

## Appendix A

### Adults Committee

### Minutes - Action Log



#### Introduction:

This log captures the actions arising from the Adults Committee and will form an outstanding action update from meetings of the Committee to update Members on the progress on compliance in delivering the necessary actions.

This is the updated action log as at 30 November 2016

Minute No.	Report Title	Action to be taken by	Action	Comments	Completed
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#### Minutes of 17<sup>th</sup> May 2016

168.	Disability Related Expenditure	C Bruin/A Leduc	Members noted that the implementation of the new standard rate would be from the date of the next financial assessment and requested that a letter be issued to service users affected	Letters prepared and sent to relevant service users, reinforcing that service users can request an individualised assessment of Disability Related Expenditure if they think that the new standard rate is not sufficient to meet specific expenditure related to their disability.	Completed
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## Minutes of 7 July 2016

176.	<b>The Cambridgeshire and Peterborough NHS Foundation Trust 2014/15 Annual Report on the Delivery of the Council's Delegated Duties for People Over 18 Years With Mental Health Needs</b>	D Cohen	Officers would need to investigate further as to whether there were specific policies in place within the Council that encouraged the employment of people with mental health needs and the role the Council could play in encouraging employers to recruit people with mental health needs	We have a range of employment policies and supportive measures to enable individuals to gain and maintain employment with the Council. We also have the disability confident scheme (formally known as the two tick award) which guarantees an interview to anyone with a disability who meets the essential criteria for the role. We also deliver training for staff on Mental Health First Aid to increase awareness of mental health issues within the workplace.	<b>Completed</b>
180.	<b>Revised Adult Social Care Complaints Policy</b>	C Bruin / J Collinson	Members questioned why there was not an over-arching Cambridgeshire County Council Complaints Policy that contained sub-sections for each service. Officers explained that legislation regarding complaints policy varied across services but agreed to investigate further	<p>The corporate policy is set out in the Corporate Complaints leaflet. This covers all Council complaints that sit outside of the statutory processes in children's and adults – so this is what ETE and other services use.</p> <p>These are on the CCC corporate website at this link along with all the other complaints leaflets –  <a href="http://www.cambridgeshire.gov.uk/info/20022/your_council/73/contact_us/4">http://www.cambridgeshire.gov.uk/info/20022/your_council/73/contact_us/4</a></p> <p>There is also an explanation of the complaints/feedback process here –  <a href="http://www.cambridgeshire.gov.uk/contact-us">http://www.cambridgeshire.gov.uk/contact-us</a></p>	<b>Completed</b>

## Minutes of 13 October 2016

<b>199.</b>	<b>Service Committee Review of Draft Revenue Business Planning Proposals for 2017/18 to 2021/22</b>	S Nix/ T Kelly	Requested further information regarding how savings derived from the rationalisation of voluntary sector contracts would affect individual organisations.	This will be reported at Committee on 8 December 2016	<b>In progress</b>
<b>199.</b>	<b>Service Committee Review of Draft Revenue Business Planning Proposals for 2017/18 to 2021/22</b>	S Nix/ T Kelly	Requested that paragraph 7.6 of the report included and emphasised the word local within the final sentence	Incorporated.	<b>Completed</b>
<b>199.</b>	<b>Service Committee Review of Draft Revenue Business Planning Proposals for 2017/18 to 2021/22</b>	S Nix/ T Kelly	Requested that that welfare benefits advice was placed on the relevant Community Impact Assessment	Income targets have been included in the proposals set out in the business plan and the actions that will be taken to address this include action by CFA and LGSS to increase and promote uptake of the Attendance Allowance.	<b>Completed</b>

200.	<b>Finance &amp; Performance Report – August 2016</b>	T Kelly	Requested a report on DTOCs and how they were measured.	A report has been presented to Adults Spokes in November	<b>Completed</b>
201.	<b>Older People's Accommodation Strategy</b>	R O'Driscoll	Requested that District Councils were encouraged to include provision for key worker accommodation within their Local Plans.	Head of Service Development for Older People has written to District Councils drawing their attention to the strategy and asking them to factor it into work they are doing on their local plans.	<b>Completed</b>
201.	<b>Older People's Accommodation Strategy Older People's Accommodation Strategy</b>	R O'Driscoll	Requested that the graph on page 16 of the strategy have further comment added to it for clarity.	This has been passed to the author who has agreed to rectify.	<b>Completed</b>

201.	<b>Older People's Accommodation Strategy Older People's Accommodation Strategy</b>	R O'Driscoll	The action plan required updating following changes to the Local Housing Allowance and requested an update on work-streams that had been completed.	New guidance has been received relating to the Local Housing Allowance. This will be discussed at the next meeting of Programme Board and incorporated into the Strategy.	<b>Completed</b>
201.	<b>Older People's Accommodation Strategy Older People's Accommodation Strategy</b>	R O'Driscoll	Members requested that they were kept updated with information and developments outside of the Committee.	It was agreed that progress on the action plan will be reported through the members briefing	<b>Completed</b>
<b>Minutes of 3 November 2016</b>					
208.	<b>Finance and Performance Report – September 2016</b>	C Bruin	A report to be presented to the Committee in early 2017 regarding adults with learning disabilities in paid employment and the Council's strategy.	Scheduled for January 2017	<b>Completed</b>

208.	Finance and Performance Report – September 2016	T Kelly	Amendment to be made to the grant funding line of the report.		Completed
208.	Finance and Performance Report – September 2016	C Bruin	Members questioned when they were likely to receive information relating to the Building Community Resilience Programme.	The Innovation Fund was launched on 18 <sup>th</sup> November at the Parish Council Conference, with a specific focus on attracting ideas from groups which will contribute specifically to supporting the needs of vulnerable adults and older people. A report on progress of the first few months of the Fund and the Community Resilience Strategy more widely will be brought to GPC in March 2017.	Completed
209.	“Commissioning for Better Outcomes” Peer Review Findings and Action Plan	C Bruin	Members requested that marketing training offered by the Council that could be charged for be added to the Action Plan	This has been added into the action plan.	Completed

209.	<b>“Commissioning for Better Outcomes” Peer Review Findings and Action Plan</b>	C Bruin	Members requested that service users and carers be included within the evaluation of Transforming Lives.	<ul style="list-style-type: none"> <li>Questions being added to the formal Department of Health annual survey for service users and bi-annual survey for carers.</li> <li>Short questionnaire being developed to seek views from service users and carers of the impact of Transforming Lives and policy lines approximately six months after any changes</li> </ul>	<b>Completed</b>
209.	<b>“Commissioning for Better Outcomes” Peer Review Findings and Action Plan</b>	C Bruin	Member involvement in decision making and scrutiny to be added to Spokes agenda	This has been scheduled for January 2017 Spokes	<b>Completed</b>
210.	<b>Total Transport – Changing Day Centre Session Times</b>	T Parsons	Members questioned how much cost would be incurred by providing food as mentioned in paragraph 2.17 of the report	The costs would be fairly low because this tea would only be a sandwich or soup and a roll. Also, users already pay £7 a day for their refreshments and a 2 course lunch (£6 for their meal and £1 for their drinks) so we would need to keep the costs down as much as possible. I would guess we could do something ‘In house’ for around £2 a head, maybe less if we can manage.	<b>Completed</b>

211.	<b>Disabled Facilities Grant Review</b>	R O'Driscoll	Requested that the Management Information that profiled the spending of DFG funding be shared with Members	<p>The County Council is required to passport each District Council's DFG allocation to them, as part of Better care Fund arrangements. This information will be shared with Committee Members.</p> <p>Additionally, the Council is meeting next week to agree key performance indicators to demonstrate progress, as a requirement of the transitional funding agreement</p>	<b>Completed</b>
211.	<b>Disabled Facilities Grant Review</b>	R O'Driscoll	Regular updates on DFGs to be presented to Spokes	Six monthly and these have been scheduled into agenda plan	<b>Completed</b>
212.	<b>Health and Care System Sustainability and Transformation Programme Memorandum of Understanding: Local Authority Appendix</b>	L Robin	Commitment 4 required completion		<b>Completed</b>



212.	Health and Care System Sustainability and Transformation Programme Memorandum of Understanding: Local Authority Appendix	L Robin	Requested that the language in contained in the third paragraph of the draft appendix be softened to reflect working together and the word 'do' be inserted where it was missing from the second sentence.		Completed
212.	Health and Care System Sustainability and Transformation Programme Memorandum of Understanding: Local Authority Appendix	L Robin	Requested that the wording be changed regarding the sixth behaviour listed on page 2 of the appendix be amended as decisions may need to be reviewed once made		Completed
212.	Health and Care System Sustainability and Transformation Programme Memorandum of Understanding: Local Authority Appendix	L Robin	Expressed concern regarding Member accountability to their electorate and requested that an addition be made that noted the role of Members to their constituents		Completed

<b>215.</b>	<b>NHS Continuing Health Care</b>	R O'Driscoll	Regular updates to be provided to Spokes.	These are being provided on a quarterly basis and have been scheduled in.	<b>Completed</b>
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