

Agenda Item 3	Appendix
Minutes from Previous Meeting	A

Title: Minutes Action Log	
Report of:	Edwina Adefehinti, Interim Director Legal and Governance & Monitoring Officer
Lead Member:	Councillor Edna Murphy, Lead Member for Governance
Public Report:	Yes

Minute	Report Title	Lead Officer	Action	Response	Status
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.	<p>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.</p> <p>Also, our internal auditors have been commissioned to audit the companies of the CPCA.</p> <p>Deep dive audit completed in draft form. Audit will be reported to A& G and then CA Board in June and July.</p> <p>The MO will bring a report to the CA Board in March 2024.</p>	Open
336.	Climate and Strategy Business Case January 2023	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.	An explanation of net zero was discussed at the June Environment and Sustainable Communities Committee (ESC), the alignment of targets will be a theme for the Climate Summit on 9 th November and reported back to ESC in January, ahead of the annual climate report to Board in March 24. Work is progressing to secure funds through CANNFUND, which covers the development of locally determined contributions.	Open

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				The Environment & Sustainable Communities Committee in January received a report with the net zero targets across constituent councils, and annual national monitoring data to 2021. Officers were asked to provide an update to the next meeting reflecting the recent change in targets for Peterborough, and present separately the data on area targets and council operations targets. ESC noted that the project on Locally Determined Contributions will start in February following confirmation of Innovate UK funding	
Annual General Meeting 31 May 2023					
12	Calendar of Meetings	Edwina Adefehinti / Alison Marston	Members asked for the calendar to be compiled earlier in future as other constituent authorities plan some work around these dates. They also reiterated the desire for varying venues to be used for Board meetings, providing those venues were accessible for those using public transport.	Democratic services will contact constituent councils at the relevant time to collate dates. 2024/25 Committee calendar will be brought to CA Board in January 2024.	Closed
Meeting 26 July 2023					
8	Budget Update Report	Nick Bell	Cllr B Smith requested that officers bring a report to a future meeting giving an update on the Cultural Strategy.	This is included in the Forward Plan to bring to Board on 20 th March 2024	Closed
Meeting 29 November 2023					
7	Breach of Members' Code of Conduct by Mayor Nik Johnson	Edwina Adefehinti	The monitoring officer confirmed that she would share the details of those who gave the legal advice with Board members.	An email was sent to Board members on 23 rd January 2024.	Closed
13	Budget Update Report	Rob Emery	Clarification was requested as to how the HUG2 A Revenue 23/24 budget could have an overall negative forecast variance of £2.25m despite having a £8.133m reduction in forecast expenditure compared to the previous month's forecast. Officers committed to providing a summary briefing note.	Clarification on the variance figures will be circulated to Board members before their January meeting	Closed

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14	Draft 2024/25 Corporate Strategy and Budget and Medium-Term Financial Plan 2024/2028	Nick Bell	It was requested (and confirmed by officers) for a physical address and email to be included as an option for consultation responses for those who wish to respond in that way. It was also suggested that copies of the pack could be made available in customer points across the region.	As part of the consultation process a physical address and email for responses were provided and constituent councils asked to suggest suitable customer points in their areas where hard copies of the consultation pack were made available.	Closed