



## Overview and Scrutiny Committee Action Log

Purpose: The action log records actions recorded in the minutes of Overview and Scrutiny Committee meetings and provides an update on officer responses to those outstanding.

### Minutes of the Meeting 18<sup>th</sup> September 2023

Item	Report title	Lead officer	Action	Response	Status
5.4	Performance Framework	Jules lent	Officers to check the data provided for the bus reform rag rating and provide feedback to members.	<p>The data from the Most Complex Projects and Programmes Report comes from monthly Highlight Reports. Following a review of the report we are confident the Green RAG rating is correct.</p> <p>The Bus Reform programme of work is on-track, with the next significant milestones, to complete an external audit of the business case, being agreed by the CPCA Board at their meeting in September. The auditor has been appointed and work in the audit is on-track to feed into further board recommendations in January 2024. While there remains a significant programme of work to undertake and important decisions to be made, the work is being progressed and risks are being managed. This position will be kept under review as part of the reporting of progress.</p> <p>There is an item on the Audit &amp; Governance agenda on 17 November where the latest position will be set out in greater detail.</p>	CLOSED
6.4	Improvement Framework	Chris Bolton	Officers to circulate the risk appetite report to members.	Risk Appetite slides circulated on the 28 <sup>th</sup> September to Committee	CLOSED

		Steve Cox	Officers to provide a response to the Committee on whether the CA was signed up to the Plain English Campaign.		OPEN
8.4	Increased Connectivity	Tim Bellamy	Officers agreed to look into the national context of the e-scooters and whether this was a nationwide issue and feedback to Committee.		OPEN
14.4	Work Programme	Anne Gardiner	Scrutiny Officer to look into options for how best to manage the scrutiny of the CA Board agenda and the forward plan.	A scoring matrix was presented to the Committee at the informal O&S session on the 1 <sup>st</sup> November. Officers received feedback and will look to implement a process for the new municipal year	CLOSED

### Minutes of the Meeting 19<sup>th</sup> June 2023

Item	Report title	Lead officer	Action	Response	Status
8.8			An analysis of required officer support for the delivery of Option A be undertaken and reported to the Independent Improvement Board, along with a proposal to strengthen officer support to the scrutiny function, noting future English Devolution Accountability Framework requirements	Officer support capacity to be monitored as the new processes are implemented	Ongoing
			The Improvement Plan Highlight Report be presented to each informal scheduled supporting scrutiny meeting for review to help direct focus and challenge at subsequent OSC meetings	Workstreams from the Improvement Plan have been added to the work programme	CLOSED

### Minutes of the Meeting 20<sup>th</sup> March 2023

Item	Report title	Lead officer	Action	Response	Status
5	Improvement Framework	Angela Probert	The Interim Programme Director to send an update to the Committee to address the points raised in the meeting and provide more detail on the following:	Ongoing	Open

			<ul style="list-style-type: none"><li>• Transport Schemes</li><li>• IT and software requirements</li></ul> Communications and the building of an effective public relations and influencing delivery operation.		
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