

Agenda Item 3	Appendix
Minutes from Previous Meeting	A

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

Minute	Report Title	Lead Officer	Action	Response	Status
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& 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
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.	Closed

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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.	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 The Finance team have started to operate the budget setting process.	Open
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.	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 th 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.	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
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.	In July 23 the Board approved funding for the refresh of the CPIER, to be known as the State of the Region and the development of a shared Vision for Cambridgeshire & Peterborough as a Place. The State of the Region will provide a comprehensive evidence base upon which to build future Strategies and policies. The development of a shared Vision will be taken forward through engagement with Board Members and stakeholders. This will include workshop sessions.	Closed

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Annual General Meeting 31 May 2023					
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.	Open
Ordinary Meeting 31 May 2023					
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 invested capital in Phase 1 upfront to cover the transfer of additional activity from Guild House.</p> <p>A detailed update on progress with the development of ARU Peterborough will be brought to the next CA Board meeting on 29 November.</p>	<p>Closed</p> <p>Open</p>
Meeting 26 July 2023					
7	Chief Executive Highlights Report	Rob Bridge	<p>It would be helpful for Members to see the Local Evaluation Framework that was submitted to SQW as the first stage of the Gateway Review. Officers confirmed that this would be shared with Board Members.</p> <p>An update on liaison with the Greater Cambridge Partnership would be good to be included in this report.</p>	<p>LEF shared with Board Members with some additional background information on 4 August 2023.</p> <p>Included in September report.</p>	<p>Closed</p> <p>Closed</p>
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

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9	Procurement Review	Nick Bell	<p>The Contract Procedure Rules (appendix 5) has multiple references to a guidance document that was not included in the agenda pack. Officers confirmed that the guidance document has not been finalised yet but can be brought back to the next meeting for approval.</p> <p>A central register for waivers was requested for transparency and agreed by officers.</p>	<p>Guidance document included on the agenda for the CA Board meeting on 20 September 2023.</p> <p>Waivers can be viewed on the public Contracts register which can be accessed via this link</p>	<p>Closed</p> <p>Closed</p>
12	Corporate Performance Report – 2023/24 Baseline	Kate McFarlane	<p>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.</p>	<p>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.</p>	Closed