



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Audit and Governance Committee Action Log

Purpose: The action log records actions recorded in the minutes of Audit and Governance Committee meetings and provides an update on officer responses.

Minutes of the meeting 30th July 2021

| Minute | Report title | Lead officer | Action | Response | Status |
|--------|------------------------------------|--|---|---|--------|
| 2.4 | Chair's Announcements | Robert Parkin | Scope for the referral to consider the closure of the trading company One CAM would be brought to the Committee to consider | Report coming to September meeting | Closed |
| 4.11 | Combined Authority Update | Robert Parkin | The full scope of the governance review would be brought to the Audit and Governance Committee to ensure they were fully engaged. | Report coming to September meeting | Closed |
| 5.2 | Work Programming | Anne Gardiner | For future work programming items members requested that referrals could also be received from members of constituent councils. | Included in the updated Terms of Reference being brought to September meeting for Committee review. | Closed |
| 5.8 | Work Programming | Anne Gardiner | Updated work programme and terms of reference for the committee to be brought to the next meeting including the process for referrals. | Report coming to September meeting | Closed |
| 10.2 | Corporate Risk Register | Robert Parkin/Robert Fox | Error on Risk Register Dashboard to be rectified before being presented to the committee at next meeting. | Dashboard rectified | Closed |
| 10.3 | Corporate Risk Register | Robert Parkin/Anne Gardiner/Robert Fox | The residual risk for Climate Change should be considered by the CA Board at their next meeting to determine whether the significance of the risk had been properly calibrated. | Report due to go to CA Board in September – will include this recommendation from A&G | Closed |
| 11.6 | Appointment of Independent Persons | Robert Parkin/Anne Gardiner | The role description to recruit two Independent Persons be brought back to the next meeting for the committee to review. | Role description to be circulated to members prior to the September meeting | Closed |

| | | | | | |
|-----|-------------------------|------------------------|---|------------------------------------|--------|
| 6.2 | Annual Accounts and AGS | Jon Alsop/Robert Emery | Annual Accounts and AGS to be brought back to September meeting for sign off. | Report coming to September meeting | Closed |
|-----|-------------------------|------------------------|---|------------------------------------|--------|

Minutes of the meeting 25th June 2021

| Minute | Report title | Lead officer | Action | Response | Status |
|--------|--|--------------------------|---|---|--------|
| 6.2 | Internal Audit Progress Report | Daniel Harris (RSM) | Internal Auditors to include the current work programme in all reports. | Included in July 2021 papers and will be going forward. | Closed |
| 7.4 | Draft Statement of Accounts and AGS 2021 | Jon Alsop | Officers agreed to check what the increase in governance costs from £17k to £49k were. | Will update the Board at the meeting. | Closed |
| 8.7 | Treasury Outturn Report | Rob Emery | Breakdown summary of slippage requests to be provided to the committee. | Apologies to the committee, this will be provided ahead of the meeting. | Open |
| 10.5 | Climate Change Commission | Adrian Cannard | Terms of reference for the Climate Change Working group to be brought to the committee for consideration and to request that the working group advise how flooding considerations will be included within the recommendations of the group. | Report to come to November or January meeting | Open |
| 13.2 | Work Programme | Anne Gardiner/Rob Parkin | Briefing note on the background of the Trading Companies to be provided to members before the training session in September | Briefing Note provided to members before September meeting. | Closed |

Minutes of the meeting on 6th April 2021

| Minute | Report title | Lead officer | Action | Response | Status |
|--------|---------------------------|------------------|---|---|--------|
| 4.3 | Combined Authority Update | Rochelle Tapping | Business Board Chair to be invited to meet with committee once the Business Board had discussed the recommendation on amending the presumption of holding meetings in public. | The Business Board considered the recommendation from the Audit and Governance Committee at its meeting on 19 May 2021. Meeting to be arranged between Chair's to discuss outcome of CA Board discussion to report back to committee in September. | Closed |

Minutes of the meeting on 5th March 2021

| Minute | Report title | Lead officer | Action | Response | Status |
|--------|--|------------------|---|--|--------|
| 4.4 | Assurance Framework | Robert Parkin | A proposal outlining how the Combined Authority would address the oversight arrangements for Trading Companies going forward and demonstrate how these would be effective; drawing on real examples from Nottingham and Croydon Councils would be brought to the committee. | Report and Training Session on Trading Companies scheduled for September 2021 | Closed |
| 5.4 | Revision to Constitution – Housing Committee | Robert Parkin | Revision to Housing Committee remit to be included in annual review of constitution | Review of constitution is in progress. | Open |
| 8.2 | Information Governance Update | Rochelle Tapping | Officers to implement a process to enable experiences with ICT issues to be shared across the constituent councils of the Combined Authority | The CA have a new ICT provider SOCITM which has resolved the issues that had been experienced. Therefore the sharing of experience with other constituent councils was no longer required. | Closed |

Minutes of the Meeting on 2nd October 2020

| Minute | Report title | Lead officer | Action | Response | Status |
|--------|---------------------------|--------------|---|----------|--------|
| 7.3 | Combined Authority Update | Kim Sawyer | The Chief Executive to provide the Committee with regular updates on the working relationship between the Combined Authority and Greater Cambridge Partnership as part of the CAB updates | Ongoing | Open |