

CPCA Tracker ref	Report name	Report Finalised (Date)	Report ref	Report Action ref	Management Action	Action Lead	Original agreed implementation Date	New implementation date	Categorisation	Status	Evidence/Commentary
57	Risk Management Pathfinder	18/05/2022			Develop a risk appetite statement and methodology that links to the Impact and Probability assessment. This will aid decision making, prioritisation of resources and targeted reporting	Head of Programme Office	30/09/2022	31/03/2023	Medium	Overdue	Exercise to be run by risk appetite categories, PaRC and A&G Q4
63	Risk Management Pathfinder	18/05/2022			Introduce new reporting formats that are focused on visual risk reporting, exception based indicators, escalation of directorate risks, trends and risk appetite. i.e. heat map. This should also incorporate a 'Deep Dive' programme of work looking at specific risks.	Head of Programme Office	30/09/2022	31/03/2023	Medium	Overdue	Risk templates developed and issued. Risk reporting formats and frequency to A&G, Board, CE Group and PARC are being developed e.g. heat maps etc.
66	Subsidiary Company Governance				The CPCA will ensure that business plans are in place for each of its current and future subsidiary companies, including key information such as the company's purpose, output, the need which the company serves, financial projections, and the company's management structure. Where companies are project focused, the CPCA will consider whether business cases fulfil the role of a business plan, or whether a separate plan is required. Furthermore, the CPCA will ensure that these business plans (and business cases where relevant) are being reviewed and updated periodically, in line with each company's Shareholder Agreement.	Subsidiary company Boards	28/02/2023		High	Overdue	Business Plan completed for Growth co. PropCo1 Business Plan outstanding, and PropCo2 needs updating. Responsible Officer has been made aware.
68	Subsidiary Company Governance				The CPCA will establish a clear governance, reporting and oversight structure for its existing subsidiary companies. This will include the operational and financial performance reports which each company is required to submit to the CPCA, the required reporting frequency, and the forums responsible for scrutinising these reports. As part of this structure, the methods by which the Overview and Scrutiny Committee and the Audit and Governance Committee will fulfil their responsibilities in relation to these subsidiary companies will be established and implemented. Following this, the CPCA will ensure that reporting occurs in line with the structure and the required reporting frequencies for all companies and committees, with similar reporting requirements and governance processes established for all future subsidiary companies.	Interim DMO and Interim Head of Governance	28/02/2023	31/03/2023	High	Overdue	Cannot be in place until stakeholder committee-board meets. Meeting due to take place before end of March.
80	Data protection - Deep dive	23/11/2022			The Code of Conduct for Business Board Members, Committee or Sub-Committee Members will be updated to cover GDPR and Data Protection expectations. Following this, the Authority will ensure that the Code of Conduct is signed in a timely manner, with non-compliance being escalated accordingly.	DPO	30-May-23		Medium	Future	To be completed by May 2023 DPO to discuss who is actioning this
83	Data protection - Deep dive	23/11/2022			The Authority will ensure that as part of Member induction, data protection is covered. This will include gaining assurance that the Member has completed data protection training at their respective organisations.	DPO	30-May-23		Medium	Future	Code of Conduct forms and Member induction programme in time for council elections/changeover of councillors. DPO contacted all constituent councils to ascertain dates when their members had undertaken training. Most of the constituent councils carry out training for members. East Cambs sends training out to members but it is not mandatory. Fenland District Council have not carried out any training for a few years but it is planned to carry out training early in 2023.
94	Payroll	23/11/2022			A revised contract / letter of engagement with Azets will be agreed to include: • Key Performance Indicators; • Contract review meetings; • Contingencies / process in the event of poor performance from the provider; and • Processes to be followed in the event of payroll errors.	HR Manager	31/03/2023		Medium	Future	Letter has been written.
99	Payroll	23/11/2022			Payroll Reconciliation Working Papers will be independently reviewed monthly to ensure that the exercise is being appropriately undertaken. Furthermore, where variances are identified, these will be investigated and cleared within a timely manner.	HR Manager	31/03/2023		Low	Future	To be discussed with finance

103	Community Land Trust (CLT) - Advisory Review	08/11/2022		<p>Delivery and Oversight of the CLT support</p> <p>A) The CPCA should ensure that as part of its arrangements with ECH to provide support to CLT's on its behalf, clear oversight and monitoring mechanisms are established and complied with, to monitor the forms of support being provided to the CLT's by the ECH. This will include agreeing reporting requirements regarding the support provided to CLT's, including the required content of reports, the expected reporting frequency and the individuals/groups who will scrutinise these reports.</p> <p>B) The CPCA should also ensure that the responsibilities of the Residential Development Manager for monitoring the support provided by ECH will also be documented.</p> <p>C) Similarly, the CPCA should ensure that for any similar future projects, appropriate reporting and governance arrangements are established prior to the commencement of the project.</p>	Director of Housing/Director of Place and Connectivity	31/03/2023			Future	
104	Community Land Trust (CLT) - Advisory Review	08/11/2022		<p>Nature of support provided by CLT team</p> <p>D) The CPCA should review the agreement with ECH to make sure the nature and scope of support being offered to CLT's is clearly documented and has been formally approved by the CPCA Board, including the specific support which ECH can offer to CLT's on the CPCA's behalf.</p> <p>E) The CPCA should also assure itself that the forms of technical support which require further CPCA approval prior to being offered have been established, with a clear approval framework. Such support should then be approved in line with this, with compliance monitored by the CPCA.</p> <p>F) For any similar future projects, the CPCA should ensure that the remit of the project team, including the core activities to be delivered as part of the project, is formally documented and approved prior to commencement of the project. As part of this process, activities which require further approval and the respective approval requirements for these activities should be clearly identified and documented, with compliance appropriately monitored.</p>	Director of Housing/Director of Place and Connectivity	31/03/2023			Future	
105	Community Land Trust (CLT) - Advisory Review	08/11/2022		<p>Authority to provide statement of community benefits</p> <p>G) The CPCA should ensure that standard limitations are included on all documents issued on behalf of CLT's through the CPCA's support arrangements, which clearly state that the document does not constitute endorsement of the CLT or its planned schemes by the CPCA. These limitations should also clarify that the information contained within the document has been produced by the CLT itself, and that the CPCA was only responsible for generating a formal document reflecting this information.</p> <p>H) This principle regarding limitations should also be applied to all areas of the CPCA's work where the CPCA is generating documents on behalf of other organisations which do not reflect the views of the CPCA or constitute endorsement of the other organisation and its work.</p> <p>I) With regards to the Camps Field development, the CPCA should consider how it can best alleviate public concerns over whether it has endorsed the development, for example by clarifying that the benefits detailed within the Statement of Community Benefit were identified by the CLT and developer, and that the statement does not detail the community benefits which the CPCA itself expects to be delivered by the scheme.</p>	Director of Housing/Director of Place and Connectivity	31/03/2023			Future	
106	Community Land Trust (CLT) - Advisory Review	08/11/2022		<p>Public concern and calls for further investigation</p> <p>J)) As part of the CPCA's arrangements with ECH for ongoing support to CLT's, the CPCA should ensure that ECH have appropriate monitoring processes in place to scrutinise the schemes being delivered by CLT's, to ensure that these schemes are being delivered for the purpose of benefitting the Community, with meaningful community engagement being undertaken prior to decisions being taken.</p> <p>K) The CPCA should refer the remaining issues to appropriate bodies and Committees for further investigation and should share this audit and any other relevant information to support these investigations</p>	Director of Housing/Director of Place and Connectivity	31/03/2023			Future	