



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Agenda Item: 16(b)

Cambridgeshire & Peterborough Combined Authority
Reports from Constituent Council Representatives on the Combined
Authority

Overview and Scrutiny Committee
20 March 2023
Councillor Lorna Dupré
Councillor Alan Sharp

Combined Authority Board
22 March 2023
Councillor Anna Bailey

Audit and Governance Committee
24 March 2023
Councillor David Brown

The above meetings have taken place from 1 March 2023 to 31 March 2023.

Overview and Scrutiny Committee – 20 March 2023

The Overview and Scrutiny Committee met on 20 March 2023; the decision summary is attached as Appendix 1.

Combined Authority Board – 22 March 2023

The Combined Authority Board met on 22 March 2023; the decision summary is attached as Appendix 2.

Audit and Governance Committee – 24 March 2023

The Audit and Governance Committee met on 24 March 2023; the decision summary is attached as Appendix 3.

The agendas and minutes of the meetings are on the Combined Authority's website – Link in the appendices.

Overview and Scrutiny Committee Decision Summary

Meeting: 20 March 2023
 Agenda/Minutes: [Overview and Scrutiny Committee](#)
 Chair: Councillor Lorna Dupre

Summary of decisions taken at this meeting

Item	Topic	Decision [<i>None of the decisions below are key decisions</i>]
1&2.	Apologies & Declarations of Interest	Apologies were received from Cllr Miscandlon, Cllr Smith and Cllr Robertson. Cllr Gawthrop Wood attended as Cllr Robertson's substitute. There were no declarations of interest.
3.	Minutes of the previous meeting and Action Log	<u>RESOLVED</u> That the minutes of the meeting held on 23 January 2023 be approved as a correct record and that the Action Log be noted.
5.	Improvement Framework	<u>RESOLVED:</u> 1. That the February Improvement Highlight Update to the Combined Authority Board on 22 March 2023 be considered and noted.
6.	Delivering the Overview and Scrutiny Function	<u>RESOLVED:</u> The Committee reviewed the options put forward but resolved to defer choosing a preferred option until they had attended a workshop where more information would be provided and they could further discuss and agree the format focus

Item	Topic	Decision [<i>None of the decisions below are key decisions</i>]
		and method for delivering the Overview and Scrutiny function for 2023/24 onwards.
7.	Overview and Scrutiny Annual Report	<p><u>RESOLVED:</u></p> <p>That the draft report be approved subject to the agreed changes set out below:</p> <p>1. That it be noted in the report that Cllr Dew had been the Business Board Lead member until he had stepped down from the Committee in January.</p>
10.	Combined Authority Board Agenda	Members did not put forward any questions to be asked at the CA Board meeting on 22 March 2023.
10.	Overview and Scrutiny Work Programme	<p><u>RESOLVED:</u></p> <p>1. That the draft work programme as shown at Appendix 1 be noted.</p>
11.	Date and Time of Next Meeting	Monday 19 June 2023 at 11am.

Combined Authority Board Decision Summary

Meeting: 22 March 2023
Agenda/Minutes: [Combined Authority Board](#)
Chair: Mayor Nik Johnson

Summary of decisions taken at this meeting.

Part 1 - Governance Items

1.1 Announcements, Apologies for Absence and Declarations of Interest

Apologies for absence were received from Councillor C Boden, Councillor L Nethsingha (substituted by Councillor T Sanderson), Councillor E Murphy and D Preston (substituted by J Peach from 12.23pm).

There were no declarations of interest.

1.2 Membership Update

It was resolved to:

- a) Note the appointments by Huntingdonshire District Council of Cllr Jon Neish as the member and Cllr Stephen Corney as the substitute on the Overview and Scrutiny Committee for the remainder of the municipal year 2022/23.
- b) Note the appointment by Huntingdonshire District Council of Cllr Lara Davenport-Ray as the substitute member for the Employment Committee from 13th March 2023 to 21st March 2023 inclusive.
- c) Note the appointment by Huntingdonshire District Council of Councillor Tom Sanderson as the substitute member of the Employment Committee from 22nd March 2023 for the remainder of the municipal year 2022/23.

- d) Note the appointment by Peterborough City Council of Cllr Jackie Allen as the representative for the Employment Committee for the remainder of the municipal year 2022/23.
- e) Note the appointment by Cambridgeshire County Council of Councillor Tom Sanderson as substitute member of the Combined Authority Board for the remainder of the municipal year.

1.3 Minutes of the meetings on 25 January 2023 and the Extraordinary meeting on 8 February 2023 and minutes action log

It was resolved to approve the minutes of the meetings on 25 January 2023 and the Extraordinary meeting on 8 February 2023.

The minutes action log was noted.

1.4 Petitions

No petitions were received.

1.5 Public Questions

A public question was received from Roxanne de Beaux, Chief Executive of Camcycle. A copy of the question and response (when available) can be viewed [here](#).

1.6 Senior Appointments

It was resolved to:

- a) Note the contents of this report.
- b) Receive and agree the recommendation made by the Members of the Employment Committee at the meeting on 20th March 2023 that the preferred candidate be appointed to the position of Chief Executive.

- c) Delegate to the Interim Chief Executive the function of agreeing with the successful candidate the terms and conditions of appointment, including associated start date and any other requirements and actions necessary to finalise arrangements.

Part 2 – Activity Highlights

2.1 Combined Authority Monthly Highlights Report: February 2023

It was resolved to:

Note the content of this report.

Part 3 – Finance

3.1 Budget Monitor Report March 2023 [KD2023/005]

It was resolved to:

- a) Note the financial position of the Combined Authority for the year to date.
- b) Approve the draft slippage figures as set out in appendices 1&2 and summarised in paragraphs 3.5 and 5.7.
- c) Approve to merge the three budget lines as set out below:
 - 1) AEB Innovation Fund – Revenue;
 - 2) AEB Provider Capacity Building; and
 - 3) AEB Strategic Partnership Development
- d) Note the correction to LAD 3 and HUG 1 capital and revenue budgets and the national extensions agreed to both programmes.

3.2 Treasury Management Strategies 2023/24

It was resolved to:

a) Approve the following financial strategies:

- i) The Capital Strategy 2023-24
- ii) The Investment Strategy 2023-24
- iii) The Treasury Management Strategy 2023-24

b) Approve the Minimum Revenue Provision statement for 2023-24.

Part 4 – Improvement

4.1 Improvement Plan Update

It was resolved to:

- a) Note the outcomes delivered at the end of the initial three-month period against the outcomes set out in the report to Board in October 2022.
- b) Note progress across the improvement programme in February 2023 as set out in the highlight report attached as Appendix 1.
- c) Note the stocktake undertaken and proposed reframed focus for improvement activity as set out in paragraph 4 and Appendix 2.
- d) Note the resignation of the Independent Improvement Board Chair with immediate effect and the arrangements underway to find a replacement.

4.2 Combined Authority Governance Arrangements

It was resolved to:

- a) Approve the Combined Authority Board Terms of Reference/ Key Functions set out in Appendix A.
- b) Approve proposed changes (including Terms of Reference attached at Appendices B to D) to Thematic Committees set out in 3.6.1 to 3.6.6 of this report.
- c) Approve Terms of Reference for a Human Resources Committee set out in Appendix E.
- d) Approve the Leaders Strategy Meeting Terms of Reference as set out in Appendix F.
- e) Approve the creation of the informal advisory groups as noted in 3.9.1 of this report.
- f) Approve the Calendar of Meetings set out in Appendix G.
- g) Approve the change in role of the Business Board set out in 3.11 of this report.
- h) Approve Business Board Key Functions and CPCA Membership attached at Appendix H for inclusion in Business Board Terms of Reference.
- i) Endorse actions set out in 3.14 to 3.18 of the report in support of progressing new role and functions for the Business Board.

4.3 Review of the Constitution

It was resolved to:

Approve and adopt the recommended revisions to the Constitution detailed in this report.

Part 5 - Combined Authority Decisions

n/a Local Transport Model Full Business Case [KD2023/014 Special Urgency]

It was resolved to:

Delegate authority to the Executive Director for Place and Connectivity in consultation with the Chief Finance Officer and Monitoring Officer to enter into Grant Funding Agreements with Cambridgeshire County Council.

5.1 Climate Action Plan Annual Report [KD2022/081]

It was resolved to:

- a) Note progress on the Climate Action Plan 2022-2025.
- b) Support the changes to the Climate Action Plan set out in Appendix 1.
- c) Support the alignment of reporting data on carbon and greenhouse gas emissions.

5.2 Oxford to Cambridge Pan Regional Partnership

It was resolved to:

- a) Confirm the Combined Authority's intention to become a member of the Oxford to Cambridge Pan Regional Partnership.
- b) Agree to the appointment of the Mayor as the Combined Authority representative on the Pan Regional Partnership.
- c) Agree to nominate the Lead Member for the Environment and Climate Change to represent the Combined Authority on the Environment Working Group of the Partnership.

- d) Agree to nominate the Statutory Deputy Mayor, Lead Member for Economic Growth, to represent the Combined Authority on the Economy Working Group of the Partnership.

5.3 Property Acquisition for Peterborough Bus Depot [KD2023/001]

It was resolved to:

- a) Identify a site at Nursery Lane, Peterborough, as a potential option to serve as a depot for electric buses.
- b) Authorise the acquisition of an option to acquire freehold property and delegate authority to the Interim Chief Executive in consultation with the Mayor or Deputy Mayor to finalise any further terms necessary to enable completion.

5.4 Market Towns Programme: Supporting Community-Owned Businesses and Social Enterprises in Rural Hinterlands – Full Business Case [KD2022/050]

It was resolved to:

Approve the full business case for Phase 2 of the CPCA Market Towns Programme requesting £2,500,000 of CPCA gainshare funding to support Social Enterprise in market town areas.

5.5 Market Towns Programme: Approval of Final Project Proposal (Funding Call 10 – March 2023) [KD2022/081]

It was resolved to:

- a) Approve the final project proposal received under Market Towns Programme from Huntingdonshire District Council to the sum of £802,150 for the towns of Huntingdon and St Ives.
- b) Consider the request received from Huntingdonshire District Council to extend the grant longstop completion date for the St Neots Masterplan (Phase 1) project from 31st March 2023 to 31st March 2024.

5.6 Capital Investment for Affordable Housing at Fanshawe Road, Cambridge [KD2023/011]

It was resolved to:

- a) Approve £1M of grant funding to be awarded to Cambridge City Council for a redevelopment project at Fanshawe Road.
- b) Monitor delivery and outcomes.

5.7 Greater South East Net Zero Hub Local Energy Advice Demonstrator Projects [KD2023/012]

It was resolved to:

- a) Agree the acceptance of the Department for Energy Security & Net Zero, Local Energy Advice Demonstrators (LEAD) Projects MoU 2022 to 2025.
- b) Delegate authority to the Director of Place and Connectivity in consultation with the Chief Finance Officer and Monitoring Officer to finalise the details of the LEAD MoU and to enter into the LEAD MoU.
- c) Delegate authority to the Director of Place and Connectivity, upon the recommendation of the Hub Board, to approve the award of grants for the LEAD project where the decisions do not impact the Combined Authority budget or staffing arrangements and to execute the corresponding grant agreements. Such approvals or decisions to be reported to the next meeting of the Combined Authority Board on the exercise of that delegation.
- d) Delegate authority to the Director of Place and Connectivity, in consultation with the Chief Finance Officer, to approve the budgets corresponding to the LEAD MoU.
- e) Agree the variation to the Net Zero Memorandum of Understanding (MoU) to incorporate the additional strategic projects and funding detailed in paragraph 2.12 of this report.

- f) Delegate authority to the Director of Place and Connectivity in consultation with the Chief Finance Officer and Monitoring Officer to finalise and execute the variation of the Net Zero MoU.
- g) Delegate authority to the Director of Place and Connectivity, upon the recommendation of the Hub Board, to approve the award of grants, contracts and agreements arising out of the Net Zero MoU where the decisions do not impact the Combined Authority budget or staffing arrangements and to execute the corresponding grants, contracts and agreements. Such approvals or decisions to be reported to the next meeting of the Combined Authority Board on the exercise of that delegation.
- h) Approve the establishment of a Retrofit project board, based on the terms of reference and governance framework for the Sustainable Warmth project board and delegate authority to the Director of Place & Connectivity, in consultation with the Lead Member for the Environment and Climate Change, Chief Finance Officer and Monitoring Officer, to agree the specific terms of reference and governance framework.

Part 6 – Transport Reports

6.1 Local Transport and Connectivity Plan

It was resolved to:

- a) Note and comment on the updated draft of the Local Transport and Connectivity Plan.
- b) Approve the Digital Policy.

6.2 Bus Strategy 2023 [KD2023/006]

It was resolved to:

- a) Note the outcome of the public consultation and support for the Bus Strategy.
- b) Approve the Bus Strategy.

- c) Agree to obtaining competitive quotes for three replacement local bus contracts and award contracts, using pre-determined criteria, for the period ending March 2024.
- d) Delegate to the Executive Director for Place and connectivity in consultation with the Monitoring Officer and Chief Financial Officer, authority to tender and procure for further local bus services subject to there being approved funding.

6.3 Alternative Fuel Strategy

It was resolved to:

- a) Note and comment on the draft Electric Vehicle Implementation Strategy.
- b) Approve the East Anglian Alternative Fuel Strategy.
- c) Approve the drawdown to approved from subject to approval the £88,560 from the Local Vehicle Infrastructure (LEVI) Capability Grant.
- d) Delegate authority to the Interim Head of Transport in consultation with the Chief Finance Officer and Monitoring Officer to enter into Grant Funding Agreements with Cambridgeshire County Council and Peterborough City Council LEVI Capability Fund.

6.4 Active Travel Fund 4 [KD2023/002]

It was resolved to:

- a) Note the contents of the Active Travel Fund 4 bid.
- b) Approve the drawdown of Active Travel Fund 4 funding, subject to Active Travel England (ATE) approving the bid.

- c) Subject to Active Travel England approving the bid, delegate authority to the Interim Head of Transport to enter into a Grant Funding Agreement with Peterborough City Council and Cambridgeshire County Council following consultation with the Chief Financial Officer and Monitoring Officer.

6.5 Transforming Cities Fund Replacement Projects [KD2023/009]

It was resolved to:

- a) Approve the drawdown of £2,500,000 from 'subject to approval budget' to 'approved budget' from the Transforming Cities Fund for Centre of Green Technology.
- b) Approve the drawdown of £2,860,000 from 'subject to approval budget' to 'approved budget' from the Transforming Cities Fund for the Capital Replacement Schemes.
- c) Approve transfer £3,441,880 from 'subject to approval budget' to 'approved budget' from the Fengate Access Study to A1260 Junction 32 / 3 project.
- d) Delegate authority to the Interim Head of Transport in consultation with the Chief Finance Officer and Monitoring Officer to enter into a Grant Funding Agreement for the Centre Green Technology (Inspire Education Group), TCF Capital Replacement Schemes (CCC) and A1260 Junction 32/3 (PCC).

6.6 Peterborough Station Quarter [KD2023/003]

It was resolved to:

- a) Subject to approval from the Department for Transport of the business case, accept the funding offer letter upon notification of funding from the Department for Levelling up, Housing and Communities (DLUHC). The authority has provisionally been awarded the sum of £47,850,000 for Peterborough Railway Station Quarter Project which is intended to be spent between 2023 - 2026.

- b) Subject to acceptance of the grant offer letter, to approve the release of funding of £47,850,000, funding to be released in phased stages of up to £5 million at a time, to Peterborough City Council to enable the development of the Business Cases and construction of the station improvements and local area.
- c) Provide regular updates to the Combined Authority Board each time a £5 million spend has been made from the available funding.
- d) Delegate the authority to the Interim Director of Place and Connectivity to enter into a Grant Funding Agreement with Peterborough City Council, in consultation with the Chief Finance Officer and Monitoring Officer.

6.7 Lancaster Way Non-Motorised User Crossing

It was resolved to:

- a) Approve the drawdown of £100,000 from subject to approval budget to approved budget for an options study to be carried out to investigate the opportunity for crossing.
- b) Delegate authority to the Interim Head of Transport, in consultation with the Chief Finance Officer and Monitoring Officer, to enter into Grant Funding Agreements with Cambridgeshire County Council.

Part 7 – Skills Committee recommendations to the Combined Authority

7.1 Skills Grant Funding allocations and policy changes for 2023-24 [KD2022/076]

It was resolved to:

- a) Approve the Adult Education Budget and Free Courses for Jobs funding allocations to Learning Organisations for the 2023/24 and 2024/25 academic years as set out in Appendix A to this report.
- b) Approve the Multiply funding allocations to Learning Organisations for the 2023/24 and 2024/25 financial years as set out in Appendix A to this report.

- c) Delegate authority to the Interim Associate Director for Skills in consultation with Chief Finance Officer and Monitoring Officer to sign Grant Funding Agreements with the Learning Organisations set out in Appendix A to this report for the 2023/24 and 2024/25 academic years in respect of the Adult Education Budget and Free Courses for Jobs and the financial years 2023/24 and 2024/25 for Multiply
- d) Delegate authority to the Interim Associate Director for Skills to vary grant funding agreements based on performance by up to 25 per cent of the value in 2023/24 and 2024/24 for AEB, Free Courses for Jobs (FCFJ) and Multiply
- e) Approve the proposed devolved funding policy changes set out in Appendix C this report, for the 2023/24 academic year to increase funding for learning organisations and implements the national changes for 2024/25, as set out in Appendix B. In addition, to approve the 'Earnings Boost' policy that ESFA announced on 1 March 2023, in-year for the current academic year 2022/23 and for 2023/24, to match funding policy in non-devolved areas.
- f) Approve the increase to the AEB top slice from 3.4% to 5%.

7.2 Expansion of the Careers Hub [KD2023/010]

It was resolved to:

- a) Accept the grant funding offer on the notification of funding from the Careers and Enterprise Company (CEC) for the continuation of the Careers Hub. Grant funding is expected to be in the sum of approximately £292,000 for the financial year 2023/2024.
- b) Accept future grant funding that is awarded by the Careers and Enterprise Company (CEC) in addition to core funding, up to the value of £95,000 for projects aligned to strategic priorities.
- c) Allocate 5 months of CEC funding to part-fund the 4 full-time equivalent (FTE) roles within the Growth Works service for the period of August to December 2023.
- d) Allocate £112,000 of Corporate Rapid Response Funding as match funding for the period of January to August 2024 as Growth Works funding ceases and the start of UK Shared Prosperity Funding.

- e) Delegate authority to the Interim Associate Director of Skills, in consultation with the Chief Finance Officer and Monitoring Officer, to enter into contracts and grant funding agreements.

7.3 Growth Works Performance Review

It was resolved to:

- a) Note the Growth Works Programme Year Two Review and Performance Data to Q8 (16 December 2022).

7.4 Shared Prosperity Fund Implementation Plan

It was resolved to:

- a) Approve the UK-SPF Implementation Plan.
- b) Delegate authority to the Executive Director for Economy & Growth to approve in consultation with local authority partners, the Chief Finance Officer and Monitoring Officer the changes set out at 3.3 of the Skills Committee report.
- c) Delegate authority to the Executive Director for Economy & Growth to approve in consultation with local authority partners, the Chief Finance Officer & Monitoring Officer for Minor Changes as set out in Appendix 1a and supported by the DLUHC Guidance included in the Appendix 1b.
- d) Delegate authority to the Executive Director for Economy & Growth to approve in consultation with the Chief Finance Officer & Monitoring Officer to enter into Grant Funding Agreements associated with the projects set out in the Implementation Plan.

Part 8 – Business Board Recommendations to the Combined Authority

8.1 Profile of Investments

It was resolved to:

Note the content of the Local Growth Fund investment update.

8.2 Economic Growth Strategy Implementation Plan

It was resolved to:

Approve the Economic Growth Strategy Implementation Plan.

8.3 Growth Hub Backfill Funding for 2023-24 [KD2023/008]

Report withdrawn.

Part 9 – Governance Items

9.1 Combined Authority Subsidiary Company Director Appointments

It was resolved to:

- a) Appoint one of the Deputy Mayors as a Director of Angle Holdings Limited to build resilience in overseeing and supporting the orderly closure of the company.
- b) Agree the appointment of two members of the Executive Team within the CPCA as a Directors of Angle Holdings and Angle Developments (East) to oversee and support the orderly closure of the companies.

- c) Agree the appointment of two members of the Executive Team within the CPCA as a Director of the Cambridgeshire & Peterborough Business Growth Company Limited (GrowthCo) to replace an outgoing director of the company and to build resilience.
- d) Agree the appointment of a member of the Executive Team within the CPCA as a Director of the Peterborough HE Property Company Limited (PropCo1) to ensure quoracy of CPCA membership of the Board of that company.

9.2 Delegations to Officers [KD2023/013]

It was resolved to:

- a) Agree delegated authority to the Interim Associate Skills Director in consultation with the Lead member for Skills for approval of the Local Skills Improvement Plan.
- b) Agree delegated authority to the Chief Executive Officer in consultation with the Mayor or Deputy Mayor as appropriate for the commissioning of the refresh of the Cambridgeshire and Peterborough Independent Economic Review.
- c) Agree delegated authority to the Executive Director for Place and Connectivity in consultation with the Monitoring Officer and Chief Financial Officer for the retendering of any bus routes which an operator gives notice that it will cease to provide between 22 March and the next meeting of the Transport and Infrastructure Committee.
- d) Agree delegated authority to the Executive Director for Place and Connectivity in consultation with the Monitoring Officer and Chief Finance Officer to approve commencement and mobilisation of the delivery of activities and associated spend allocated to the 2023-24 year as set out in the approved Department for Levelling Up, Housing and Communities (DLUHC) proposal for Local Growth Capacity Funding.
- e) Agree delegated authority to the Executive Director for Place and Connectivity in consultation with the Monitoring Officer and Chief Financial Officer to determine splitting the extra £125k awarded to the Authority as additional local growth capacity support funds across the three agreed work strands, and to approve commencement and mobilisation of delivery of those activities.

9.3 Forward Plan

It was resolved to:

Approve the Forward Plan for March 2023.

Part 10 – Exempt Matters

It was resolved to exclude the press and public from the meeting on the grounds that the report contained exempt information under Part 1 of Schedule 12A the Local Government Act 1972, as amended, and that it would not be in the public interest for this information to be disclosed. That is, information relating to an individual; information which is likely to reveal the identity of an individual; and information relating to the financial or business affairs of any particular person (including the authority holding that information). The public interest in maintaining the exemption was deemed to outweigh the public interest in its publication.

10.1 Redundancy of staff

It was resolved to:

Note recommendation a).

10.2 Changes to Peterborough R&D Property Company Ltd [KD2023/007]

It was resolved to:

- a) Approve recommendation a).
- b) Approve recommendation b).
- c) Approve recommendation c).

d) Approve recommendation d).

e) Approve recommendation e).

Audit and Governance Committee Decision Summary

Meeting: 24 March 2023
 Agenda/Minutes: [Audit and Governance Committee](#)
 Chair: John Pye (Chair and Independent Person)

Summary of decisions taken at this meeting.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
1	Apologies and Declarations of Interests	Apologies were received from Cllr Corney and his substitute Cllr Beutell. No disclosable interests were declared.
2	Chair's Announcements	<p>Introduction and welcome to Nick Bell, new Executive Director for Resources and Performance who is taking on the S73 responsibilities.</p> <p>Thanks were given to Jon Alsop for his hard work and support to the Committee. Rob Emery had been promoted to Assistant Director of Finance and would deputise for Nick as appropriate.</p> <p>Risk Management Training Session would be held after the meeting.</p>
3.	Minutes & Action Log	<p>The minutes of the meetings held on 27 January 2023 were approved as a correct record and the Action log noted.</p> <p>The Committee received an update on the progress on the formation of the Shareholder Board from the Interim Monitoring Officer and requested that the Chair of the Board be invited to attend the next Committee meeting to provide a further update.</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		The Committee received a briefing on the resilience of the Finance team at the CPCA following concerns raised around delayed reports and were advised that the finance team structure was being looked out and that going forward the team would be more focused with the new directorate structure and would have more permanent recruitment. The new Executive Director for Performance and Resources was aware of the issues and would be taking steps to address these and would provide an update to the July meeting.
4.	Improvement Framework	<p>The Committee RESOLVED to:</p> <ol style="list-style-type: none"> 1. Note the observations of the External Auditor in his letter to the Chief Executive in February 2023 and the resignation of the IIB Chair with immediate effect and the arrangements underway to find a replacement. 2. The Committee welcomed the report; it had provided assurance that the Improvement Plan was going in the right direction; it provided clarity and focus of purpose.
5.	Internal Audit Action Tracker and information reported to PARC	<p>Committee noted the progress on the Internal Audit Action Tracker and information reported to the Performance & Risk Committee.</p> <p>Committee requested that they receive the report on a quarterly basis going forward.</p>
6.	Information Governance Report	The Committee considered and noted the report which updates the Committee on the current position with regards to Information Governance and requested that this be reported to the Committee on an annual basis going forward.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
7.	Revisions to the CPCA Constitution – Financial Regulations	<p>The Committee reviewed the update to the financial regulations of the CPCA and provided the following feedback:</p> <ol style="list-style-type: none"> 1. That the Chief Finance Officer be invited to redraft the sections, as outlined above, to improve clarity and avoid ambiguity. 2. That the draft be reviewed for grammatical and spelling errors, and for consistency of language eg. the use of Board or Authority 3. That the Committee’s comments on the revisions to the Financial Regulations be fed back to the Board ahead of their meeting on 31st May 2023. 4. Recommend to the CA Board that subject to the revisions detailed above that the Financial Regulations be adopted into the Constitution.
8.	Internal Audit Plan 2023-24	The Committee recommended to the Executive Team that items that would contribute most to the Improvement Plan, and any areas of weaknesses that may lead to an unqualified opinion, should be the focus for the next year.
9.	Internal Audit Progress Report	The Committee received and noted the Internal Audit Progress Report.
10.	Annual Report of the Audit & Governance Committee	The Committee approved the annual report for the CA Board.
11.	Work Programme	The Committee approved the work programme.
12.	Date and Time of Next Meetings	<p>Friday 9th June 2023 Venue: Pathfinder House, Huntingdon</p>