



Overview and Scrutiny Committee Action Log

Purpose: The action log records actions recorded in the minutes of Overview and Scrutiny Committee meetings and provides an update on officer responses to those outstanding.

Minutes of the Meeting 20th March 2023

Item	Report title	Lead officer	Action	Response	Status
5	Improvement Framework	Anne Gardiner	The Governance Officer to circulate to all members of the Committee the letter from Ernst Young sent to the Chief Executive in regard to the Authority's response to the Auditor's identification of a significant weakness in Value for Money arrangements.	Circulated to members	Closed
5	Improvement Framework	Angela Probert	The Interim Programme Director to send an update to the Committee to address the points raised in the meeting and provide more detail on the following: <ul style="list-style-type: none">• Transport Schemes• IT and software requirements Communications and the building of an effective public relations and influencing delivery operation.	Ongoing	Open
6	Delivering the Scrutiny Function	Edwina Adefehinti	The Improvement Lead to draft an Access to Information Protocol for	Protocol to come to July's meeting	Open

			consideration by the Committee at their next meeting.		
6		Edwina Adefehinti	The Monitoring Officer to confirm whether membership of sub-committees had to come from the existing committee membership and whether their meetings needed to be held in public.	Monitoring Officer confirmed membership of sub-committee does need to come from the parent committee and meetings should be held in public.	Closed
6		Jodie Townsend	The Improvement Lead and the Scrutiny officer to report on the differing scrutiny arrangements at other combined authorities and assess their pros and cons.	To be included in the information sent out for the workshop on the 13 th June 2023	Closed
6		Anne Gardiner	The Scrutiny Officer to circulate to the Committee the link to the Centre for Governance and Scrutiny (CFGs) report into the scrutiny function at Manchester Combined Authority.	Link circulated	Closed
6		Anne Gardiner	The Scrutiny Officer to arrange a workshop to further discuss a preferred scrutiny model.	Workshop arranged for the 13 th June 2023	Closed

Minutes of the meeting 23 January 2023

Item	Report title	Lead officer	Action	Response	Status
5	Improvement Framework	Angela Probert	1. The Governance officer to circulate the draft feedback to all Members for their approval before publication with the Board agenda papers.	Circulated on 23.01.23	Closed
6	Local Transport &	Tim Bellamy	1. Transport officers to provide members with the following:	The full consultation report that gives more information on responses provided has been circulated to Members	Closed

	Connectivity Report		<ul style="list-style-type: none"> Details of the number and type of special interest declarations. More detail on the pie-chart representations of the 'agree' and 'disagree' categories. An update on how the concerns of young people, in regard to transport to access training and education, were being addressed. <p>2. The Transport Manager would work with the Monitoring Officer to provide a timeframe for when the final version of the LTCP would come before the Committee.</p>	<p>The Interim Head of Transport is working with the Associate Director for Skills to better understand the needs of those wishing to access education and training. A roundtable with stakeholders is being scheduled.</p> <p>The draft LTCP is being discussed at the TIC in March; with a series of meetings with elected members continuing between then and the final draft being submitted to the TIC and Board for sign off and approval.</p>	
11.	Demand Responsive Transport	Tim Bellamy	<p>Transport officers to:</p> <ol style="list-style-type: none"> Investigate the Dial-A-Ride mapping exercise, referred to at a CCC meeting, and report back to the Committee. Provide the Committee with the details of any section 106 contributions to DRT services. 	<p>As part of our Network Review work, we are continuing to engage with CCC on a range of issues including dial-a-ride, education transport (home-to-school) and a number of other factors. The Network Review will be presented to the TIC, Board and O&S in due course where mapping of a service network will be presented.</p> <p>No Section 106 monies are used to fund DRT services.</p>	On-going

Minutes of the meeting 10 January 2023

Item	Report title	Lead officer	Action	Response	Status
5	MTFP/ Budget Consultation	Jon Alsop	2. Governance officer to circulate the <i>recommendations that arose from the meeting to Cllr Dupre, Cllr Sharp and Cllr Iqbal for any final amendments before circulation to the rest of the Committee. The recommendations will form the Committee's formal response to the budget consultation.</i>	Recommendations circulated to a member of each political group for comment and approval. Document circulated to Committee on 13.10.22 and will be formally submitted to the Board.	Closed

			3. Finance Officers to circulate to the CA Board a breakdown of the reserves balance to support their decision making.		Closed
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Minutes of the meeting 28 November 2022

Item	Report title	Lead officer	Action	Response	Status
7	Draft Bus Strategy	Oliver Howarth	The Bus Strategy Manager to raise the issue of connected bus and rail timetables at the next meeting of the Bus Operators Forum.	<p>CPCA is very interested in improving through connectivity. We continue to liaise with bus and train operators, along with Network Rail to maximise connectivity levels.</p> <p>Bus/rail connection is very difficult to achieve for the following reasons:</p> <ol style="list-style-type: none"> 1) The majority of bus services are operated on a commercial basis so we can ask bus operators to modify timetables to achieve connections, but at the present time do not have contractual power to do so. 2) The best bus/rail connections can be achieved by Demand Responsive Transport (DRT) as a DRT service only go to the station when required by passengers and has complete flexibility. <p>A number of our stations are poorly located for connections with no bus turning circles – March, Whittlesey, Huntingdon, Manea. A successful connection to/from St Neots is proving possible, and we hope to be experimentally advertising it in Cambourne.</p>	Closed