

GENERAL PURPOSES COMMITTEE

Minutes-Action Log



Introduction:

This log captures the actions arising from the General Purposes Committee on 15th March 2016 and updates members on the progress on compliance in delivering the necessary actions.

This is the updated action log as at Friday 20th May 2016.

Minutes of 15th March 2016

Item No.	Item	Action to be taken by	Action	Comments	Completed
209.	Minutes – 2nd February 2016 and Action Log	C Malyon	The process on how the new Operating Model for Business Planning was evolving would be presented to the General Purposes Committee (GPC) Workshop on 21 March 2016. A report would then be presented to a future meeting.	A presentation was given to GPC at the 21 March workshop and a report on the Transformation Fund is on the agenda for the May GPC meeting.	Completed

Item No.	Item	Action to be taken by	Action	Comments	Completed
209.	As above	C Malyon	Delegate responsibility to the S151 Officer in consultation with the Chairman and Vice Chairman for GPC to develop and finalise an Accountable Body Agreement between Greater Cambridge Greater Peterborough Local Enterprise Partnership and Cambridgeshire County Council.	The Agreement has been signed by both parties.	Completed
211.	Integrated Resources and Performance Report for the Period Ending 31st January 2016	C Malyon	GPC to be provided with a detailed briefing note in relation to the Municipal Mutual Insurance (MMI) Scheme of Arrangement Levy subject to it not breaching current litigation.	A report went to Group Leaders on 28 April.	Completed

Item No.	Item	Action to be taken by	Action	Comments	Completed
“	As above	G Hughes/ S Grace	The need for Strategic Management Team to consider the impact of climate change both in relation to the positives and negatives on the risk register.	SMT will ask the Corporate Risk Group to look at this each time they review the risk register.	Completed
212.	Total Transport Pilot Scheme	T Parsons	Local Members to be informed of the number of users, particularly in relation to transport to Highfield Special School, in their division	E-mail sent to GPC and Local Members 16 May 2016,	Completed
“	As above	T Parsons M Miller	The need for a Communications Strategy to promote the rationale behind the project and to target current non users of the service	Currently being developed. Detailed plan to be available at GPC meeting on 31 May 2016.	Ongoing
“	As above	T Parsons	Requested information on how other areas of the country which had bid for central government funding were performing.	E-mail sent to GPC on 17 May 2016.	Completed

Item No.	Item	Action to be taken by	Action	Comments	Completed
214.	Scheme of Financial Management	M Rowe	The Chairman reported that it was appropriate that the Committee should be notified of all changes. He suggested that he could ask Constitution and Ethics Committee to consider it as an action.	There does not need to be a change to the Constitution to enable this to occur. The Committee can request that this action should happen.	Completed
“	As above	C Malyon	The Committee requested a briefing note on how the current system of underspends was managed	A note will be included in July Finance reports and the SoFM is in the process of being updated.	Ongoing
218.	IT Options for Members	S Grace	The use of an @gov.uk e-mail address to guarantee security	Request to set up a working group to discuss this to be considered at the GPC meeting on 31 May	Completed
219.	Finance and Performance Report – January 2016	S Grace	The Chairman asked why the performance measure target for “IT – incidents resolved within Service Level Agreement” was not 100%	A meeting between the Chairman and Dominic Boyle (IT Site Operations Manager) clarified the rationale behind the targets in the IT SLA. These targets reflect that support calls may involve 3 rd parties with whom there are separate SLAs and as such to achieve 100% would require setting time targets which would not adequately measure performance.	Completed

Item No.	Item	Action to be taken by	Action	Comments	Completed
	Carry over from meeting of 14 January 2016	S Grace	The business case for outsourcing blue badges including benchmarking to be presented to Committee in March	Confidential briefing note circulated on 3 May 2016.	Completed

Item No.	Item	Action to be taken by	Action	Comments	Completed
	Carry over from meeting of 22 December 2015	J Maulder	The reasons given in exit interviews should be reported to the Staffing and Appeals Committee. The Chairman suggested that this be undertaken on a trial basis to identify the workload level required.	A report was presented to the Staffing and Appeals Committee on 20th April 2016.	Completed