



# Combined Authority Board

Agenda Item

# 1

**31 May 2023 – Annual Meeting**

Title:	Minutes Action Log
Report of:	Edwina Adefehinti, Interim Chief Officer Legal and Governance & Monitoring Officer
Lead Member:	Lead Member for Governance
Public Report:	Yes

Minute	Report Title	Lead Officer	Action	Response	Status
199. and 200.	Appointment of the Overview & Scrutiny Committee 2022/23 Appointment of the Audit & 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.  Correspondence sent to DLUHC, awaiting response.	Open
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 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.  Also, our internal auditors have been commissioned to audit the companies of the CPCA.  Deep dive audit completed in draft form. Audit will be reported to A& G and then CA Board in June and July.	Open
291.	Mayoral Decision Notice MDN40-2022 Adult Education	Fliiss 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	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

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	Budget Contract Awards 2022-23		in different parts of the CPCA area and the skills needs of business.	07.03.23: A prototype employment and skills Constituent Council Profile is under-development, piloted for Fenland and East Cambridgeshire. A draft will be shared w/c 13 March to the two Districts for comment. This will ensure we co-design the District Profile with constituent councils and gather feedback from colleagues to ensure they are fit-for-purpose. The template will be updated accordingly. To note that the Annual Population Survey data for January-December 2022 is expected to be released on 18 April 2023. This will be incorporated into the District Profiles to ensure currency with the latest employment data release. Therefore, all District and Unitary Council Profiles are scheduled for release by 30 April 2023.	
303.	Budget Monitoring Report	Jon Alsop / Rob Emery	Officers offered a note outside the meeting on the grants referenced at section 3.7.	A note has been drafted and will be circulated to Board Members ahead of their May meeting.	Open
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.	A report following a review of the CPCA;s procurement process will be taken to the Audit and Governance Committee on 9 June 2023.	Open
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 to the TIC in June and subsequently to Board in July.	Open
323.	University of Peterborough - Proposal to offer a loan to R&D Company 2 Delivering the University Phase 2 Building	Edwina Adefehinti / Alison Marston	To consider a visit to the University of Peterborough by Board members and holding a future Combined Authority Board meeting at the University.	Portable webcasting kit can be utilised in order for CA Board meeting to be held at UP. Looking at meetings later in the municipal year so that this can be scheduled.	Open
333.	Mayor's Draft Budget and Mayoral Precept 2023-24 and 2023/24 Budget	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	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	Open

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	and Medium-term Financial Plan 2023 to 2027		part of future reviews of the Constitution, along with the request for more discussions.		
336.	Climate and Strategy Business Case January 2023	Steve Cox  Steve Cox	Cllr Boden asked that all proposed expenditure on climate-related objectives should be quantified in terms of the cost per tonne of CO2E being saved.  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.	The existing procedure for the development of Business Cases requires a climate assessment. Expenditure on specific climate-related objectives will be quantified in terms of cost of CO2E saved where that is available.  A description of Net Zero will be reported to E&SC Committee and will include proposals for performance monitoring.	Open  Open
367	Combined Authority Monthly Highlights Report: February 2023		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.	Open
368	Budget Monitor Report March 2023	Nick Bell	Councillor Bailey noted that two months after setting a budget that included a Mayoral precept the CPCA was looking at a budget variance of £23.4m. She asked whether the bus services which had been tendered within the budget were included specifically within the bus budget or whether it was general budget slippage that might be paying for re-tendered bus services. The Executive Director for Resources and Performance stated that only c£169k of revenue finance had been available to support bus services as most of the revenue underspend was in the form of ring-fenced grants and so not	A note has been drafted and will be circulated to Board Members ahead of their May meeting.	Open

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			available to support bus services. Officers would provide a note on the second point.		
370	Improvement Plan Update	Angela Probert	The Mayor endorsed Board members' wish to acknowledge the significant amount which Lord Kerslake had done during his short period at the helm of the IIB and would write on behalf of the Board to thank him.	The Mayor will write to Lord Kerslake to acknowledge and thank him for his contribution	Open
382	Local Transport and Connectivity Plan	Tim Bellamy	Councillor Bailey asked for a response outside of the meeting on what was happening with the loss of the Lynn Road cycling lane.	Officers have enquired on the status of Lynn Road cycling lane with County Council officers. This, alongside a number of key issues will form part of the ATE visit on 21st June whereby the CPCA and constituent Councils can demonstrate the need for continued funding for active travel for the whole of the region	Open
397	Delegations to Officers	Edwina Adefehinti	The Statutory Deputy Mayor commented that a delegation was being sought so that decisions regarding the CPIER could be made in a timely way. There was nothing in the recommendations to preclude a Member workshop being arranged, and asked that this request should be noted.	A workshop will be considered as part of the general development sessions being organised or members.	Open