



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, Monitoring Officer	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, Monitoring Officer	Cllr Boden asked that a future Board meeting be held in Wisbech and that future Board meetings should start at 10.00am rather than 10.30am. There was no dissent.	Officers continue to search for suitable venues for meetings and are looking at options in Wisbech.	Open
12.	Calendar of Meetings 2021/22	Robert Parkin, Monitoring Officer	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
19.	Appointment of Chief Executive	Robert Parkin, Monitoring Officer	The Monitoring Officer undertook to share with the Board the documentation around the decision to keep the name of the preferred candidate exempt at this time.	20.07.21 The process of review has now completed, and a narrative will be provided to members of the board.	Open

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45.	Forward Plan	Robert Parkin	A report of the format of Business Board meetings would be added to the Forward Plan.	10.08.21: A report had been added to the Forward Plan to go to the Combined Authority Board on 29 September 2021.	Closed
45.	Forward Plan	Robert Parkin	To annotate the Forward Plan published with Combined Authority Board reports to show changes from the previous iteration.	29.07.21: This format will be used in future.	Closed
48.	Appointment of Independent Remuneration Panel to review the Members' Allowance Scheme	Robert Parkin	The Mayor agreed that this report would be brought to the next meeting.	10.08.21: This report has been added to the Forward Plan for 29 September 2021.	Closed
49.	Performance Report and Devolution Deal Update	Paul Raynes/ Roberta Fulton	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.	Open
49.	Performance Report and Devolution Deal Update	Paul Raynes/ Roberta Fulton	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.	Open
49.	Performance Report and Devolution Deal Update	Paul Raynes/ Roberta Fulton	Officers were asked to include a forward forecast/ projections in future reports.	09.08.21: Officers will consider this, as a refreshed format of the Performance Report is identified for the future.	Open

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49.	Performance Report and Devolution Deal Update	Paul Raynes/ Roberta Fulton	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.	Open
51.	Angle Holdings: Directorship	Robert Parkin	To review the conventions around Board members leaving the meeting room for items other than those in which they have a disclosable pecuniary interest.		
53.	Budget Monitor Update	Jon Alsop/ Directors	To have a clear definition in future reports about what geographical areas are covered when references is made to the Fens or to the north of the Combined Authority area.	10.08.21: This has been noted by officers.	Open
54.	Zero Emission Bus Regional Areas (ZEBRA) Phase 2	Paul Raynes/ Rowland Potter	The Deputy Mayor asked that the Combined Authority should investigate opportunities for the re-location of Stagecoach with some urgency and to look at how all bus operators could benefit from in-road charging and wireless charging for electric buses.	09.08.21: Officers are engaging with Peterborough City Council officers on Peterborough's future transport strategy and will revive previous conversations on this as part of that.	Closed
60.	Digital Skills Bootcamps	John T Hill/ Fliss Miller	To share the evaluation data with the Business Board when this project was completed in 2022 to inform future work.	12.08.21. This has been added to the Business Board agenda plan following the completion of the project in March 2022.	Closed

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62.	Active Travel Management	Paul Raynes/ Rowland Potter	Officers were asked to ensure that bids were drawn up in consultation with the district and city councils within the county council's area.	09.08.21: This is being actively pursued.	Closed