



# Combined Authority Board

Agenda Item

**3**

**26 July 2023**

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.  DLUHC responded on 22 <sup>nd</sup> June 2023 confirming they are unable to give legal advice and referring to available legislation.  MO wrote back on 23 <sup>rd</sup> June to ask whether government would consider new legislation. Response not yet received.	Closed
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,	Open

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				<p>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>	
291.	Mayoral Decision Notice MDN40-2022 Adult Education Budget Contract Awards 2022-23	Fliss 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 in different parts of the CPCA area and the skills needs of business.	<p>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.</p> <p>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.</p> <p>18.07.23 A report on District and Unitary Employment and Skills Profiles was presented to the Skills and Employment Committee on 3 July 2023.</p>	Closed
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 July meeting.	Closed
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	The usage of Soham Station was provided to the TIC meeting on 14th June – subsequent updates will be	Closed

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			which had been requested by the Transport and Infrastructure Committee.	provided to TIC and Board from the ORR statistics and the Greater Anglia ticketing information.	
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.  Member induction took place at UoP on 22nd June and toured UoP on the day. Also, Business Board members held the 2023 AGM at the UoP.	Closed
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	Open
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.	Closed  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	A note has been drafted and will be circulated to Board Members ahead of their July meeting.	Closed

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			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 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 wrote to the late Lord Kerslake to acknowledge and thank him for his contribution	Closed
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. Email sent to Board Members 24 May 2023.	Closed
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
<b>Annual General Meeting 31 May 2023</b>					
8	Appointment of the Overview and Scrutiny Committee	Edwina Adefehinti	Members asked for further clarity regarding the calculations of proportionality and the subsequent allocations to constituent councils. Officers agreed to circulate the details of the process to Board	The Monitoring officer sent an email to the Board on 30 May 2023 confirming how seats are allocated in the CPCA. The Executive Director for Resources and performance also wrote to Cllr Bailey on 12 June 2023.	<b>Closed</b>

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			Members and to include the Members in discussions of the allocations during the appointment process in the future.		
11	Audit and Governance Annual Report		After many weeks of hard work to get to the bottom of them, Councillor Bailey had highlighted breaches of governance relating to the procurement of bus services; a response from officers is requested to explain why the Audit and Governance Committee were not notified, and how there can be assurance it will not happen again.	The correct forum for dealing with the matter was through the relevant HR procedures following investigation, as it was an employment issue. A report was taken to Audit and Governance following investigation into the matter. Learning from the investigation has been taken on board which resulted in PWC conducting an independent review of the procurement function of the CPCA, following which clearer guidance and Procurement and Contract Rules have been produced.	Closed
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
<b>Ordinary Meeting 31 May 2023</b>					
1	Combined Authority Monthly Highlights Report	Ed Colman	Councillor B Smith asked for a standing item to be added to the agenda for future Board meetings to update on the Oxford to Cambridge Pan Regional Partnership.	A standing item on the Oxford to Cambridge Pan Regional Partnership has been added to the Chief Executive's Highlights report.	Closed
2	Budget Outturn Report	Nick Bell	Councillor Bailey queried the negative expenditure of £25k on the contribution to the A14 upgrade and asked if the Combined Authority were given the same opportunity as East Cambridgeshire District Council who paid off a capital sum. Officers will provide confirmation.	A note has been drafted and will be circulated to Board Members ahead of their July meeting.	Closed
10	Additional CPCA equity investment into Peterborough HE Property Company Ltd	Richard Kenny	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.		Open

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			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.		