

<b>Agenda Item 3</b>	<b>Appendix</b>
<b>Minutes from Previous Meeting</b>	<b>A</b>

<b>Title:</b>	Minutes Action Log
<b>Report of:</b>	Matt Cumberbatch, Director Legal and Governance & Monitoring Officer
<b>Lead Member:</b>	Councillor Edna Murphy, Lead Member for Governance
<b>Public Report:</b>	Yes

Minute	Report Title	Lead Officer	Action	Response	Status
235.	OneCAM Ltd Audit report	Matt Cumberbatch	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&amp;G and then CA Board in June and July.</p>	Open

<b>Meeting 31 January 2024</b>					
7	Chief Executive Highlights Report	Judith Barker	Board members queried the timeframe and cost of the interventions required to overcome the blockages identified by the infrastructure framework. Officers confirmed that work is progressing based on data provided by the constituent authorities. A report is planned to be brought to the Environment and Sustainable Communities in June which will set out the blockages and cumulative impacts.	<p>The Infrastructure Delivery Framework was presented to ESC in October. A steering group of local authorities has overseen the work reporting to Place Directors monthly. It will be reported to Board in November.</p> <p>The IDF was presented to ESC on 25 October with recommendations for approval to the November CA Board meeting.</p>	Closed

Minute	Report Title	Lead Officer	Action	Response	Status
<b>Meeting 5 June 2024 (Ordinary)</b>					
4	Budget Outturn Report 2023-24	Rob Emery	Concerns were raised about the revenue slippage, questioning whether this is a systemic issue and how it compares with other Mayoral Combined Authority positions. Officers agreed to conduct a benchmarking exercise at service level.	Work on this is still underway and will be reported to a future meeting	Open
			More detail was requested on the slippage around the Net Zero Hub. Officers explained that of the £10.5m reported underspend, £4.6m was for the retrofit programme and the remaining £5.9m is receipts in advance so not actual underspend. A more detailed breakdown was agreed to be shared with Board members.	The linked report to the ESC committee provided further detail and a further update to the Net Zero Hub's Budgets is on the agenda for this meeting. At the September meeting it was agreed that an overview of the Hub governance, finance and operations would be helpful, and this will be brought forward. <a href="#">[link to ESC report]</a>	Closed
<b>Meeting 4 September 2024</b>					
3	Minutes Action Log	Maxine Narburgh	Agreed that a holistic report covering the governance, finance and operations of the NZ Hub would be brought forward.	Report is planned to come to ESC in December and CA Board in January.	Open