



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
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
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, Audit and Governance Committee and Audits in June 2023.	Open

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				Also, our internal auditors have been commissioned to audit the companies of the CPCA.	
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>	Open
298.	Minutes – 19 October 2022 and minutes action log	Steve Cox/ Tim Bellamy	To provide a timeline for the Bus Service Improvement Plan.	Information on the timing of the BSIP was presented to Board previously. It is envisaged that the BSIP would be presented at the Board meeting in June; however further discussions are required around the timing of the preceding Transport and Infrastructure Committee in May (following the local elections).	Closed
303.	Budget Monitoring Report	Jon Alsop/ Rob Emery	Officers offered a note outside the meeting on the grants referenced at section 3.7.		

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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.	We are in the process of instructing external auditors to review the CPCA's procurement process. When this audit is concluded, we will take the report to the Audit and Governance Committee.	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 which had been requested by the Transport and Infrastructure Committee.	The usage of Soham Station will be provided when the annual (year-long) data can be verified. Data could be provided at the moment, however until the final figures are checked this information will not be provided to the TIC and subsequently Board. An update will be provided to the CA Board in June.	Open
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.	There are no webcasting facilities in the Up, so the Governance team are exploring options for arranging this. There is no legal requirement to broadcast, but it is good practice to continue doing so where this is possible.	Open
330.	Minutes – 30 November 2022 and Minutes Action Log	Edwina Adefehinti	Future minutes to attribute Members' comments by name.	Actioned.	Closed

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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	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.		
		Steve Cox	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.		
343.	Bus Assessment Framework and Tendering of Services	Steve Cox/ Tim Bellamy	Cllr Fitzgerald asked that Board members should be advised in advance about any proposals to retender or procure bus routes to ensure that they were sighted and comfortable.	Noted. Following the standstill period for the six contracts, Transport and Infrastructure Committee (TIC) members and Leaders were informed of the outcome of the procurement process. Going forward, a regular update will be provided to Leaders and TIC members on changes to bus service provision.	Closed
		Gordon Mitchell	The Statutory Deputy Mayor asked the Interim Chief Executive to arrange an early meeting to talk through the issues raised in the debate.		

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348.	Authorisation of expenditure on ZEBRA zero emissions buses project	Steve Cox/ Tim Bellamy	Assuming the new zero-emissions buses would belong to Stagecoach, Cllr Boden asked would happen to the vehicles they would be replacing and whether any recompense was possible.	<p>Stagecoach will own the ZEBRA buses (and the charging infrastructure). The vehicles which they are replacing will be staying within the Cambridge fleet so that we continue to benefit from the Euro 6 engines fitted to them.</p> <p>The Grant Funding Agreement with Stagecoach guarantees that the displaced buses will remain on service in Cambridgeshire for five years so that we see an overall upgrade in fleet (age and emissions).</p>	Closed