



**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
167.	2022-23 Financial Strategies	Roger Thompson/ Steve Clarke	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.	Following changes in CPCA resourcing in the business area, officers are reviewing how best to produce an output in time for the next Board meeting.	Open
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.	Additional and emerging figures on the Demand Responsive Transport (DRT) trial will be made available at various milestones and stage gates of the project. In addition, information will be made available as part of the bus strategy development work.	Closed

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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
203.	Engagement with DLUHC	Edwina Adefehinti/ Martin Jaynes	To provide a note on the likely cost of employment related claims and current vacancy levels within the CPCA.	This is an exempt matter in accordance with the Local Government Act 1972. Furthermore, negotiations are ongoing, therefore figures are unavailable presently. However, at some stage the figures will be reported in the Authority's accounts. Work on current vacancy levels within the CPCA is in progress, and an update is planned to be issued to Board Members this week.	Closed
215.	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. The Constitution will be reviewed and revised as part of the Authority's response to the Independent Review of Governance and Ways of Working. This issue will be addressed as part of that work.	Closed
		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.	This will be addressed as part of the response to the Improvement Framework. The Interim Head of Governance will liaise closely with the Chair of the Audit and Governance (A&G) Committee to support the agreed A&G work programme.	Closed

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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.	Following changes in CPCA resourcing in the business area, officers are reviewing how best to respond to this before the next Board meeting.	Open
226.	Budget Monitor Report July 2022	Steve Cox/ Tim Bellamy	Officers undertook to provide a briefing note outside of the meeting on the Kings Dyke project around how the underspend reported for 2021/22 aligned with the request made at the Transport and Infrastructure Committee for the CPCA to pay its 60% share of the costs to CCC.	A paper on the funding will be provided at the next Transport and Infrastructure Committee for agreement and subsequent approval at a Combined Authority Board meeting.	Closed
		Jon Alsop/ Rob Emery	Officers undertook to discuss with the external auditor how negative slippage was presented.	This issue has been raised with the external auditors. A response is awaited.	Open
		Steve Cox/ Tim Bellamy	Officers had been tasked to look at the issues around Wisbech Route 68 bus service. The Mayor agreed that a report could be taken to the next Transport and Infrastructure Committee meeting if appropriate.	Short and medium-term financial support for public transport will be considered alongside an emerging bus strategy at the next Transport and Infrastructure Committee meeting.	Closed

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226.	Budget Monitor Report July 2022	Jon Alsop/ Rob Emery	A Member suggested that a clear, easy to understand annex or separate update which was designed to be shared with partner organisations would be a useful addition in future.	This suggestion related to a future report on capital slippage. Once this is prepared the requested annex will be included.	Closed
228.	Improvement Framework	Jodie Townsend	A specific discussion around the governance report was requested.	Discussion to take place with Cllr Herbert regarding format of briefing (separate session via Teams) and date to be included in diary for September.	Open
		Gordon Mitchell/ Martin Jaynes	The Interim Chief Executive offered the Board an update summarising the current position in relation to filling vacancies.	In progress, and an update is planned to be issued to Board Members this week.	Open
230.	Active Travel (Cambridgeshire)	Steve Cox/ Tim Bellamy	Board members suggested lobbying Government on the difficulties in obtaining active travel funding for rural areas.	Through the work of the Active Travel Advocate and the Scrutiny Group, improvements to active travel in rural areas will be given a high priority (particular focus). The Combined Authority is working with Sustrans and EEH to look at funding opportunities and areas of best practise.	Closed
		Jodie Townsend	A Member suggested that the four shared priorities of the CPCA, the Cambridgeshire and Peterborough Health and Wellbeing Boards and the Integrated Care System should be referenced in CPCA reports.	This will be considered as part of the review of report templates recommended by the Governance Review.	Open
		Directors	A Member suggested a focused piece of work around rural issues.	To be progressed.	Open

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235.	Climate and Strategy Business Cases July 2022	Chris Bolton	Officers were asked to review the wording in 2.2.3 and 2.2.4 for future reports as this was not felt to be entirely accurate in relation to bids made by ECDC and FDC. Reference was also requested to the change in process halfway through which meant that some bids were not progressed.	The wording will be reviewed in future reports.	Closed
236.	Shared Prosperity Fund Investment Plan	Fliss Miller	A note was requested on the needs assessment in relation to Multiply and the geographical split.	This information will be included in the Skills Committee report: Multiply – the approach to programme delivery. Multiply is also on the agenda for the September Combined Authority Board.	Closed
234.	Member/ Officer Protocol	Jodie Townsend	Officers would raise with IT the issues reported by two Members in opening some attachments sent to their home authority email address by the CPCA.	Issue raised with IT.	Open
		Jodie Townsend	Officers undertook to clarify baseline security requirements around the use of email, and to confirm whether email protocols approved by constituent councils were considered to meet CPCA email security requirements.	Engagement with IT has taken place, IT are drawing up guidance to be issued to Members.	Open
235.	OneCAM Ltd Audit report	Edwina Adefehinti/ Jodie Townsend	To clarify the process for referring matters to the Audit and Governance Committee as part of the planned review of the Constitution.	The constitutional review is ongoing as part of the improvement plan. There is a timetable that will be agreed by Members through Cllr Edna Murphy, Lead Member for Governance. As part of the review, a process for referring matters to A&G will be written and brought to the CA Board for approval.	Open

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		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