

## Community Transport Action Plan Log

Update for Audit & Accounts Committee - As At 22nd October 2018 (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
5	FH&E	FH&E to reconsider composition of Board, to ensure it is capable of fulfilling stewardship requirements in future.	M 5.7 M 16.5	Complete	27.1 (Status Update) 14.1 (Note from Jill Tuck) 14.2 (Exec. Committee Structure) 14.3 (Exec Committee remit) 14.4 (F&GP Committee remit) 30.1 (Exec Committee minutes)	A new Finance & General Purposes Committee has been created at FH&E, and a new Audit Committee for FH&E was created at Board sign-off on 15th October 2018. FH&E have also appointed a new Interim Chairman who has been recommended to be made permanent by the new Committee.			
9	CCC	The Chief Executive, Deputy Monitoring Office, and Chief Internal Auditor will consider information and evidence provided by FH&E, and judge whether they pass the criteria for a 'fit and proper' person to contract with.	M 4.5 M 6.6	Complete	27.1 (Status Update)	This decision has been based on the completion of the agreed Action Plan by FH&E, as verified by Internal Audit. Chief Internal Auditor will provide update to Audit & Accounts Committee on this matter.			
16	FH&E	FH&E must have systems in place to enable reporting on membership, eligibility checks, demand and income.	AL 5 19.1	Complete	27.1 (Status Update) 18.1 (Membership database headings)	Reviewed by Internal Audit. Final implementation at Board meeting on 15th October 2018.			
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.			
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.	M 11.2	In Progress	TBC	PKF have produced a draft report looking at calculating any competitive advantage conferred on FH&E through previous grant awards. The next step will be for management to review this.			
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	See action 24, above.			
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	In Progress	4.1 (Report) 4.2 (Guidance)	Awaiting final agreement by Full Council - expected in December.			

40	CCC	External officer to investigate where the issue with FOI requests originated (FOI team or Transport team).	M 13.5	Complete	N/A	Data Protection Officer from PCC conducting a review - draft report has now been issued. The report or a summary of key findings is expected to be available for the November Audit & Accounts Committee.			
41	CCC	Chief Executive to share the outcomes of the investigation into the FOI requests with Audit & Accounts Committee.	M 13.5	Complete	N/A	As above.			
44	CCC	CCC to check that O or taxi licences are in place for commercial providers.	AL 8 37.2.2 M 12.2	In Progress	24.1 (Schools checks)	This is currently monitored as part of Home to School contracts. Plans are in place to monitor this for Day Centre contracts, however no checks have yet been undertaken. Checks are undertaken for commercial bus routes but have not been formally recorded. The service is now planning to add these checks to their formal contract monitoring schedule to ensure there is a full record of these checks in future.			
49	FH&E	According to their Memorandum of Association, FH&E Members are approved at either an AGM or by its Executive Committee. This was not taking place so a new process is needed.	M 6.7	Complete	27.1 (Status Update)	New membership process is in place following Board sign-off on 15th October 2018.			
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.			
63	CCC	An interim report to Audit & Accounts Committee on the implementation of actions would be considered in 3 months.	M 15.8	Complete	N/A	In progress. Initial report to Working Party on the 31st October, followed by main report to Committee on the 22nd November.			
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				