



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.	A paper will be brought to a future Leaders' Strategy meeting which sets out any proposed changes to the constitution. This will be released early to enable Members to review in full.	Open

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8.	Forward Plan	Kim Sawyer, Chief Executive	Ms Sawyer undertook to follow up Cllr Fuller's concerns about the impact on projects of the cancellation of the Transport and Infrastructure Committee on 9 June with officers at Huntingdonshire District Council.	Email sent to Cllr Fuller and Director Strategy & Delivery, 2 June 2021. The consultation response on A141 was considered at Board meeting at end June.	Closed
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

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	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
20.	Budget Monitor Report June 2021	John T Hill, Director of Business and Skills	<p>The Mayor asked officers to re-send an email to Board members confirming that the Market Town programme expenditure on Chatteris and Wisbech could proceed as it appeared not all members had received it.</p> <p>Officers were also asked to check that the correct email addresses were being used to contact Board members.</p>	15.07.21: It was confirmed that the email with the letter was issued to the correct Members' email addresses. It was also re-issued during the CA Board Meeting.	Closed
22.	East West Rail Consultation	Paul Raynes, Director of Delivery and Strategy	The draft consultation response would be revised to reflect the Board's comments and circulated to Board members before it was submitted.	06.07.21: Redrafted EWR consultation response circulated to Board members on 1 July 2021. Four comments returned and final consultation response submitted to EWR Ltd on 5 July 2021.	Closed

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24 & 29	Climate Change/ Implementation of the Revised Affordable Housing Programme	Kim Sawyer, Chief Executive	The Chief Executive noted concerns about the timeliness and nature of consultation with constituent councils on some matters and undertook to develop a set of principles on how this should be conducted. This would be brought to a future meeting of the Board for consideration.	An email was sent to all Members on the consultation between officers of the CPCA and officers of constituent councils on climate change. The Directors are developing the consultation principles for future discussion with the Board in September.	Closed
30.	Adult Education Budget 2021/22 Funding Allocations and Policy Changes	John T Hill, Director of Business and Skills	Officers were asked to circulate details of the three providers with contracts under £100k to the Board outside of the meeting.	09.07.21: In the current academic year, 2020/21, there are three providers with contracts below the proposed Minimum Contract Value (MCV) of £100,000, they are: <ul style="list-style-type: none"> • Hills Road Sixth-Form College - £20,000 • North Hertfordshire College - £39,717 • Rutland County Council - £2,186 	Closed
30.	Adult Education Budget 2021/22 Funding Allocations and Policy Changes	John T Hill, Director of Business and Skills	The Mayor undertook to reflect with officers on the request to consider a gradation in the allocation of funding in future to reflect the variation in need.	09.07.21: An evaluation of the second year of the Adult Education Budget is due to be reported to Skills Committee in January 2022. The impact of the first year of the funding policy to provide a Deprived Areas Funding Uplift will be considered as part of this evaluation.	Closed

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30.	Adult Education Budget 2021/22 Funding Allocations and Policy Changes	John T Hill, Director of Business and Skills	A request was made from the Chair of the Business Board for greater visibility of the data and intelligence showing the impact of the Adult Education Budget (AEB) in the region and for data to be shared.	09.07.21: An agenda item has been scheduled for the November Business Board and Skills Committee for officers to present a review of the first two years of devolved AEB, focussing on the impacts and results that have been delivered.	Closed