



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Agenda Item 1.3, 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
199. and 200.	Appointment of the Overview and Scrutiny Committee 2022/23 Appointment of the Audit and Governance Committee 2022/23	Edwina Adefehinti	Officers were asked to raise the exclusion of Independent members from political proportionality calculations relating to committee memberships with DLUHC.	At present the law as it is set out in The Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017 which applies to all combined authorities, excludes independent members from political proportionality calculations. For there to be a change a new statutory instrument would be required. This issue will be raised with DLUHC by officers.	Open

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220.	Forward Plan	Roger Thompson/ Steve Clarke	An informal discussion was proposed 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.	A joint Combined Authority Board and Business Board workshop was held on 7 December 2022 and the proposed informal discussion was had, with break-out work groups and plenary focussing on the draft interim Business Board review report findings on the current function and the future form and status of the Business Board. The independent review of the Business Board has completed, and the final version report will be shared with Members during January for consultation. An integration plan for the Business Board has been confirmed as not required by DLUHC. The review findings and output from the 7 th December workshop are informing the paper on CPCA Governance at January Board.	Closed
235.	OneCAM Ltd Audit report	Edwina Adefehinti	To take learning from the OneCAM Ltd audit report and raise the concerns expressed in the meeting, including around potential Officer conflicts of interest, with the Audit and Governance Committee.	The Deputy Monitoring Officer intends to take a report to the September meeting of the Audit and Governance Committee.	Open
291.	Mayoral Decision Notice MDN40-2022 Adult Education Budget Contract Awards 2022-23	Fliss Miller/ Parminder Singh Garcha	The SRO offered a note outside of the meeting providing detail of the correlation between the skills budget and skills needs in different parts of the CPCA area and the skills needs of business.	A report providing further data analysis on skills needs will be provided outside of the meeting. The Annual Report of AEB delivery is due in February.	Open
298.	Minutes – 19 October 2022 and minutes action log	Steve Cox/ Tim Bellamy	To provide a timeline for the Bus Service Improvement Plan.	Information on the timing of the BSIP was presented to Board previously. It is envisaged that the BSIP would be tabled at the Board meeting in June; however further discussions are required around the timing of the preceding Transport and	Open

Minute	Report title	Lead officer	Action	Response	Status
				Infrastructure Committee in May (following the local elections).	
		Edwina Adefehinti	Officers undertook to review the action log to ensure that all actions identified in the minutes of the October meeting had been addressed.	The minutes of the October Board meeting have been reviewed and all actions were recorded on the action log.	Closed.
303.	Budget Monitoring Report	Jon Alsop/ Rob Emery	Officers offered a note outside the meeting on the grants referenced at section 3.7.		
310.	Call-in of decision by the Transport and Infrastructure Committee: Demand Responsive Transport	Edwina Adefehinti	A Member suggested that the Audit and Governance Committee should look at the procurement and governance aspects of what had taken place in this case.		
310.	Call-in of decision by the Transport and Infrastructure Committee: Demand Responsive Transport	Steve Cox/ Tim Bellamy	The Chair asked for a note to be circulated outside of the meeting to provide clarification on TING fares.	Information on fares for Ting has been provided to members.	Closed
311.	Bus Strategy	Steve Cox/ Tim Bellamy	The Interim Head of Transport stated that at this stage he considered a timescale of two and a half years for the implementation of bus franchising to be appropriate, but this must follow correct process and due diligence. He would come back to the Board	Confirmation that franchising could be implemented within a two-and-a-half-year window with minimal barriers and challenges. However, the risks would need to be mitigated against and due governance and process undertaken to ensure the appropriate framework is put in place. Further information on the potential timings alongside a more granular programme will be developed and presented to TIC	Closed

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			on this timescale. Officers would be happy to discuss this with constituent councils.	and Board members between now and summer 2023.	
315.	Snailwell Loop (Newmarket Curve)	Steve Cox/ Tim Bellamy	Officers undertook to provide the Board with a copy of the information on the usage of Soham Station which had been requested by the Transport and Infrastructure Committee.	The usage of Soham Station will be provided when the annual (year-long) data can be verified. Data could be provided at the moment, however until the final figures are checked this information will not be provided to the TIC and subsequently Board. An update will be provided in the spring.	Open
323.	University of Peterborough - Proposal to offer a loan to R&D Company 2 Delivering the University Phase 2 Building	Edwina Adefehinti	To consider a visit to the University of Peterborough by Board members, and holding a future Combined Authority Board meeting at the University.		