



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Agenda Item 1.2, Appendix 1

Combined Authority Board – Minutes Action Log

Purpose: The action log contains actions recorded in the minutes of Combined Authority Board meetings and provides an update on officer responses.

Minute	Report title	Lead officer	Action	Response	Status
		Jon Alsop	The CFO to feed in the Board's request for a root cause analysis of the causes of slippage on two or three large capital projects to the team carrying out a planned Internal Audit review of the capital programme. The suggestion of a joint piece of work with the County Council on capital project slippage would also be passed on to the Internal Audit team.	Internal Audit have been tasked to progress this.	Open

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		Jon Alsop/ Fliss Miller	Requested that the Chatteris Skills Centre project should be reviewed and learning reported back to the Board.	<p>The Chatteris Skills Centre building was completed to time and on budget ready for a September 2022 intake of students.</p> <p>Report being taken to the CA Board on 27 July 2022.</p>	Closed
		Roger Thompson	Officers to review the approach to the Green Homes initiative adopted by West Midlands Combined Authority and share any learning with the Board.	<p>Work is on-going with BEIS to look at improvements to the net zero hub.</p> <p>The LAD2 scheme is delivered by the Midland Net Zero Hub, with Nottingham City Council as Accountable Body. The LAD2 funding has been devolved to Local Authorities for self-delivery. No LAD2 funding has been delivered via the West Midlands Combined Authority (WMCA).</p> <p>The WMCA do have retrofit initiatives, via the Energy Capital they are planning neighbourhood demonstrators these are not yet in delivery. They are also funding Level 4 awards in domestic energy retrofit assessment and Level 5 diploma in retrofit coordination and risk management.</p> <p>WMCA successfully bid for £2.86m of Sustainable Warmth funding as part of the Midlands Energy Hub consortia and £7.5million of social housing decarbonisation funding.</p>	Closed
167.	2022-23 Financial Strategies	Alan Downton	Officers were asked to produce a table for schemes managed by the Business Board and how these were meeting the CPCA's growth ambitions, for example number of apprenticeships and new jobs created/ business start-ups etc.		

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170. & 195.	CPCA Office Accommodation	Gordon Mitchell/ Karen Grave	<p>A Member's request for an organogram of the CPCA annotated to show leavers, staff vacancies and interim appointments was noted. The former Chief Executive undertook to follow this up.</p> <p>This request was repeated at the CA Board annual meeting on 8 June 2022.</p>	Board members have been sent the updated charts and leaver/ recruitment information.	Closed
173.	Transforming Cities Fund	Steve Cox/ Tim Bellamy	The former Head of Transport suggested a report be brought to the next Board meeting setting out potential schemes that could be delivered quickly.	A report on the Transforming Cities Fund will be taken to the CA Board on 31 August 2022.	Closed
176.	Demand Responsive Transport	Steve Cox/ Tim Bellamy/ Oliver Howarth	The next report on DRT to include cost per journey information and whether it is driving modal shift.		
192. and 193.	<p>Appointment of the Overview and Scrutiny Committee 2022/23</p> <p>Appointment of the Audit and Governance Committee 2022/23</p>	Edwina Adefehinti	Officers were asked to raise the exclusion of Independent members from political proportionality calculations relating to committee memberships with DLUHC.		
196.	Engagement with DLUHC	Jon Alsop	To confirm the authorship of Appendix 3.	The report author was Paul Raynes, Director of Delivery and Strategy.	Closed

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		Karen Grave	To provide a note on the likely cost of employment related claims and current vacancy levels within the CPCA.		
201.	Multiply Local Investment Plan	Fliss Miller	To advise on whether serving prisoners would be eligible to receive this targeted support.	Multiply can provide numeracy courses aimed at prisoners, those recently released from prison or on temporary licence. This has been included in the Investment plan.	Closed
206.	Annual Report and Business Plan 2022/23	Paul Raynes/ Nathan Bunting	To update the section relating to the Bus Service Improvement Plan ahead of publication.	Completed.	Closed
208.	Audit and Governance Committee Annual Report 2021/22	Jodie Townsend	To confirm whether the Constitution has been updated to reflect learning in relation to the process for referring matters to A&G for consideration.	The Constitution has not been updated as described. A review programme for a potential rewrite of the Constitution to produce a consistent, clear and modern document is currently being considered.	Open
		Gordon Mitchell	The Interim CEX to be asked to look at A&G's capacity to deliver its workload in the coming year and to provide assurance to the Board.		
209.	Overview and Scrutiny Committee Annual Report 2021/22	Jodie Townsend	A Member suggested more engagement with O&S from Lead Members. The Deputy Monitoring Officer undertook to share this comment with O&S.	This issue has been raised with the Chair of O&S.	Closed
211.	Local Highways Maintenance Grant Allocation 2022/23	Jon Alsop	The CFO undertook to feed back to the DfT the Board's comments around the intrinsically higher costs of maintaining roads in particular CPCA geographies like the Fens.	The CFO wrote to DfT colleagues highlighting the concerns raised by the Board. The initial response was that the inflation issue had been raised by a number of areas, and that the DfT Maintenance team would respond more fully, shortly.	Closed

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213.	Forward Plan	Alan Downton	An informal discussion around regional partnerships, the Business Board's status as either a LEP or a growth board and the number of elected members appointed to the Business Board was proposed.		