



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Agenda Item 1.2, 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/s	Action	Response	Status
92.	ZEBRA Phase 2	Steve Cox/ Tim Bellamy	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.	Letter sent setting out the CPCA ambition to see the next phase of ZEBRA come to this area. Mayor and Interim Head of Transport met with Baroness Vere on 19 May 2022 to discuss ZEBRA Phase 2 and the outcomes of the BSIP application.	Closed

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96.	Intra-Group Agreement between the CPCA and Cambridgeshire and Peterborough Business Growth Company Ltd (Growth Co)	Jon Alsop/ Robert Parkin/ Alan Downton	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.	None of the Combined Authority's subsidiary companies have so far generated any Corporation Tax liability. Our financial advisors have been commissioned to review the tax status of all these companies, to look at the potential for consortium tax relief and to review any Corporation Tax related risks and opportunities. Their report will be brought to a future Leaders' Strategy meeting for consideration and review.	Closed
156.	Employment and Skills Strategy and Action Plan	Fliss Miller	A Member asked to see the data explaining the population trends referenced in the report.	24.05.22: Briefing note circulated to the Board.	Closed
166.	Budget Monitor Report March 2022	Paul Raynes	To make representations at Ministerial level about the lack of joined-up thinking in relation to National Highways' decision to reject funds for ducting on the A428, which formed part of the CPCA's digital connectivity programme. This should be put in the context of the CPCA's wider strategic role in relation to transforming connectivity. The Mayor stated that representations would be made on behalf of the CPCA's collective leadership.	06.05.22: A letter has been sent.	Closed

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		Jon Alsop/ Fliss Miller	The CFO to feed in the Board's request for a root cause analysis of the causes of slippage on two or three large capital projects to the team carrying out a planned Internal Audit review of the capital programme. The suggestion of a joint piece of work with the County Council on capital project slippage would also be passed on to the Internal Audit team.	Internal Audit have been tasked to progress this.	Open
		Jon Alsop/ Fliss Miller	Requested that the Chatteris Skills Centre project should be reviewed and learning reported back to the Board.	<p>The Chatteris Skills Centre building was completed to time and on budget ready for a September 2022 intake of students.</p> <p>However, the original scope of A141 road junction improvements to enable access to the site have increased significantly and the project owner is completing a business case seeking additional support from CPCA to enable the works to be completed so as to not hinder opening.</p>	Open
		Roger Thompson	Officers to review the approach to the Green Homes initiative adopted by West Midlands Combined Authority and share any learning with the Board.	Work is on-going with BEIS to look at improvements to the net zero hub.	Open
		Jon Alsop/ Directors	A report was requested setting out the underspends across all business areas and the reasons why these have occurred. This should include all external funding streams.	This information was included as part of the outturn report.	Closed

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		Roger Thompson	Affordable Housing Scheme, Wisbech Road: An explanation was requested in relation to the amount of grant due for starting on site, which had changed from 25% to 75%.	24.05.22: A copy of the report to the Housing and Communities Committee on 9 March on 2021-22 Affordable Housing Programme Scheme Approvals - Wisbech Road, March - Sage Housing was sent to Board members.	Closed
167.	2022-23 Financial Strategies	Alan Downton	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.		
168.	Sustainable Growth Ambition Statement	Directors/ CPCA Comms team	Asked that the diagram contained in appendix to the report with doubling GVA at its centre should be used extensively and consistently by the CPCA.	Noted.	Closed
170.	CPCA Office Accommodation	Eileen Milner/ Karen Grave	A Member request for an organogram of the CPCA annotated to show leavers, staff vacancies and interim appointments was noted. The Chief Executive undertook to follow this up.		
		Roger Thompson/ Nick Sweeney	Cllr Bailey requested an early discussion regarding the Ely office if any changes were proposed.	23.05.22: If there is an intention to relocate from the current premises at Market Street Ely we will endeavour to give as much notice as possible to ECDC.	Closed
173.	Transforming Cities Fund	Steve Cox/ Tim Bellamy	The Head of Transport suggested a report be brought to the next Board meeting setting out potential schemes that could be delivered quickly.		

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176.	Demand Responsive Transport	Rowland Potter/ Emily Butler	The press release stating that the extension of the DRT trial was a CA Board decision to be corrected.	09.05.22: This has been corrected.	Closed
		Steve Cox/ Tim Bellamy/ Oliver Howarth	The next report on DRT to include cost per journey information and whether it is driving modal shift.		
178.	E-Scooter Trial and E-Bike Update	Steve Cox/ Tim Bellamy/ Anna Graham	The Mayor and Transport Team to write to the DfT on behalf of the Board about the need to produce draft regulations for all types of micro-mobility vehicles.	09.05.22: Letter sent.	Closed
179.	AEB Funding Allocations 2022/23 and Proposed Policy Changes	Fliss Miller/ Parminder Singh Garcha	To provide details of what percentage of the total budget goes to the 20% most economically deprived sub-regions.	<p>The most recent full year data available is for 2020/21 academic year.</p> <p>In 2020/21, 32% of Adult Skills funding went towards those areas in Cambridgeshire and Peterborough which fell into the top 20% most relatively deprived in England. In Peterborough, it made up the majority of spend (60%).</p> <p>18% of Community Learning enrolments also fell into the 20% most relatively deprived areas. In Peterborough, the majority (52%) of Community Learning enrolments were for residents from the 20% most deprived areas.</p>	Closed
181.	Annual Report and Business Plan 2022/23	Steve Cox/ Tim Bellamy	To provide an update on double-tracking of the Soham rail line.	09.05.22: Response sent.	Closed

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184.	Forward Plan for March	Robert Parkin/ Jodie Townsend	To confirm that all Mayoral Decision Notices and Officer Decision Notices have now been published on the Combined Authority website.	All ODNs and MDNs received have now been published where sign off has been provided.	Closed
		Robert Parkin/ Jodie Townsend	To advise on whether the decision to support the Wisbech Tesco bus service was a Mayoral Decision or an Officer Decision.	This was an Officer Decision Notice and is available to view on the Combined Authority website.	Closed
		Robert Parkin/ Jodie Townsend	The Monitoring Officer undertook to check that all Mayoral Decision Notices had been reported to the Combined Authority Board.	<p>The Governance team have reviewed all Mayoral Decision Notices (MDNs) and identified two which had not been reported to the Combined Authority Board. These were MDN 24-2020: X3 Bus Service between Huntingdon and Addenbrookes and MDN 32-2021: Change to the Officer Delegated Authority under MDN 28-2020.</p> <p>Both of these MDNs will be reported to the Combined Authority Board on 8 June 2022.</p>	Closed