



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Agenda Item 1.3 - Appendix 1

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 | 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. | An overview of Business Board funded projects has been provided to the Board. | Closed |

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| 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 | 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 and that report will be shared with Members when completed. A joint Combined Authority Board and Business Board meeting on 7 December 2022 will discuss the report findings. An integration plan for the Business Board must be produced for DLUHC which will need Board approval in January 2023. The Review and the draft integration plan will be tabled for discussion with Leaders ahead of approval in January. | Open |
| 228. | Improvement Framework | Jodie Townsend | A specific discussion around the governance report was requested. | Discussion took place with Cllrs Herbert and Murphy on 3 November 2022 regarding how review of governance feeds into improvement plan and how items not covered in improvement plan are being addressed. | Closed |
| 228. | Improvement Framework | 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. | A verbal update was provided in relation to vacancies at the October Board meeting and this item is now closed. | Closed |

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| 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. | Closed |
| 230. | Active Travel (Cambridgeshire) | Steve Cox/ Tim Bellamy | A Member suggested a focused piece of work around rural issues. | A review of the active travel provisions and feasibility within our rural areas will be progressed following the employment of an Active Travel Advocate and on receipt of funding from Active Travel England – we are awaiting confirmation of the funding. Active Travel England (ATE) have outlined that the focus of their next tranche of funding will be on rural areas and assistance/ guidance will be updated accordingly. The Head of Transport is liaising with Sustrans and ATE on how this guidance will be implemented at a local level. | Closed |
| 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. | Closed |
| | | 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 being chased for further response. Initial response is that email protocols approved by constituent councils would meet CPCA requirements. Matter to be fed into Standards element of Constitution development work being undertaken | Closed |

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| | | | | by Constitution Group as part of Improvement Project. | |
| 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. | 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 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. | A correction was made to the minutes and this item is now closed. | Closed |
| 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. | This will be covered in the Adult Education Budget (AEB) Annual Report which is scheduled to be taken to the Skills Committee in January 2023. | Closed |
| 268. | Budget Monitor Report October 2022 | Steve Cox/ Tim Bellamy | A written response would be provided in relation to the queries raised on the TING service, and a report would be brought to the Board via the | A summary of the position on demand responsive transport was presented to the Transport and Infrastructure Committee on 16 November 2022. This has been called in. A further paper will be provided to Board ahead of the decision around | Closed |

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| | | | Transport and Infrastructure Committee. | <p>Year 2 and 3 of the demand responsive transport. In addition, an informal non-decision-making meeting is scheduled for 24th November where consideration around DRT, buses and the wider transport strategy will be discussed.</p> <p>Further information has been provided to Cllr Boden and other Board members on the TING service.</p> | |
| 270. | Emerging Bus Strategy | Steve Cox/ Tim Bellamy | Asked for more information on how the CPCA had engaged with and sought to influence Stagecoach on changes to subsidised bus services which they did not believe should have been made without consultation. | The transport team has outlined the process around the retendering of bus services to Cllr Boden and Board members, including the formal engagement with Stagecoach. | Closed |
| | | Steve Cox/ Tim Bellamy | Requested that the Bus Service Improvement Plan (BSIP) going to the Transport and Infrastructure Committee in November should also be brought to the Board. | The BSIP will be covered in the Bus Strategy report going to the Combined Authority Board in November 2022 via the Transport and Infrastructure Committee. | Closed |
| | | Steve Cox/ Tim Bellamy | Asked that the Mayor or Chief Executive should pick up the wider issue of bus regulations with other mayoral combined authorities and possibly the County Council Network to try to raise the profile of this issue with Government. | The Mayor has engaged with the other M10 members and local MPs to raise the issues around bus regulation. This lobbying work will be continued at a political and technical level to raise the profile with government. | Closed |
| | | Steve Cox/ Tim Bellamy | Asked that evidence of the impact on cuts to bus services should be captured and | Evidence is currently in the process of being collated. This includes mapping of higher education, health care and the potentially | Closed |

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| | | | representations made to Government as it impacted on all areas of Government policy, including access to work and education, missed medical appointments and to emphasise the importance of public transport in rural communities. | withdrawn routeings. This will be completed by January 2023 to help inform the work on the bus services for next financial year. | |
| 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. | A report providing further data analysis on skills needs will be provided outside of the meeting. | Open |