



## Combined Authority Board – Minutes Action Log

Purpose: The action log contains actions recorded in the minutes of Combined Authority Board meetings and provides an update on officer responses.

Minute	Report title	Lead officer	Action	Response	Status
167.	2022-23 Financial Strategies	<del>Alan Downton</del> Roger Thompson/ Steve Clarke	Officers were asked to produce a table for schemes managed by the Business Board and how these were meeting the CPCA's growth ambitions, for example number of apprenticeships and new jobs created/ business start-ups etc.	Overview report being produced by Officers and will be shared with Members before end of October.	Open

Minute	Report title	Lead officer	Action	Response	Status
199. and 200.	Appointment of the Overview and Scrutiny Committee 2022/23  Appointment of the Audit and 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.	Open
220.	Forward Plan	<del>Alan Downton</del> Roger Thompson/ Steve Clarke	An informal discussion was proposed around regional partnerships, the Business Board's status as either a LEP or a growth board and the number of elected members appointed to the Business Board.	A review of the Business Board is currently being completed – that report will be shared with Members when completed. A joint Combined Authority board and Business Board meeting on 7th Dec will discuss this report findings further. An integration plan for the Business Board must be produced for DLUHC which will need board approval in January – the Review and the draft integration plan will be tabled for discussion with Leaders ahead of approval in January.	Open
226.	Budget Monitor Report July 2022	Jon Alsop/ Rob Emery	Officers undertook to discuss with the external auditor how negative slippage was presented.	EY respond on 31 <sup>st</sup> August and expressed the view that, if the narrative provided alongside the tabular outturn report explains the use of 'negative slippage' then this does enable Member understanding, and that the narrative description is therefore key to supporting a purely numeric table. They concluded that <i>"If sufficient narrative is provided to enable understanding of the table, and then questions, then we don't have any concerns per se."</i>  As both material items of 'negative' slippage were explained in the body of the report (see paras 4.9 and 4.5), and in the explanations for each project in appendix 4, it is Officers' opinion that sufficient	Closed

Minute	Report title	Lead officer	Action	Response	Status
				narrative was provided to clearly explain the use of 'negative slippage' in the table.	
228.	Improvement Framework	Jodie Townsend	A specific discussion around the governance report was requested.	Discussion to take place with Cllr Herbert regarding format of briefing (separate session via Teams) and date to be included in diary for September.	Open
		Gordon Mitchell/ Martin Jaynes	The Interim Chief Executive offered the Board an update the following week summarising the current position in relation to filling vacancies.	In progress, and an update is planned to be issued to Board Members this week.	Open
230.	Active Travel (Cambridgeshire)	Jodie Townsend	A Member suggested that the four shared priorities of the CPCA, the Cambridgeshire and Peterborough Health and Wellbeing Boards and the Integrated Care System should be referenced in CPCA reports.	This will be considered as part of the review of report templates recommended by the Governance Review.	Open
		Directors	A Member suggested a focused piece of work around rural issues.	To be progressed.	Open
234.	Member/ Officer Protocol	Jodie Townsend	Officers would raise with IT the issues reported by two Members in opening some attachments sent to their home authority email address by the CPCA.	Issue raised with IT, awaiting response.	Open
		Jodie Townsend	Officers undertook to clarify baseline security requirements around the use of email, and to confirm whether email protocols approved by constituent councils were considered to meet CPCA email security requirements.	Engagement with IT has taken place, IT are drawing up guidance for issuing to Members.  IT requested to draft initial process/ policy for consideration of suitability of email addresses	Open

Minute	Report title	Lead officer	Action	Response	Status
235.	OneCAM Ltd Audit report	Edwina Adefehinti/ Jodie Townsend	To clarify the process for referring matters to the Audit and Governance Committee as part of the planned review of the Constitution.	The constitutional review is ongoing as part of the improvement plan. There is a timetable that will be agreed by Members through Cllr Edna Murphy. As part of the review, a process for referring matters to A&G will be written and brought to the CA Board for approval.	Open
		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 intends to take a report to the September meeting of the Audit and Governance Committee.	Open
246.	Minutes – 27 July 2022	Gordon Mitchell/ Edwina Adefehinti	To check the recording of the meeting and the process for the production of the minutes in the light of comments from Members.		
250.	Multiply – The Approach to Programme Delivery	Fliss Miller	A Member asked whether there was any data behind why some areas had experienced a greater decrease in the number of learners and the reasons behind this. Officers offered a written response outside of the meeting.		