

## Community Transport Action Plan Log

Update for Audit & Accounts Committee - As At 11th January 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.  It has now been identified that a contract with ESACT to provide the Total Transport Service has not yet been re-tendered. This is discussed in full in the supporting report to Committee, and the intention is that this contract will now be re-tendered.			
24	CCC	The Council must consider how to ensure that it does not continue to confer advantage on FH&E because of past actions, and take action to ensure this is not the case. (also see 30)	M 11.2	Complete	Action Plan PKF Report	As reported to Committee against the present action plan, the council has taken steps to ensure that advantage is not conferred on FH&E going forward and to re-tender contracts etc. The final outstanding area in this regard is to reclaim any monies in respect of State Aid; and to reclaim funds as appropriate to rectify any past advantage conferred through over-funding. This is being followed up separately at Action 30 (below), and consequently this action 24 has now been closed.			
30	CCC	Any money to be reclaimed in respect of State Aid or otherwise would be so. (also see 24)	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. The report and supporting analysis is to be discussed by senior management at a meeting on 15th January.			
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, which has not yet occurred.			
34	CCC	A & A to receive action implementation reports and provide robust review.	M 3.1	Ongoing	N/A	Working Party formed.	Prepare reports	I A	Sep-18
37	CCC	The report on the Member role on Outside Bodies to be shared with District Councils.	M 13.7	Complete	4.1 (Report) 4.2 (Guidance) 31.1 (Distribution)	The new guidance document has been approved and published on the Council's website, and the Chief Executive has circulated this to the District Councils.			
41	CCC	Chief Executive to share the outcomes of the investigation into the FOI requests with Audit & Accounts Committee.	M 13.5	In Progress	N/A	The investigation report has now been shared with the Chief Executive and an action plan to respond to its findings is under development. This will be shared with the March 2019 meeting of the Committee.			

44	CCC	CCC to check that O or taxi licences are in place for commercial providers.	AL 8 37.2.2 M 12.2	Complete	24.1 (Schools checks) 32.1 (Day centres)	This is currently monitored as part of Home to School contracts, and checks have now also been carried out for Day Centre and commercial bus services. Records of monitoring checks have been seen by Internal Audit for Home to School contracts and Day Centres. Evidence of checks taking place has been seen for Commercial Bus checks, although the service is also currently working to update their formal contract monitoring documentation, to ensure there is a more comprehensive record and audit trail of these checks in future. This action is therefore recommended to be marked as complete.			
52	CCC	Report State Aid issue to the Mayor, in relation to the Bus Review.	M 9.3	In Progress	TBC	Dependent on action 24, above.			
53	CCC	Chief Executive to report state Aid issue to other District Councils.	M 8.6	In Progress	TBC	As above. The Chief Executive has liaised with District Councils to ensure they are aware of the issue, but a final calculation of the estimated level of state aid is required before progression.			
62	CCC	Demonstrate that Action Plan actions are put in place.	M 10.1	Ongoing	N/A	Working Party formed.			
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.			
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				