



CAMBRIDGESHIRE
& PETERBOROUGH
COMBINED AUTHORITY

Report Author: Pearl Roberts, Programme Manager
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OFFICER DECISION TITLE: CA 2030 Programme – Operational Framework Phase 1
NAME OF OFFICER EXERCISING DELEGATED POWERS: Chief Executive
DATE OF OFFICER DECISION: 3 April 2018

Responsible Director:	<i>Martin Whiteley, Chief Executive</i>
Is this a public report? If a key decision, it will be a public report and will be published on the CA website.	No
Does the report have any annex that contains exempt information?	No

Decision taken	<p><i>Please provide an overview of the decision taken.</i></p> <p>The Chief Executive agreed to EELGA to support the development of the Combined Authority Operational Framework – a simple, fit-for-purpose framework to support delivery of the Combined Authority’s 2030 Ambition and priority programmes and actions.</p> <p>Award of Contract to: EELGA</p> <p>Contract Sum: up to £6,750 plus VAT to complete the operational framework</p> <p>(Optional Stage 2 to be costed on outcome of Stage 1).</p> <p>Any additional days required will be subject to a further decision.</p>
Authorisation (<i>delete as appropriate</i>)	The Chief Executive has delegated authority under the constitution to authorise expenditure up to £500k
Background Information	The Combined Authority is currently preparing to take the 2030 Ambition and the associated Four Year Plan to the Board at the end of May 2018.



In parallel the Combined Authority is undertaking an exercise to recruit the senior Director team which is anticipated to be completed in the Summer 2018.

In the meantime the existing Combined Authority and LEP staff require confirmation of the operational framework and processes that will be applied to the conduct of business, including the priority programmes and actions.

The first phase of the development of the Operational Framework will:

- a. Work with the current team to accurately describe the current position – this needs to reference the support mechanisms in place (such as HR at Peterborough), the mechanisms and approaches already adopted, the decisions and delegations already agreed by the Board, and internal ways of working and reporting. By undertaking this exercise with the key staff who will be working to the framework, it is intended that gaps between current practice and an ideal approach will be quickly identified. This can be seen as the ‘how’ the CA works and in addition to being the framework for the operation of the organisation would be a valuable induction material for new Directors.
- b. Undertake an exercise to populate the work plan element of this framework with headline projects and programmes outputs, priorities, connections across work areas, resource needs and so on, effectively providing the next ‘what’ layer of detail under the Strategic Plan currently being devised.

The outcome will be a of this would be an operational framework and a light touch planning system that would provide the following:-

- The next level of detail below the Strategic Business Plan
- The connectivity between the programmes.
- Timescales to identify bottle necks and gaps in capacity
- A progress monitoring system which could be further developed into a performance management framework
- Content for risk management approach

The project will hold a workshop (optional) at the end of the first stage to involve all members of the team in shaping the outline framework.

The second stage of the project would be to support the introduction of the framework/plan. A further proposal would be drawn up at the end of the first phase.



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	<p>Due to the desire to put in place the operational framework in a short timeframe to support the work of the Combined Authority and LEP team direct award to EELGA provides a quick and effective way for the CPCA to develop the operational framework using the specialised experience and expertise required at this crucial stage of development.</p>
Alternative options considered.	<p>Do Nothing. This option was discounted on the basis that clarity on the operational framework is required to enable the Combined Authority and LEP team to work effectively and efficiently as soon as possible.</p> <p>Seek Quotations. This option was discounted on the basis that EELGA has undertaken similar work for other organisations, is familiar with the work of the Combined Authority and is best placed to complete the work at pace.</p>
Consultation	<p><i>List any relevant consultation undertaken in relation to the decision. For example portfolio holders, other Chief Officers.</i></p> <p>The Mayor has been consulted about the relative merits of using specialist services to develop the Operational Framework.</p>
Declarations / Conflicts of Interests (only if the decision falls under the 'Express Authorisation' category)	None
Supporting documentation	EELGA proposal attached

Officer signature	Martin Whiteley	Date 16/4/18
<p><i>Once signed please file in the electronic file Documents/Governance/ office decision notice and enter details in the register.</i></p> <p><i>If a public report, pass to Democratic Services and we will arrange publication.</i></p>		