

<b>Agenda Item 3</b>	<b>Appendix</b>
<b>Minutes from Previous Meeting</b>	<b>A</b>

<b>Title:</b>	Minutes Action Log
<b>Report of:</b>	Edwina Adefehinti, Interim Chief Officer Legal and Governance & Monitoring Officer
<b>Lead Member:</b>	Councillor Edna Murphy, Lead Member for Governance
<b>Public Report:</b>	Yes

<b>Minute</b>	<b>Report Title</b>	<b>Lead Officer</b>	<b>Action</b>	<b>Response</b>	<b>Status</b>
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.	<p>The Deputy Monitoring Officer is taking a report to the March meeting of the Audit and Governance Committee along with a new conflict guidance which has already been drafted and discussed with the Executive team. The guidance will be taken to a Leaders' strategy meeting, Audit and Governance Committee and Audits in June 2023.</p> <p>Also, our internal auditors have been commissioned to audit the companies of the CPCA.</p> <p>Deep dive audit completed in draft form. Audit will be reported to A&amp; G and then CA Board in June and July.</p> <p>The MO will bring a report to the CA Board in January 2024.</p>	Open
333.	Mayor's Draft Budget and Mayoral Precept 2023-24 and 2023/24 Budget and Medium-term Financial Plan 2023 to 2027	Edwina Adefehinti / Alison Marston	The Deputy Mayor noted the Board's comments around the timing of the issuing of papers, and this might be something which could be picked up as part of future reviews of the Constitution, along with the request for more discussions.	<p>There is nothing further that can be added to the Constitution presently because a budget setting protocol is being developed by the Finance team. Once that is agreed and approved it can then be incorporated into the Constitution</p> <p>The Finance team have started to operate the budget setting process.</p>	Closed

Minute	Report Title	Lead Officer	Action	Response	Status
336.	Climate and Strategy Business Case January 2023	Steve Cox	Cllr Bailey asked for an agreed definition of net zero as there were variances in definition. She would also like to understand what monitoring would be put in place and where was the performance element.	<p>An explanation of net zero was discussed at the June Environment and Sustainable Communities Committee (ESC), the alignment of targets will be a theme for the Climate Summit on 9<sup>th</sup> November and reported back to ESC in January, ahead of the annual climate report to Board in March 24. Work is progressing to secure funds through CANNFUND, which covers the development of locally determined contributions.</p> <p>The Environment &amp; Sustainable Communities Committee will consider at its January meeting the outcome of a bid for Innovate UK funding for a project on assessing Locally Determined Contributions to Net Zero. Progress towards Net Zero emissions at the Combined Authority geographic scale is one of the Corporate KPIs that is reported to Board (noting that the data is updated and published by government on an annual basis).</p>	Open
367	Combined Authority Monthly Highlights Report: February 2023	Rob Bridge	The Chair of the Business Board noted that Cambridgeshire and Peterborough had not been included in the twelve areas identified in the Budget for investment zones. The newly appointed Executive Director for Economy and Growth had been involved in work around this in previous roles, and the Interim Chief Executive suggested an early discussion with the Board to inform what would be a substantial piece of work.	Discussions continue. It is clear that a great deal remains to be resolved around that announcement and future discussions will need to keep this concept in play.	Closed
<b>Annual General Meeting 31 May 2023</b>					
12	Calendar of Meetings	Edwina Adefehinti / Alison Marston	Members asked for the calendar to be compiled earlier in future as other constituent authorities plan some work around these dates. They also reiterated the desire for varying venues to be used for Board meetings, providing those venues were accessible for those using public transport.	Democratic services will contact constituent councils at the relevant time to collate dates. 2024/25 Committee calendar will be brought to CA Board in January 2024.	Open

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<b>Ordinary Meeting 31 May 2023</b>					
10	Additional CPCA equity investment into Peterborough HE Property Company Ltd	Richard Kenny	<p>Councillor B Smith asked whether Anglia Ruskin University will be investing the capital receipt from the sale of the building students are being relocated from. Officers confirmed they would make enquiries.</p> <p>Councillor Murphy queried around the timelines for students and the opening of new areas at the university. Officers agreed to bring an update to Board giving more details of the overall university project.</p>	<p>ARU has confirmed that it is their intention to reinvest capital receipts in the ongoing development of the University.</p> <p>Updates were taken to Skills and Employment Committee on 6 November 2023 and to Business Board on 13 November 2023</p>	Closed
<b>Meeting 26 July 2023</b>					
8	Budget Update Report	Nick Bell	Cllr B Smith requested that officers bring a report to a future meeting giving an update on the Cultural Strategy.	This will be included on the Board forward programme in due course.	Open
12	Corporate Performance Report – 2023/24 Baseline	Kate McFarlane	There is currently no mention of reporting on progress on the recommendations of the Independent Climate Commission: Members requested this to be included. Officers confirmed this can be considered under the priority activities.	Performance reporting against KPIs has started at the Corporate level. The intention is to phase the roll out of quarterly Thematic Performance Reports to the relevant thematic committees.	Closed
<b>Meeting 20 September 2023</b>					
8	Improvement Plan Update	Angela Probert	The Mayor drew attention to the significant amount of time the Board Members are being asked to give for development. Whilst they are keen to engage, the amount of hours requested over a relatively short period of time is significant. Officers confirmed they would look at how that could be better organised, taking into account the other commitments all the Board Members have.	Development activity being arranged will take account of Board Members commitments	Closed
9	Budget Update Report	Nick Bell	As the costs of Civil Parking Enforcement are understood to have gone up considerably, a query was raised regarding the Combined Authority's £150k contribution and whether that will be increased. Officers confirmed that there are two separate budgets, one for the roll-out and legal work and one for implementation. It is the implementation costs that may go up, further detail will be acquired and sent to the Members.	An email was sent to clarify the position on funding of Civil Parking Enforcement directly to Councillor Boden on 13 October 2023	Closed

Minute	Report Title	Lead Officer	Action	Response	Status
10	Corporate Strategy & Medium-Term Financial Plan Refresh Process	Nick Bell	It was noted that it should be the Board Members, not the Leaders who submit alternative budget proposals (to be amended in the high-level overview).	This has been amended in the high-level overview.	Closed
13	Performance Management Framework and Corporate Performance Report Q1 2023-24	Kate McFarlane	Members requested detail to be included in the future specifying which period is addressed as "current".	Included within reporting for Q2.	Closed
14b	Members Access to Information	Edwina Adefehinti	The proposal was put forward that a register could be established of which documents were not available to Members and reasons why; to give reassurance that the process was being undertaken properly. The possibility that this register in itself would also be open to abuse and would be difficult to put into practise without identifying the confidential issues. Officers agreed to explore options around the idea and to prepare a briefing note for the Board Members.	Briefing note sent to members on 28 <sup>th</sup> September 2023 by email advising how the register of undisclosed documents will work.	Closed