

07 April 2025

[REDACTED]

[REDACTED]

Dear [REDACTED]

Re: Freedom of Information request ref CA401

Thank you for your request for information which was received on 20th March 2025 and the email clarifying your request.

Request

I request the following information for your Combined Authority "Authority".

List every working group as of 1st March 2025 that exists within your Authority. This means those that the Authority has created or leads on.

List every working group not currently existing but in development within your Authority. For each, list what stage it is at. For example, discussed, planned, consultation.

For each of the two groups, list the Director or similar position that is responsible for oversight.

For each of the existing ones only, please list approximate member size, frequency of meetings, approximate duration of meetings and the return provided (what measurable value has been created by the working group). This can be answered based on the time period within 1st April 2024 to 1st March 2025.

Response

The information requested is attached. Names of junior members of staff of the Cambridgeshire and Peterborough Combined Authority has been redacted.

Section 40 of the Freedom of Information Act 2000 ["the Act"] includes the following:

Section 40 exemption

Section 40 of the Act provides that:

40.— Personal information

(1) Any information to which a request for information relates is exempt information if it constitutes personal data of which the applicant is the data subject.

The Information Commissioner's guidance on the requests for personal data about public authority employees is available on the ICO website. The guidance confirms that it covers data which can identify individual employees.

The above exemption IS *absolute*. This means that there is no public interest test to consider when applying the exemption.

I hope this information is helpful but if you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review, you should write to us via our contact us email address: democratic.services@cambridgeshirepeterborough-ca.gov.uk or write a letter to Complaints, Cambridgeshire and Peterborough Combined Authority, 2nd Floor, Pathfinder House, St Mary's Street, Huntingdon, Cambs PE29 3TN within 40 days of the date of this letter.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted via their complaints portal [FOI and EIR complaints | ICO](#) or writing to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Generally, the ICO will not undertake a review or make a decision on a request until the internal review process has been completed.

Yours sincerely

A black rectangular redaction box covering the signature of Sophie Purvis.

Sophie Purvis
Data Protection and Information Governance Assistant

For existing Officer working groups the CPCA has created or leads on between 1st April 2024 to 1st March 2025

By Directorate	Working Group	Chair	Responsible Director (if not chair)	Number of invited attendees	Frequency	Approximate duration	Output/value created
Chief Executive Office	Devolution Strategy Group	Rob Bridge, Chief Executive	N/a	9	3-weekly	1 hour	The purpose of this group is to prepare the organisation to be able to respond to the Devolution white paper.
	UKREiIF 2025 Working Group	Kate McFarlane, Director Policy & Engagement		10	Weekly	0.45 hours	Preparing for CPCA presence at UKREiIF May 2025, along with pre and post events in Westminster and the region.
	UKREiIF Task & Finish - investment prospectus	Richard Kenny, Director for Economy & Growth	Kate McFarlane, Director Policy and Engagement	7	Weekly	30 mins	Investment prospectus for 2025
	Culture Initiative - Internal Working Group	Jules lent, Head of Policy, Insight and Performance	Kate McFarlane, Director Policy and Engagement	10	Bi-weekly	50 minutes	This internal working group looked at several cultural initiatives the combined authority was looking into. It was then merged in with the Strategy Internal Working Group. This group no longer meets
	Culture Programme Delivery Group	Jules lent, Head of Policy, Insight and Performance	Kate McFarlane, Director Policy and Engagement	4	Bi-weekly	50 minutes	Delivery group that looks over the actions coming out of LVEP working group
	External LVEP Working Group	Kate McFarlane, Director Policy & Engagement	N/a	20	Fortnightly	50 minutes	The LVEP Working Group is established to oversee the development and submission of the Local Visitor Economy Partnership (LVEP) Expression of Interest (EOI) and full application. It ensures a collaborative approach, aligns stakeholder contributions and oversees governance, approval and delivery processes.
	Strategy Internal Working Group	Kate McFarlane, Director Policy & Engagement	N/a	17	Bi-monthly	1.5 hours	The Strategy Internal Working Group (Strategy IWG) is established to support the development, implementation and monitoring of strategies that align with Combined Authority's goals and objectives. Strategy IWG will serve as a platform from cross-directorates platform to ensure Combined Authority's strategic framework develops in accordance with the organisation and stakeholder needs.
	State of the Region Delivery Group	Jules lent, Head of Policy, Insight and Performance	Kate McFarlane, Director Policy and Engagement	7	Weekly	50 minutes	Internal Delivery Group that tracks actions, progress and risks from commission.
	External State of the Region and Shared Ambition Working Group	Kate McFarlane, Director Policy & Engagement	N/a	36	Monthly (now finished)	1 hour	The purpose of the group is to provide leadership and expertise on the commission of work by which a robust evidence base and extensive report can be created that will underpin future policy, strategy development, investment and devolution deals for Cambridgeshire and Peterborough. The project has been completed and now closed.
	External State of the Region Technical Working Group	Jules lent, Head of Policy, Insight and Performance	Kate McFarlane, Director Policy and Engagement	19	Monthly (now finished)	1 hour	Working group involving internal and external technical experts to discuss data and metrics, testing and feedback of the dashboard and report. The group no longer meets as the project has concluded.
	Performance and Evaluation Internal Working Group	Jules lent, Head of Policy, Insight and Performance	Kate McFarlane, Director Policy and Engagement	28	Bi-monthly	2 hours	The group supports effective and efficient collaboration through acting as a sounding board and critical friend for the developmental performance management and evaluation projects led by the CEX Office.
	Performance Management Framework Project Group	[REDACTED]	Kate McFarlane, Director Policy and Engagement	4	Weekly	50 minutes	This group reviews key activities from the Performance Management Framework, including Quarterly Corporate and Directorate Performance Reports, as well as The Most Complex Programmes and Projects Report. Actions are tracked against the quarterly delivery plan, ensuring alignment with pre-committee and committee schedule.
	Monitoring and Evaluation Framework Delivery Group	[REDACTED]	Kate McFarlane, Director Policy and Engagement	4	Weekly	40 minutes	This group supports the development of the new Monitoring and Evaluation Framework, including planning its implementation and tracking actions. This group collaborates with the Programme Management Office to address specific project monitoring and evaluation needs.
	Gateway Review Project Group	[REDACTED]	Kate McFarlane, Director Policy and Engagement	5	Weekly	30 minutes	This group oversees the progress of the Gateway Review Mid-Term and Final Reports, ensuring project actions are tracked and the project plan remains aligned with delivery.
	EDI Project Meeting	[REDACTED]	Kate McFarlane, Director Policy and Engagement	3	Weekly	50 minutes	Project meeting to discuss next steps in the EDI/EqIA policy work

	Local Growth Plan Working Group	Richard Kenny - Director for Economy & Growth	Richard Kenny - Director for Economy & Growth	36	Fortnightly	1.5 hours	Consisting primarily of CPCA representatives and representatives from constituent authorities- meets regularly to discuss and input into the Local Growth Plan. The group is also a key channel back into constituent authorities for LGP matters.
Economy & Growth							
	Economic Development Advisory Panel		Richard Kenny - Director for Economy & Growth	35	Bi-monthly	1.5 hours	A working group bringing together senior officers at the CA, alongside the EDOs of the LAs
	Business Advisory Panel	Richard Kenny - Director for Economy & Growth	Richard Kenny - Director for Economy & Growth	27	Bi-monthly	1.5 hours	A working group bringing together senior officers at the CA, alongside private sector specialists across several sectors
	LGP Project Group	Richard Kenny - Director for Economy & Growth	Richard Kenny - Director for Economy & Growth	18	Weekly	1 hour	Internal meeting of CPCA employees/representatives to agree and issue task related to the development of the LGP and to monitor progress against those tasks
Legal & Governance	Information Risk Group Meeting		Matt Cumberbatch, Director of Legal and Governance	15	bi-monthly	1 hour	The purpose of this group is to address and manage risks associated with information governance.
Place & Connectivity	Active Travel Specialist Advisory Board		Judith Barker, Executive Director of Place and Connectivity	14	quarterly	1.5 hours	Specialist guidance on active travel work
	Design Review Panel		Judith Barker, Executive Director of Place and Connectivity	8	Monthly	2h	Reviewing of infrastructure designs to ensure they are good standard.
	PSQ Economic Case Working Group		Judith Barker, Executive Director of Place and Connectivity	7	Monthly (has now finished)	1 hour	Develop an agreed approach to appraise PSQ economic benefits. The working group has now finished
	E-scooter Trial Monthly Meeting		Judith Barker, Executive Director of Place and Connectivity	9	Monthly	1 hour	Review monthly report on e-scooter performance and take action where appropriate
	Climate Partnership Group	Mayor	Judith Barker, Executive Director of Place and Connectivity	25	3-4 times a year	1.5 hours	Collective local action on climate issues bringing together key decision makers
	Climate Programme Board		Judith Barker, Executive Director of Place and Connectivity	25	5-6 times a year	1.5 hours	Senior officers and managers advising on climate issues
	Climate Action Plan data and evidence group		Judith Barker, Executive Director of Place and Connectivity	11	Monthly	1 hour	Providing expertise for advising on Climate Action Plan review
	Place Directors Housing Rep Group		Judith Barker, Executive Director of Place and Connectivity	8	Monthly	1.5 hours	To ensure joined up approach on housing issues across CPCA area
	Place Directors Group	Judith Barker, Executive Director of Place and Connectivity	Judith Barker, Executive Director of Place and Connectivity	9	Monthly	1.5 hours	To ensure a joined up approach on P&C issues across the CPCA with our constituent authorities
	Bus Franchising working groups	Andrew Highfield , Assistant Director, Public Transport Services	Judith Barker, Executive Director of Place and Connectivity	Various - up to 10	varied - weekly	30 mins	To review progress on elements on franchising journey including consultation management and post consultation response development. now on implementation.
Resources	Investment Panel	Janice Gotts, Executive Director Resources (S73 Officer)	N/A	13 members, usually c. 2 project presenters depending on agenda	Monthly	90 mins	This is the technical officer group which reviews project business cases and change requests, as part of our Single Assurance Framework, to ensure quality before they are taken to a decision-making body (Chief Executive <£1m, Investment Committee £1m-£5m, CA Board >£5m)
	Partner Working Group	Chris Bolton, Head of Programme Management Office	Janice Gotts, Executive Director Resources (S73 Officer)	10-12	Quarterly	90 mins	Collaborative working with constituent council as per Combined Authority raison d'etre

For planned, but not convened, Officer working groups

By Directorate	Working Group	Chair	Responsible Director (if not chair)	What stage of planning? (in discussion, in consultation/development, agreed but not yet convened)	Anticipated output/value created
Chief Executive Office	LVEP Workstream Working Group	Jules Ient, Head of Policy, Insight & Performance	Kate McFarlane, Director Policy & Engagement	Agreed but not yet convened	Drive forward the development of a proposal for a Local Visitor Economy Partnership for Cambridgeshire & Peterborough.