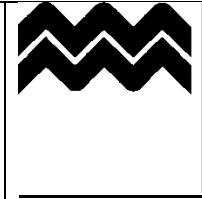


## Appendix Minutes 31<sup>st</sup> May

**COMMUNITIES AND  
PARTNERSHIP COMMITTEE**

## Minutes - Action Log



Cambridgeshire  
County Council

This is the updated minutes action log as at 27<sup>th</sup> June 2018 and captures the actions arising from the most recent Communities and Partnership Committee meetings and updates Members on the progress on compliance in delivering the necessary actions.

**ACTIONS FROM MINUTES OF THE 17<sup>th</sup> APRIL COMMITTEE**

Minute No.	Report Title	Action to be taken by	Action	Comments	Status
52.	<b>CAMBRIDGE-SHIRE ADULT LEARNING AND SKILLS SERVICE</b>	Lynsi Hayward-Smith	<p>a) Officers agreed to include sense checked visual explanatory diagrams in the next report. <b>Action required</b></p> <p>b) There was a request to be provided in the next report with actual numbers against the percentages to aid context.</p> <p>c) Suggested drop-out rate from people starting apprenticeships would be useful information to be included in future reports.</p>	<p>a) This will be included in the next update Report</p> <p>b) These will be included in the update next report.</p> <p>c) This would be looked at with a view to include it in the future report.</p>	<p><b>ACTION ONGOING</b></p> <p><b>ACTION ONGOING</b></p> <p><b>ACTION ONGOING</b></p>

## ACTIONS FROM MINUTES OF THE 31<sup>st</sup> MAY COMMITTEE

Minute No.	Report Title	Action to be taken by	Action	Comments	Status
64.	<b>INTEGRATED COMMUNITIES STRATEGY GREEN PAPER</b>	<b>Councillor Manning</b>	Regarding response 10 and the reference to housing tenures, Councillor Manning highlighted that there had been a recent University research study. <b>He offered to pass on the research paper results to the officers</b>	At the time of preparing this update document the lead officer (Adrian Chapman) had not received details of the study. Following an enquiry, Councillor Manning confirmed he had contacted the University to provide the details, with the intention of forwarding them when received.	<b>ACTION ONGOING</b>
65.	<b>SHARED AND INTEGRATED SERVICES PROGRAMME</b>	<b>Adrian Chapman</b>	<p>a) Queries were raised regarding issues such</p> <ul style="list-style-type: none"> <li>• as staff morale,</li> <li>• trade union involvement,</li> <li>• elected member input including a member joint working group with Peterborough City Council</li> <li>• Timing of proposals in terms of future arrangements with Combined Authority.</li> </ul> <p><b>The lead officer undertook to bring a report back to address the issues raised</b></p>	<p>To be addressed in the Review of Shared &amp; Integrated service report due to come forward to this Committee in October.</p>	<b>ACTION ONGOING</b>

Minute No.	Report Title	Action to be taken by	Action	Comments	Status
		<b>Adrian Chapman</b>	<b>b)</b> Councillor Gowing highlighted that the ICT OFR Group looking at rationalising ICT, of which he was a member, had been put on hold and queried whether this was a result of the planned work streams between the County and Peterborough City Council. <b>Action: the Service Director Communities and Safety undertook to investigate and report back to Councillor Gowing</b>	This was still currently being looked into.	<b>ACTION ONGOING</b>
<b>67.</b>	<b>FINANCE AND PERFORMANCE OUT-TURN REPORT</b>	<b>Kerry Newson</b>	In response to a query the presenting officer undertook to put in writing to the Committee the reasons for the 245% outturn variance showing against the Executive Director section of the Income and expenditure overall position table under paragraph 2.1 of the report	The response was sent in an e-mail from Democratic Services on 18 <sup>th</sup> June and clarified the two references in the report included for the budget line queried. The text of the response is included as an appendix to this Action Log.	<b>ACTION COMPLETED</b>

**TEXT OF EMAIL SENT TO COMMITTEE ON 18<sup>TH</sup> JUNE - SEE REFERENCE TO MINUTE 67**

Dear Communities and Partnership Committee

At the May Committee meeting when receiving details of the People and Communities Directorate budget outturn there was a request for more detail regarding the Executive Director budget line which showed a 245% variance at year-end.

Kerry Newsom has provided the following additional information which draws on information from two sections of the report.

<b>Executive Director</b>					
	Executive Director	416	699	283	68%
5	Central Financing	-523	-1,069	-546	104%
5	26 <b>Executive Director Total</b>	<b>-107</b>	<b>-369</b>	<b>-262</b>	<b>245%</b>

The Executive Director Section of the F&PR shows a £262k underspend and an outturn Variance of 245%. The reason for this being that the Executive Director policy line for 2017/18 had resulted in a £283k pressure, made up from the continued unachieved Business Support Saving of £219k and some smaller operational overspends in year. This was offset by the Central financing line for 2017/18 resulting in a £546k underspend. The latter occurred due to local authorities currently being permitted greater flexibility in the use of capital receipts (proceeds from sales of assets) to fund any project that is designed to generate ongoing revenue savings in the delivery of public services and/or transform service delivery to reduce costs. Eligible expenditure was identified within People & Communities, for which funding was shown against the Executive Director Budget which accounts for a significant proportion of the year end underspend on this budget. There will be a future report to full council on the use of capital receipts.

I hope this helps clarify the reason for the 245% variance regarding this budget line.

Kind regards

Rob Sanderson  
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