

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>	Open
336.	Climate and Strategy Business Case January 2023	Judith Barker	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.	<p>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 9th November. ESC noted that the project on Locally Determined Contributions has started in February following confirmation of Innovate UK funding and this will firm up the setting of targets and monitoring of progress. ESC have asked for an update on this work at their next meeting to feed into the Strategy refresh.</p>	Open

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Meeting 31 January 2024					
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.	The Investment Development Framework is due to be presented to ESC in June after being received by officers in late April. A steering group of local authorities continues to oversee the work reporting to Place Directors monthly.	Open
Meeting 20 March 2024					
7	Chief Executive Highlights Report	Rob Bridge	The £4.5 million arts and culture funding for Cambridge was queried with further information requested on where the money is from and what it is specifically to be used for. Officers agreed to share further information with Board members directly.	<p>The £4.5m is split between £3m for Creative Industries, a project to develop the Cambridge Leisure/Junction area, and £1.5m for development of the Market Square and Guildhall.</p> <p>The funding is from the Combined Authority's unringfenced capital funds, predominantly made up of capital gainshare.</p> <p>While the funding has been ringfenced within the Combined Authority's Medium-Term Financial Plan the exact details will be set out when the business case is brought forward for approval to release the funds.</p>	
		Tim Bellamy	An update was requested on progress with recruitment of an active travel champion. Officers confirmed that the job description is being developed by an active travel scrutiny group, with delays to the process due to Active Travel England requiring consistency across all Mayoral Authorities. The cost has been factored into the active travel programme going forwards but more detail will be provided to Members.	<p>The Active Travel Specialist Advisory Board has been consulted on the development of the job description for the Active Travel Champion, including the job requirements and expectations. We have also actively engaged with Active Travel England, and they strongly advised that the job description is broadly based on the one previously by Chris Boardman and other ATCs.</p> <p>The Combined Authority continue to engage with ATE to discuss the significant strategic issues such as the JD for this role. As part of this engagement</p>	Closed

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				process the Combined Authority officers intend to seek guidance from ATE regarding the appropriate level of remuneration. It is crucial that we ensure we offer value for money for the residents of Cambridgeshire and Peterborough. This funding will be allocated from our Capability Funding and other sources dedicated to active travel initiatives. The specific allocation will be determined once we receive further advice from ATE.	
10	Bus Reform and Network Delivery Update	Judith Barker	Officers agreed to send a slide pack to Members which shows the metrics more clearly than the report appendix.		
12	Corporate Risk Report	Nathan Bunting	A briefing note for Board members was requested with detail on the cyber security risk and measures in place.	Officers have confirmed that this will be circulated to members on 31 May 2024.	Closed