

Agenda Item 3	Appendix
Minutes from Previous Meeting	A

Minutes Action Log	
Title:	Minutes Action Log
Report of:	Matt Cumberbatch, 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	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&G and then CA Board in June and July.</p>	Open

Meeting 5 June 2024 (Ordinary)					
4	Budget Outturn Report 2023-24	Rob Emery	Concerns were raised about the 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.	<p>Work on this is still underway and will be reported to a future meeting</p> <p>"High level comparison of financial position for MCAs 2023/24" document circulated to Board members on 7 January 2025</p>	Closed

Minute	Report Title	Lead Officer	Action	Response	Status
Meeting 4 September 2024					
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. Report included in the agenda pack for 22 January meeting of CA Board.	Closed
Meeting 13 November 2024					
8	Combined Authority Chief Executive Highlights Report	Ed Colman / Rob Bridge	Members requested for officers to provide a list highlighting the Combined Authority's achievements.	This will be provided soon	Open
		David Packer	Officers were also asked to whether there is any evidence that level 5 HNDs are being achieved within 16 weeks	Need to follow up	Open
			Cllr Boden asked the Mayor if he would approach the leaders of other high growth areas in the country (whether Combined Authorities or not) to discuss whether it was worthwhile getting a small subgroup of authorities together to start pressing for the quicker use of statistics by the ONS where they are available.	Mayor to raise at forthcoming in-person mayoral roundtable events.	Open
9	Homes England Strategic Place Partnership	Rob Bridge	Officers agreed to feed back to Homes England to include in the MoU the recognition of the sovereignty of constituent authority local plans.	This was completed and part of MoU.	Closed
10	Budget Monitoring Update	Janice Gotts	Officers agreed to circulate more information on slippage figures to board members.	"High level comparison of financial position for MCAs 2023/24" document circulated to Board members on 7 January 2025	Closed
12	Corporate Performance Report	Judith Barker	Members requested an update on initiatives aimed at reducing the number of traffic-related fatalities and injuries, and an action was assigned to the transport team to provide an update in a future highlight report.	This report is being prepared and will be circulated by the end of January.	Open
		Jules lent	The conversation underscored the need for more current and relevant data, and it was agreed that future metrics should include those with more regular updates.	This has been built into the Performance Management Framework implementation plan, to be actioned in Q2 2025/26 to align with the new Mayoral term.	Closed

Minute	Report Title	Lead Officer	Action	Response	Status
Meeting 13 December 2024					
3	Proposal for Local Bus Fare Cap	Judith Barker	Members requested a new list of all subsidised routes that are running, the known cost of those subsidies, the number of passenger journeys and costs per passenger journey.	This report is usually prepared at the end of the financial year. We are working on the report currently to verify and update the Board on subsidized routes. We are aiming at the end of January.	Open