

Community Transport Action Plan Log

Update for Audit & Accounts Committee - As At 15th May 2019 (Committee Reporting Deadline)

\* Action Log: Page, item no, Action section, item  
Minute16/08/2018: Page, Para

	Onus	Issue	Source*	Progress	Document Cross-Reference	Notes	Next Action	By	Due
19	CCC	All FH&E contracts to be retendered.	AL 7 33.2	In Progress	21.1 (Home to School Mainstream Contracts) 21.2 (Home to School Mainstream Contracts) 21.3 (Home to School SEN Contracts) 21.4 (Ad Hoc Day Centre Contracts) 25.1 (Local Bus Contracts) 25.2 - 6 (Local Bus Awards) 26.1 - 2 (Day Centre Contracts)	Day centre contracts re-tendered and awarded April 2018. Home to School contracts re-tendered and awarded July 2018. Ad Hoc Day Centre contracts terminated August 2018 for re-tender. Local Bus service contracts re-tendered and awarded 4th October 2018.  A contract with ESACT to provide the East Cambs Connect service is now in the process of being retendered, with the closing date for tenders being the 10th May, contract award on the 20th May, and the new contract commencing 15th July 2019.			
30	CCC	Any money to be reclaimed in respect of State Aid or otherwise would be so.	M 10.3 AL 5 18.1.4	In Progress	TBC	PKF have produced a draft report looking at calculating any competitive advantage conferred on FH&E through previous grant awards. This has informed negotiations with FH&E which are ongoing. Most recently, the Deputy Chief Executive, Executive Director of Place and Economy, and Chair of Audit & Accounts met with the Chair of FH&E at the start of May.			
31	CCC	Annual review of outcomes and benefits from the grant awards will be reported to E & E Committee.	M 8.6	In Progress	TBC	This is planned as part of the new grant framework, but the first report will not take place until a year after the first grant award, a milestone which has not yet been reached.			
53	CCC	Chief Executive to report state Aid issue to other District Councils.	M 8.6	Complete	N/A	The Chief Executive has liaised with District Councils to ensure they are aware of the issue, and Districts which have awarded funding to FH&E have agreed that the County Council may lead on reclamation processes on their behalf (Action 30, above) and therefore it is considered this action may be closed. Further specific engagement will take place in relation to action 30, on an ongoing basis.			
64	CCC	Further update reports would be received by Audit & Accounts Committee until implementation is complete.	M 16.4	Ongoing	N/A	Working Party formed and an ongoing process is in place to ensure that Audit & Accounts Committee are able to monitor actions on an ongoing basis.			
65	CCC	Transfer of payments to PKF from Milton Keynes Council to the Cambridgeshire financial system would take place.	M 15.1	In Progress	TBC	Initial transfer made. Action remains ongoing to transfer final balance to CCC.			
66	CCC	Member consideration of how best to provide community transport services to be deferred until all possibilities including the Mayor's Bus review, could be taken into consideration.	M 15.2	Ongoing	N/A				
80	CCC	Cambridgeshire County Council should ensure that the Transport Service have an accurate and up-to-date a register of all contracts awarded to transport providers.	FOI Report	Complete	Appendix 3 (Report)	A review of the contract recording processes within the Transport team was carried out by Internal Audit in the summer of 2018, and a number of improvements to filing structures and record-keeping practices were put in place. A follow-up audit was conducted in early 2019 which found the improved processes embedded in the service			
81	CCC	Cambridgeshire County Council should ensure pertinent information relating to grants is published, when such grants are awarded to voluntary, community and social enterprise organisations.	FOI Report	Complete	Appendix 2 (Report)	Internal Audit is has completed a review of compliance with the organisation's Grants to External Organisations Policy. Although the report identified that grants information has not been published consistently, actions have now been put in place to set up a new Grants Register for the organisation and ensure that all grants are reported in line with Transparency Act guidelines, as well as ongoing processes to keep the Register updated in future.			
82	CCC	The Cambridgeshire Freedom of Information (FOI) service should ensure that the formal internal review process should be reviewed, to ensure that any issues are addressed fully.	FOI Report	Complete	N/A	Peterborough City Council and Cambridgeshire County Council have formed a joint Information Governance service. A major part of this is to ensure that both services have support and resilience. A s part of this, a new internal review process has been produced.			
83	CCC	The Cambridgeshire Freedom of Information (FOI) service should ensure that responses to FOI requests always explain why it has been necessary to apply an exemption (eg. redacting information.) where an exemption has been used.	FOI Report	Complete	N/A	Templates for responses have now been developed by the service. These include prompts to explain where information is not to be provided, either in full or part.			
84	CCC	When declining to release information due to harm to commercial interests, the Cambridgeshire Freedom of Information (FOI) service should ensure that the Public Interest test undertaken sets out clearly what the link(s) between disclosure and harm to the commercial interests are to demonstrate that this is more than hypothetical.	FOI Report	Complete	N/A	The Public Interest Test sheet from Peterborough City Council has now been adopted by the Cambridgeshire team, to address this action and to ensure continuity across the authorities.			
85	CCC	Where FOIA requests are contentious or there is a group of focussed requests, The Cambridgeshire Freedom of Information (FOI) service should engage a senior officer in the service to ensure oversight. Contentious FOIA requests should be highlighted to their Head of Service and Director.	FOI Report	Complete	N/A	CCC are now sharing a weekly list of FOI requests received with the chief executive and senior officers, agreeing key contacts and approved answers coming from the service director or assistant director. Discussions are being held with Peterborough City Council to ensure continuity in reporting to senior management across the authorities via the Dynamics FOI system, which is being launched in May 2019.			
86	CCC	CCC should consider publishing Freedom of Information Act responses via the website and therefore making these available to the public.	FOI Report	In Progress	TBC	PCC and CCC have formed a joint Information Governance service and are looking at implementing a joint FOI system. One of the system requirements identified to be implemented at both Councils is the ability to publish FOI responses to the wider public. This will be reviewed both Councils in July 2019, with an implementation target of <b>December 2019</b> .			