute member from South Cambridgeshire District Council on the Combined Authority's Overview and Scrutiny Committee.
- E Note the temporary change in substitute member from the Conservative Group on the Combined Authority's Overview and Scrutiny Committee on 18 March 2024.**

3 Minutes

The minutes of the meeting on 31 January 2024 were approved as an accurate record and signed by the Mayor.
The minutes action log was noted.

4 Petitions

One petition was received and presented to the Combined Authority Board in accordance with section 5.34 of the Constitution.

5 Public and Member Questions

Six 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 to:

- A Approve the Forward Plan for March 2024

7 Combined Authority Chief Executive Highlights Report

It was resolved to:

- A Note the contents of this report.

8 Budget Update Report – March 2024

It was resolved to:

- A Note the financial position of the Combined Authority
- B Approve the provisional carry-forwards from 2023/24 into 2024/25
- ~~C Approve the allocation of £400k from additional treasury management income to fund the continued improvement workstream in 2024/25 as set out in section 6~~
- C Approve the allocation of £400k from additional treasury management income to fund the continuation of the improvement plan in 2024/25 as set out in section 6**
- D Approve the financial strategies for 2024/25 following review by the Audit and Governance Committee as summarised in section 7.

9 Improvement Plan Update

It was resolved to:

- A Note the identified areas of ongoing concern set out in the Best Value Notice received in January 2024.
- B Note the closedown of activity in the current Improvement plan (phase 2).
- C Agree the phase 3 Improvement plan to reflect the ongoing concerns set out in the Best Value Notice received in January 2024.
- D Agree the revised terms of reference for the Independent Improvement Board going forward, to reflect the delivery of stated areas of improvement identified by the Best Value Notice received in January 2024.

10 Bus Reform and Network Delivery Update

It was resolved to:

- A Note the progress with the franchising proposals including updates from the audit process of the Bus Reform Outline Business Case (OBC) including the intention to bring a decision to consult to a summer Board meeting. The CPCA Board will consider the revised Business Case and the full findings of the Auditor to inform any decision to move to public consultation.
- B Approve that officers commence to prepare for an Interim Enhanced Partnership being formed to act as a 'stepping stone' to further, wider reform.
- C Note that CPCA is required to produce an updated Bus Service Improvement Plan (BSIP), in line with Department for Transport requirements, and approval is sought for delegated authority to the Executive Director Place & Connectivity, working with the Chair of the Transport and Infrastructure Committee, to update and finalise the BSIP to ensure submission by 12 June
- D Note the wider package of bus network delivery work, including the investment in bus services through the precept, bus stops infrastructure and £1 bus fare for Under 25s in the region that officers will continue work to implement

11 Corporate Performance Report Q3 2023-24

It was resolved to:

- A Scrutinise and agree performance information relating to the Combined Authority's Corporate Key Performance Indicators
- B Scrutinise and agree performance information relating to the Combined Authority's Most complex programmes and Projects.
- C Scrutinise and agree performance information relating to the Combined Authority's Headline Priority Activities.
- D Note progress to evaluate the impact of the Devolution Deal Investment Fund in a Gateway Review.

12 Q3 Corporate Risk Report

It was resolved to:

- A To note the risk register, dashboard and heat map in Appendix 1-3
- B To note the update on progress of the Risk Software implementation
- C To note the plan for risk deep dives

13a Greater South East Net Zero Hub Delegations

It was resolved to:

- A Delegate authority to the Executive Director of Place and Connectivity 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).

13b Delegations to Officers

It was resolved to:

- A Delegate authority to the Assistant Director of Skills to accept CEC funding and to enter into and finalise all necessary contracts and Grant Funding Agreements in consultation with the CFO and MO.
- B Delegate authority to the Executive Director of Economy and Growth to:
 - approve (enhanced) business support arrangements via Growth Hub during 2024/25 FY
 - accept funding from DBT and approve the funding plan that will form schedule in DBT funding agreement
 - accept funding the BB/CAB approved to be used to enhance the CPCA's Growth Hub offer in 2024/25 FY
 - contract with service providers and contractors to deliver elements of the additional business support services included in Growth Hub plan for 2024/25 FY
- C Delegated authority to the Executive Director for Place and Connectivity in consultation with the Monitoring Officer and Chief Financial Officer for the retendering of any bus routes which an operator gives notice that it will cease to provide between 25 March and the next meeting of the Transport and Infrastructure Committee.
- D To delegate authority to the Assistant Director for Skills, in consultation with the Chief Finance Officer and Monitoring Officer to:
 - enter into grant funding agreements and/or service contracts with training providers to deliver Innovation Fund project activity. This can either be with new (following a procurement exercise) or existing providers
 - extend and /or vary contracts with existing providers where appropriate.

14 Update on State of the Region 2024

It was resolved to:

- A Note progress to develop the 2024 State of the Region review.
- B Note proposed further development in future years.

15 Senior Appointments

It was resolved to:

- A Note the contents of this report.
- B Note that a further report will be submitted to the board, prior to the meeting of 20 March, following the interviews being held on Wednesday 13 March 2024 and Thursday 14 March 2024. This subsequent report will note the recommendations from the HR Committee on the preferred candidates. The recommendations of this subsequent report will require board approval.

- C To approve the recommendation made by the Members of the HR Committee at the meeting on 13th March 2024 that the preferred candidate be appointed to the Statutory position of Executive Director Resources (section 73 Officer).
- D To approve the short term acting up appointment of the current Assistant Director of Finance to the statutory position of section 73 officer, if required, to take effect from 18th May 2024.
- E To approve the recommendation made by the members of the HR Committee at the meeting on 14th March 2024 that the preferred candidate be appointed to the statutory position of Director of Legal and Governance (Monitoring Officer).
- F Delegate to the Chief Executive the function of agreeing with the successful candidates the terms and conditions of appointment, including associated start date and any other requirements and actions necessary to finalise arrangements.

16a Careers Hub Academic Year 2024-25

It was resolved to:

- A Accept the Careers and Enterprise Company (CEC) core funding offer and allocate the match funding from UKSPF and Post SPF Skills Support.
- B Accept future grant funding that is awarded by the CEC in addition to core funding, up to the value of £150,000 for projects aligned to strategic priorities
- C Delegate authority to the Interim Assistant Director of Skills, in consultation with the Chief Finance Officer and Monitoring Officer to enter into grant funding agreements with CEC and contracts and grant funding agreements for the delivery of the Careers Hub.

16b Recommendations from Skills and Employment Committee

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

Improving Efficiency and Effectiveness (Adult Education Budget)

- A To approve the in-year amendments for existing providers which include growth requests for high-performing providers and reprofiling of funding where providers have underperformed
- B To approve the establishment of a flexible Innovation Fund, allowing us to respond to regional activities that underpin the priorities identified within the Employment and Skills strategy.

17 Recommendations from Transport and Infrastructure Committee

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

E-Scooter Trial Update

- A Approve the extension of the e-scooter trial to 31 May 2026

LTCP and Associated Strategies

- A Approve the reprofiling of the approved funding across the next three financial years as set out in 3.2
- B Delegate authority to the Executive Director in consultation with the Chief Finance Officer and Monitoring Officer to enter into Grant Funding Agreements with Cambridgeshire County Council and Peterborough City Council to develop the strategies for 2024/25.

Transforming Cities Fund

- A Delegate authority to the Executive Director for Place and Connectivity in consultation with the Chief Finance Officer and Monitoring Officer to sign change requests with Cambridgeshire County Council and Peterborough City Council concerning TCF projects
- B Delegate authority to the Executive Director for Place and Connectivity in consultation with the Chief Finance Officer and Monitoring Officer to agree change of deeds to the Grant Funding Agreement with Cambridgeshire County Council and Peterborough City Council concerning TCF projects.

18 Recommendations from Business Board

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

Business Board Terms of Reference and Governance

- A Approve the Terms of Reference (attached at Appendix A) for adoption within the CPCA Constitution.
- B Request CPCA to bring role profiles to the next meeting of the Business Board in line with the roles set out in 2.6 for consideration and approval.
- C Request CPCA Officers to undertake the necessary actions in order to deliver the cadence for meetings set out in 2.9 to 2.13
- D Endorse the responses set out in 2.14 and 2.15 to the CPCA Board requests for formal response to the CPCA Board.
- E Recommend the good practice identified in 2.17 to the CPCA Board for implementation by CPCA Officers.

Business Growth and Social Impact Investment Fund Update

- A To note the updates contained within this report

UK Shared Prosperity Fund and Rural England Prosperity Fund Update

- A To note the updates contained within this report

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.

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