



CAMBRIDGESHIRE  
& PETERBOROUGH  
COMBINED AUTHORITY

**Please read guidance note before completing**

Officer Decision/Mayoral Decision No.:	ODN125-2019
<b>DECISION TITLE:</b> <b>Housing Company Workshop Meetings</b>	
<b>NAME OF OFFICER/MAYOR EXERCISING DELEGATED POWERS:</b> <b>Roger Thompson, Director of Housing and Development</b>	
<b>DATE OF OFFICER/MAYORAL DECISION:</b>	

Responsible Director/Mayor:	<i>Roger Thompson, Director of Housing and Development</i>
Report Author and contact details:	<i>Pearl Roberts, Programme Manager Pearl.Roberts@cambridgeshirepeterborough-ca.gov.uk</i>
Is it a key decision?	NO
All reports will be published on the CA website. Does your report include exempt or confidential information?	NO <b>If any part of the report is confidential or exempt, you should put exempt information as an appendix (put in a separate document) which is not for publication and you should include the exemption category.</b>
<b>KEY DECISIONS ONLY</b>	<b>This section only needs to be completed if the decision is a key decision. Only the Mayor can make key decisions</b>
Insert forward plan ref number	<b>Key Decision No: xxxxxx</b> <b>The key decision must be on the forward plan for at least 28 days before the decision is made. Please insert reference number from the published forward plan. If it is not in the forward plan, please contact the Governance Team for advice. (Debbie Forde or Anne Gardiner)</b>
Date when Mayor intend to make decision.	<b>xx/xx/xxx</b> <b>Insert date when the Mayor intends to make the decision. The date should be the date it is published on the website. It is your responsibility to ensure it is on the website. The decision cannot be implemented on the date of publication as it is subject to call in. Normally only the Mayor can make a key decision.</b>
Date report published on the website	<b>xx/xx/xxx</b> <b>Send copy of report to Scrutiny Manager for circulation to Overview and Scrutiny Committee.</b>
Implementation Date	<b>xx/xx/xxx</b> <b>Insert the proposed date for implementation. The decision cannot be implemented until 5 clear working days</b>



	after the date the decision was taken and published on the website. The decision is subject to call in during that period, so you need to check with the Scrutiny Manager that it has not been called in at the end of the call in period.
Does the report have any annex that contains exempt information?	<b>YES / NO</b> If yes, specify number of exempt annex (eg Annex 1), the reason for exemption and explain the application of the public interest test. Keep the exempt information separately from this report on the shared drive.

Decision taken	<p><i>Please provide the exact details of the decision taken.</i></p> <p>The Director of Housing and Development agreed to engage Trowers and Hamblins LLP to support the Combined Authority in developing and delivering a series of workshop meetings for its partner Local Authorities on the Housing Development Company.</p> <p>The Chief Finance Officer has approved the exemption to contract standing orders (Chapter 16 – Part 5 para 2 ) to waive the requirement to seek three quotations for the reasons set out below. The reason is in accordance with Exemption 2.7 (a) (Part 5) – This supplier is the only supplier which can provide the service due to their previous involvement with this work)</p>
Authorisation ( <i>delete as appropriate</i> )	<p>This decision has been taken under:</p> <p><b>General authorisation</b> (<i>those decisions delegated to officers as per the Constitution</i>):</p> <ol style="list-style-type: none"> <li>1. Under Chapter 17 – Officer Scheme of Delegation - para 3.3 of the constitution, a Chief Officer can award contracts up to the value of £50k.</li> <li>2. Contracts between £5k and £25 are required to have three quotes. Exemption to contract standing orders must also be signed by the Chief Finance officer or the Monitoring officer. (Chapter 16 – Part 3 paragraph 2 and Part 5 para 2)</li> </ol>
Background Information	<p><i>Give details of background information Give more information about the proposed decision</i></p> <p>On 26 September 2018 the Combined Authority Board approved the Housing Strategy.</p>



### Housing Strategy

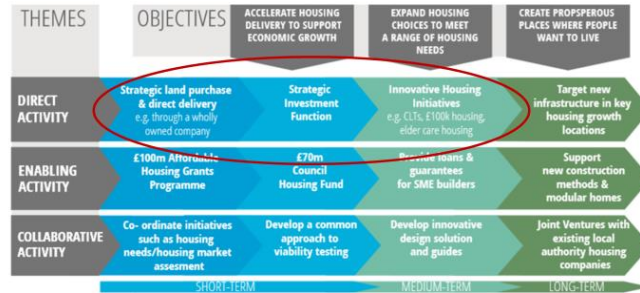


Fig 3: CPCA Housing themes and objectives/ Source: 31ten/ Inner Circle Consulting

The Housing Strategy seeks to address current and potential future housing challenges facing the area, both in the next few years and the longer term through a selection of different development tools in addition to traditional grant funding.

The Housing Strategy recommended the Combined Authority accelerate housing delivery by establishing a wholly owned company to enable direct intervention in the housing market, which would enable the development of new homes and affordable homes in the region.

The Combined Authority Board approved the Business Case to establish the Housing Company at its meeting in March 2019.

The workshop meetings with Local Authority Partners have been arranged to confirm the aims and objectives of the Housing Company and explore how the Housing Company can work together with Local Authorities to pursue opportunities.

Alternative options considered.

*List alternative options considered and rejected and the reasons for rejection. Do not leave this section blank or put 'None'. There is always an alternative even if it is to do nothing.*


Trowers and Hamblins worked with the Combined Authority to develop the Business Case for the Housing Company and continues to provide legal advice on the setting up of the company. The brief for the workshops was to provide independent advice in developing and delivering a series of workshop meetings. This included producing slides on the governance issues in relation to the Housing Company and assisting in delivering the workshops and answering any specific governance questions. It was important that partners feel confident that they are receiving advice independent of the




	<p>combined authority. Whilst other legal suppliers may be able to advise on general company law, they would not have the knowledge about this particular housing company. Therefore it is the only supplier that can support these workshops.</p> <p>A 'do nothing' option was discounted as the CPCA is keen to engage and work with its Local Authority Partners to advance the housing ambitions across the area.</p> <p>A 'CPCA-only' option was discounted as it was considered that the use of independent legal advisers provided the opportunity for Local Authority partners to engage in open and transparent dialogue through the workshop meetings.</p>													
Financial Implications	<p><i>Please include the total costs and how the project will be funded. Please include budget codes for your directorate</i></p> <p>The fees for engaging Trowers and Hamlins are as follows, excluding VAT and expenses (standard class return train fares to each of the workshop venues)</p> <table border="1" data-bbox="539 1084 1386 1294"> <tr> <td>Preparation of materials</td> <td>£1,500</td> </tr> <tr> <td>Attendance at three workshops on three separate days</td> <td>£3,750</td> </tr> <tr> <td>Attendance at two further workshops – if required</td> <td>£1,250</td> </tr> </table> <p>The costs will be funded from the Housing Programme Management budget.</p>		Preparation of materials	£1,500	Attendance at three workshops on three separate days	£3,750	Attendance at two further workshops – if required	£1,250						
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Consultation	<p><i>List any relevant consultation undertaken in relation to the decision. For example portfolio holders, other Chief Officers.</i></p>	<p><i>Name and Date approved (or indicate if not applicable) – retain emails to show that these officers have noted/commented on your report</i></p> <table border="1" data-bbox="528 1581 1497 1877"> <tr> <td>Chief Executive</td> <td>Kim Sawyer, June 2019</td> </tr> <tr> <td>Responsible Director/Chief Officer</td> <td>Roger Thompson, Director of Housing and Development</td> </tr> <tr> <td>Monitoring Officer</td> <td>Peter Geah for Dermot Pearson (27 June 2019)</td> </tr> <tr> <td>S73</td> <td>Jon Alsop (28 June 2019)</td> </tr> <tr> <td>Portfolio Holder</td> <td>N/A</td> </tr> <tr> <td>Other</td> <td>N/A</td> </tr> </table>	Chief Executive	Kim Sawyer, June 2019	Responsible Director/Chief Officer	Roger Thompson, Director of Housing and Development	Monitoring Officer	Peter Geah for Dermot Pearson (27 June 2019)	S73	Jon Alsop (28 June 2019)	Portfolio Holder	N/A	Other	N/A
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Declarations / Conflicts of Interests (only if the decision falls under the 'Express Authorisation' category)	<p><i>List the names of any member who has been consulted on and declared an interest in relation to the decision.</i></p>													



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Supporting documentation	<p>List any supporting documentation available in relation to this decision (all of this information must be retained for public inspection for a period of at least 4 years – there is no provision for the release of exempt/confidential information).</p> <p>CPCA Board Papers September 2018, March 2019</p> <p> CPCA client care letter_THL_13728746</p>
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<b>Officer/Mayor signature</b>	Roger Thompson, Director of Housing and Development 	<b>Date</b> <b>Email approval</b> <b>28/5/19</b>
	Jon Alsop, Chief Finance Officer	<b>Email approval</b> <b>28/5/19</b>
<p><b>Once signed please file in the electronic file Documents/Governance/ office decision notice and enter details in the register.</b></p> <p><b>If a public report, pass to Democratic Services and we will arrange publication.</b></p>		