



## 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
4.	Membership of the Combined Authority	Robert Parkin	Cllr Boden asked that the proposals to amend the Constitution to enable a Non-Statutory Deputy Mayor to be appointed from the membership of the Combined Authority Board to be circulated at the earliest opportunity to allow Board members and their legal advisers to review them.	<p>A paper will be brought to a future Leaders' Strategy meeting which sets out any proposed changes to the Constitution.</p> <p>This will be released early to enable Members to review in full.</p>	Open

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12.	Calendar of Meetings 2021/22	Robert Parkin	Cllr Herbert asked for better agenda management to reduce the length of Board meetings.	Business is put to the Combined Authority Board at the request of Directors. The governance team seek to manage business away from the Combined Authority Board where appropriate, however a change to the amount of business to the Combined Authority Board will depend upon a review of the overall governance arrangements which will be brought to a Leaders' strategy meeting.	Open
49.	Performance Report and Devolution Deal Update	Paul Raynes	Officers were asked to look at how differences in performance within different areas within the Combined Authority's geography could be expressed in future reports.	09.08.21: Officers will consider this, as a refreshed format of the Performance Report is identified for the future.  11.11.21: A refreshed format of the Performance Report will be proposed at the January Board alongside the new Business Plan.	Open
49.	Performance Report and Devolution Deal Update	Paul Raynes	Officers were asked to produce a fuller description of progress to date against Devolution Deal commitments before the end of the year, to be considered either by the Board or at a Leaders' strategy meeting.	09.08.21: Officers will consider this, as a refreshed format of the Performance Report is identified for the future.  11.11.21: The next Devolution Deal update is due in January 2022.	Open
49.	Performance Report and Devolution Deal Update	Paul Raynes	Officers were asked to include a forward forecast/projection in future reports.	09.08.21: Officers will consider this, as a refreshed format of the Performance Report is identified for the future.  11.11.21: A refreshed format of the Performance Report will be proposed at the January Board alongside the new Business Plan.	Open

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49.	Performance Report and Devolution Deal Update	Paul Raynes	Officers to update the section on health to reflect the current position in relation to integrated working between health and social care in future reports.	09.08.21: This will be reviewed closely, during the next update of the Devolution Deal report in January 2022.	Open
71.	Forward Plan	Eileen Milner/ Rowland Potter	Councillor Bailey noted a delay in some cases between decisions going to executive committees and then been brought before the Board where this was required. She gave the example of the report on Cambridge South Station. The previous Chief Executive undertook to look into this.	23.11.21: In the instance raised this item was one of governance relating to compliance with the Forward Plan requirement of 28 days of notice, together with a matter relating to the budget commentary. This has now been resolved and is contained for conclusion within the budget report at November Board.	Completed
73.	Peterborough Station Quarter	John T Hill/ Rowland Potter	Cllr Nethsingha suggested that it would be helpful for the Mayor to write to Government seeking clarity around the future of Levelling Up Funding and other funding opportunities as it would be useful to have a longer-term indication of likely funding. The Mayor stated that he would work with officers and the Department for Transport on this.	23.11.21: a letter has been drafted and sent to the Department for Transport seeking guidance.	Completed

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75.	iMET Opportunity and Combined Authority Accommodation Needs	Eileen Milner	Following discussion around the possible availability of office space within the estates of constituent councils and public sector partners the previous Chief Executive suggested a discussion on this should take place with the outcome brought to the Board for consideration.	23.11.21: A draft strategy and options have been prepared. The options, which each involve possible co-location with a partner council, are going to be evaluated against value for money tests and in consultation with our staff. We expect a preferred option to emerge early in the new year, with the expectation of the CPCA taking up occupation of a new office base early in the next financial year.	Completed
75.	iMET Opportunity and Combined Authority Accommodation Needs	Eileen Milner	Cllr Smith asked for a discussion outside of the meeting around the iMET clawback provisions to ensure that the same situation did not arise again. The previous Chief Executive stated that officers would circulate a briefing paper to Board members setting out the position as this issue pre-dated the establishment of the Business Board and Combined Authority. It could then be discussed at a Leaders' strategy meeting to look at how this would be taken forward.	23.11.21: Officers took a detailed lessons-learned paper to the Leaders Strategy Meeting on 21 <sup>st</sup> October 2021. Cllr Nethsingha recommended that the paper be referred to the Audit and Governance Committee.	Completed

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86.	Local Assurance Framework Annual Review	Jon Alsop/ Robert Parkin	In future iterations: <ul style="list-style-type: none"> <li>1. Expand the reference to portfolios in the final paragraph of paragraph 3.2.</li> <li>2. Remove tracked formatting changes so that substantive changes are more easily identified.</li> </ul>		Open
87.	Budget Monitor Update	Rowland Potter/ Oliver Howarth	Councillor Bailey commented that she would like to see the Bus Task Force re-instated. The Mayor stated that this could be discussed at a future Leaders' strategy meeting.		Open
88.	Implementation of the revised Affordable Housing Programme	Eileen Milner/ Roger Thompson	The Mayor indicated that he was open to the suggestion of an independent review of what had happened previously in relation to the Affordable Housing Programme and potentially obtaining some independent advice on how to move forward with housing policy and delivery going forward, but that this was something he would want to discuss with the new Chief Executive.	23.11.21: The Director of Housing and Development to bring forward some thoughts based on engagement with Homes England and consideration of what is happening in other localities, with thoughts and options around what the future CPCA role in Housing could be. It is intended to engage in consultation with our partner councils to support this.	Completed

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92.	ZEBRA Phase 2	Rowland Potter	The Mayor stated that he would be happy for a joint letter from himself and the Lead Member for Public Health to be sent to Ministers on this issue. He would also be happy to raise it with his mayoral colleagues.		Open
96.	Intra-Group Agreement between the CPCA and Cambridgeshire and Peterborough Business Growth Company Ltd (Growth Co)	John T Hill/ Jon Alsop/ Robert Parkin	Officers confirmed that there was no strategy at present to ensure that none of the CPCA's subsidiaries made a profit and so became liable to corporation tax. The Director of Business and Skills would look at this with the Chief Finance Officer and Monitoring Officer.	08.11.21: A report to be produced before January Board meetings.	Open
102.	Minutes – 29 September 2021	Robert Parkin/ Richenda Greenhill	To make a number of factual corrections to comments made by Cllr Bailey.	01.11.21: Corrections made.	Completed

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105.	Future Proposals for OneCAM Ltd and the Local Transport Plan Refresh	Kim Sawyer/ Robert Parkin	Cllr Bailey commented that she had not yet received the paperwork she requested in July around the decision to cease the CAM programme. Cllr Bailey asked that this information should also accompany the associated referral made by herself and Cllr Fuller to the Audit and Governance (A&G) Committee. The Monitoring Officer undertook to provide a written explanation to the Board around the reason for this delay and to make sure the information was provided, including to A&G.	23.11.21: The information has now been provided – including to the internal auditor - together with an explanation to the CA Board on the delay, together with lessons learned.	Completed
		Kim Sawyer/ Rowland Potter	Cllr Bailey asked for sight of the paperwork relating to innovative approaches to transport delivery in the West Midlands, referenced at paragraph 3.4 of the report.	23.11.21: The Mayor and Combined Authority officers have been working closely with Coventry City Council in relation to the development of Coventry Tram and its innovative track design, with potential uses across Cambridgeshire and Peterborough to be considered for future development. Links below: <a href="#">Very Light Rail</a> , <a href="#">Coventry's Affordable Very Light Rail Track Unveiled</a>  There has also been engagement in regard to Revolution Very Light Rail and its potential opportunities across our region: <a href="#">Research - University of Warwick</a>	Completed

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		Kim Sawyer/ Robert Parker	The Monitoring Officer undertook to confirm whether there were any onward costs associated with the rescinding of job offers.		
106.	Bus Service Reform	Kim Sawyer/ Rowland Potter/ Oliver Howarth	Councillor Fuller commented that he had raised a question around fully costed proposals for bus service improvements in St Ives at a Leaders' strategy meeting, but so far had received no response. The Mayor offered his apologies if the requested information on St Ives had not been provided and asked that officers should resolve this.	11.11.21: Cllr Fuller advised that it has been established that this refers to a Cambridgeshire County Council/ Huntingdonshire District Council project to upgrade bus infrastructure in St Ives, and not to a Combined Authority project.	Completed

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		Rowland Potter/ Emily Martin	Cllr Fuller commented that a quote attributed to the Mayor in a local publication had wrongly stated that one of Huntingdonshire District Council's (HDC) committees would be reviewing responses to a wider St Ives Transport Study, whereas HDC was in fact a member of the consultation group. The Mayor stated that he was happy to clarify the reference to HDC and for this to be corrected if needed. Councillor Fuller asked to be copied into any correction.	23.11.21: A press statement has been drafted and shared with Cllr Fuller and will be published on the morning of 24 November 2021.	Completed