



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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| 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. | Closed |
| 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. Narrative provided to the DSO for circulation | Closed |

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| 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 |
| 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. | Review completed – discussion document to be presented to LSM | Open |
| 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 |

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| 71. | Forward Plan | Kim Sawyer/ Rowland Potter | Councillor Bailey noted a delay in some cases between decisions going to executive committees and then been brought before the Board where this was required. She gave the example of the report on Cambridge South Station. The Chief Executive undertook to look into this. | Briefing note to Members to follow on Cambridge South Station. | Open |
| 73. | Peterborough Station Quarter | Kim Sawyer | Cllr Smith suggested that the Board needed to have a conversation about its priorities going forward. The Mayor stated that the Board would work on its priorities together. | The priorities will be agreed following the development of the vision, purpose and direction in workshops for Leaders and CEO's in October & November. The vision will set the priorities which will then determine which work programmes we will be setting to deliver the priorities. That needs to be part of a system wide agreement for Cambridgeshire and Peterborough. | Ongoing |
| 73. | Peterborough Station Quarter | John T Hill/Rowland Potter | Cllr Nethsingha suggested that it would be helpful for the Mayor to write to Government seeking clarity around the future of Levelling Up Funding and other funding opportunities as it would be useful to have a longer term indication of likely funding. The Mayor stated that he would work with officers and the Department for Transport on this. | Pending analysis of the Spending Review and Levelling Up White Paper, due for publication on the 27th October, gaps and opportunities for future rounds of Levelling-Up and Shared Prosperity funds will be identified. These will feature in a subsequent letter from the Mayor to Government, seeking assurance on future funding | Open |

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| 74. | March Future High Streets Funding Bid Scheme | Kim Sawyer/ Robert Parkin | Cllr Smith commented that the Combined Authority needs to get better at reflecting environmental considerations in its public reports. The Mayor asked the Chief Executive to reflect on this. | There will be a prompt within future reports to specifically consider these matters. | |
| 75. | iMET Opportunity and Combined Authority Accommodation Needs | Roger Thompson | The Mayor stated that he was happy for officers to share a breakdown of the figures relating to the cost of the Combined Authority vacating its previous office accommodation at Alconbury Weald with the Overview and Scrutiny Committee. | 14.09.21: Information below. | Completed |

Net financial impact of vacating Incubator 2

| | |
|-------------------------------------------------------|---------------|
| Early exit lease charge | £151k |
| Value of intrinsic Fixtures and Fittings ¹ | £94k |
| Payments to cleaning service in lieu of notice | £6k |
| Total costs of vacation | £251k |
| Costs incurred in absence of office ² | £45k |
| Total costs of leaving Incubator 2 | £296k |
| <i>Less</i> | |
| 12 months rental cost of Incubator 2 | -£174k |
| 12 months Business Rates charge for Incubator 2 | -£120k |
| 12 months service charge, insurance, and cleaning | -£67k |
| Total costs avoided by leaving Incubator 2 | -£361k |
| | |
| Net financial impact to end of August 2021 | -£65k |

¹ These represent costs of the fit-out of the building (e.g. flooring, lighting, kitchen fit-out, etc) which cannot be removed from the building.

Savings will increase month by month from the Aug 2021 calculation whilst no new office costs are being incurred at a rate of appx £30k per month.

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| 75. | iMET Opportunity and Combined Authority Accommodation Needs | Robert Parkin | The Monitoring Officer stated that the requirement that the Mayor (or in his absence the statutory Deputy Mayor) must vote in support of a recommendation in order for it to be approved would be made more clear in future reports. | 02.09.21: The Combined Authority report template has been amended to include the following wording: 'To be carried, the vote must include the vote of the Mayor, or the Deputy Mayor when acting in place of the Mayor.' | Completed |
| 75. | iMET Opportunity and Combined Authority Accommodation Needs | Roger Thompson | Some Board members said commented that they had received an initial approach about the availability of space within their Council's estate for possible use by the CPCA, but that no response had been received after this was provided. The Director of Housing and Development undertook to look into this. | 14.09.21: This will be followed up once the most recent staff survey is completed and the requirement for the CPCA's office needs is updated. We will then be able to communicate an up to date needs requirement, so Board members can respond with the latest availability from within their accommodation portfolios. | Completed |
| 75. | iMET Opportunity and Combined Authority Accommodation Needs | Roger Thompson | Cllr Bailey asked that the cost of the work undertaken by Saville's should be provided to the Board outside of the meeting. | 14.09.21: The fee agreed for Savills to provide the planning appraisal was £1,085 (excluding VAT) | Completed |
| | iMET Opportunity and Combined Authority Accommodation Needs | Kim Sawyer | Following discussion around the possible availability of office space within the estates of constituent councils and public sector partners the Chief Executive suggested a discussion on this should take place with the outcome brought to the Board for consideration. | 26.08.21: Noted on the Forward Look. | Completed |

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| | iMET Opportunity and Combined Authority Accommodation Needs | Kim Sawyer | Cllr Smith asked for a discussion outside of the meeting around the iMET clawback provisions to ensure that the same situation did not arise again. The Chief Executive stated that officers would circulate a briefing paper to Board members setting out the position as this issue pre-dated the establishment of the Business Board and Combined Authority. It could then be discussed at a Leaders' strategy meeting to look at how this would be taken forward. | The briefing paper is in preparation for circulation and discussion at the next LSM | Ongoing |