

GENERAL PURPOSES COMMITTEE

Minutes-Action Log



Cambridgeshire
County Council

Introduction:

This log captures the actions arising from the General Purposes Committee on 22nd October 2019 and updates members on the progress on compliance in delivering the necessary actions. This is the updated action log as at 18th November 2019.

Minutes of 22nd October 2019

Item No.	Item	Action to be taken by	Action	Comments	Completed
196.	Service Committee Review of Draft Revenue Business Planning Proposals for 2020-21 to 2024-25	C Malyon T Kelly	The Chairman raised the importance of scrutinising inflation and demography at the same level as savings. He stressed the need for this information to be shared with Chairs of Policy and Service Committees next year and taken to committee if necessary.	Demography and inflation amounts are presented within the business planning tables considered by Committees, alongside supporting narrative. Next year, the more detailed supplementary information and workings will be provided to Committee Chairs.	Completed

197.	Capital Strategy	C Malyon T Kelly	The need to circulate more detail on the Council's indebtedness to the Committee particularly in relation to the proportion of the total budget that was either Good or Necessary borrowing, and a narrative regarding the MTFS built in positive financial implications associated with good borrowing and any risks associated with returns failing from that proportion of the borrowing.	<p>This will be reflected in the next iteration of the capital strategy at the January meeting of the General Purposes Committee.</p> <p>The debt charges as a proportion of budget relating to both total borrowing and necessary borrowing only (not including invest to save schemes) is shown as part of section 4 of the item on the future capital programme at this meeting</p>	Completed
199.	Cambridge University Science and Policy Exchange: Greenhouse Gas Emissions Baseline and Forecast to 2050 for the Cambridgeshire and Peterborough area	S French	A copy of the CUSPE report to be sent electronically to all Members, Chief Executives and Leaders of District Councils, the Combined Authority and utility providers with a letter offering to engage at every opportunity.	Letter drafted by Transformation Team for Sheryl French to review and send to Councillor Count for approval. The letter will accompany the CUSPE report.	Ongoing

200 (b)	Home to School and Adults Social Care Transport	J Turner	It was queried how the figure of £410k had been identified. The Chairman asked for the table at 5.1 to be revised to improve clarity and circulated to the Committee.	The invest to save figure was determined through early investigative work with transport consultants and a specialist in independent travel training. It was suggested a figure of up to £150k would provide a full review of home to school transport. In addition, engagement with an independent travel trainer indicated an annual fee of £58,000 with additional costs per student, should a buddying service be applied to the travel training approach. The travel training figure therefore factors in costs for a budding service over 2 years for 50 students. However, neither of these figures are finite. Should the authority require specialist expertise to realise savings, in the form of a review and in support of embedding independent travel, procurement or tendering will be carried out to ensure value for money.	Completed
200 (c)	Transformation Fund Monitoring Report Quarter 1 2019-20	J Turner	Members were aware that the Housing Related Support Investment savings were in the Business Plan, they therefore queried how long the work would take. It was agreed that a timetable should be shared with the Committee.	Based on discussions last week, it is possible that there will be changes to the timetable for achieving some of the savings in order to align with the consultancy work. However, this would still mean that all savings would be implemented by the end of the financial year 2021/22.	Ongoing
201	Performance Report - Quarter 1 2019-20	M Rowe	This report to be scheduled higher up the agenda in future.	Democratic Services Manager will action for each agenda with the Performance Report.	Completed

		A Mailer	Indicator 40: Classified road condition – narrowing the gap between Fenland and other areas of the County – how will be achieved if all that is available is one-off funding from Government.	This indicator will not be achieved solely through one-off funding allocations from Government. However the full capital funding allocation contributes to narrowing the gap and this annual funding is supplemented by additional funding in year from successful bids, for example the Challenge Fund. In reality the funding received from Government is not sufficient to narrow the gap, even when supplemented by additional one-off funding allocations. Available funding is used as far as possible to maintain the classified road condition in a steady state.	Completed
		A Mailer	In relation to FOI and Subject Access Requests, one Member queried the length of time required to legally keep records. The Chairman commented that performance in this area was contrary to what was expected and requested more information.	<p>Data and information used to answer Subject Access requests is kept for standard retention periods which are set by national legislation, the retention periods vary for different services. CCC have to give access to personal data/information under the General Data Protection Regulations.</p> <p>Subject Access requests have increased since the introduction of the General Data Protection Regulations which came into force in May 2018. So far this year we have seen a 39% increase in Subject Access Requests. For 2018/2019, at the end of October we had received 87 requests, however in 2019/20 we have so far received 121 requests. Each of these requests can take several hours/days to complete given the volume of data/information which is being requested. Recruitment is underway in the Information Governance team for additional resource (who answer these requests) to ensure that the targets are met in future months.</p>	Completed

		A Mailer	In considering the indicator relating to congestion on key routes, the Chairman asked for a list of key routes and how they were identified to be circulated to the Committee	The exact selection process for choosing the routes predates officers currently in place. A description of the indicator, which details the criteria set out by Central Government for route selection has been circulated to the Committee. It is therefore assumed that this criteria set out is the basis for the routes currently identified.	Completed
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