

**COMMUNITIES AND
PARTNERSHIP COMMITTEE****Minutes - Action Log****Appendix 1**

This is the updated minutes action log as of 9th December 2019 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 7TH MARCH 2019 COMMITTEE MEETING

Minute No.	Report Title	Action to be taken by	Action	Comments	Status
146.	DOMESTIC ABUSE AND SEXUAL VIOLENCE (DASV) – REVIEW OF DOMESTIC ABUSE RESOURCE AND OUTREACH PROVISION	Sarah Ferguson	<p>a) It was suggested that there were too many intended outcomes in the draft list and that having fewer targets would increase the chances of achieving the goals in a more effective way.</p> <p>Action: the Assistant Director of Housing, Communities and Youth agreed to take the suggestion in to consideration when finalising the list.</p>	<p>Phase one of the review has now been concluded and will be ratified at the next DASV Delivery Board. Phase Two which will be concluded by Autumn 2019, will include a review for Cambridgeshire County Council and wider partnership outcome measures which will need to be streamlined. The outcomes were reviewed at the DASV Delivery Board meeting in September 2019.</p> <p>A final list of the intended outcomes will be included in a report to the Committee on 13th February 2020.</p>	ACTION ONGOING

ACTIONS FROM MINUTES OF THE 4TH JULY 2019 COMMITTEE MEETING

Minute No.	Report Title	Action to be taken by	Action	Comments	Status
177.	THINK COMMUNITIES UPDATE – JULY 2019	Adrian Chapman	<p>Members sought a timetable for how the Think Communities approach would continue to develop and expand over coming months and years.</p> <p>Action: the Service Director of Community and Safety agreed to compile a timetable.</p>	A delivery plan has been developed, and forms part of the Think Communities report presented to Committee on 17th December 2019.	ACTION COMPLETE

ACTIONS FROM MINUTES OF THE 8TH AUGUST 2019 COMMITTEE MEETING

Minute No.	Report Title	Action to be taken by	Action	Comments	Status
187.	CULTURAL AND COMMUNITY SERVICES CAPITAL PROJECTS	Christine May	<p>Members queried which libraries across the County would be offering open access facilities.</p> <p>Action: the Assistant Director of Cultural and Community Services confirmed that a list would be circulated once a final decision has been made.</p>	Work is underway to assess the feasibility and costs for each site. Details and recommendations will be provided in a report on Open Access in 2020.	ACTION ONGOING

ACTIONS FROM MINUTES OF THE 10TH OCTOBER 2019 COMMITTEE MEETING

Minute No.	Report Title	Action to be taken by	Action	Comments	Status
195.	CIVIC/LIBRARIES PARTNERSHIP PROJECT UPDATE	Christine May	<p>While discussing the contribution of library volunteers, the Service Director of Community and Safety proposed an annual event to recognise and celebrate their work. One Member suggested recognition at a community awards ceremony, such as Ely Hero Awards.</p> <p>Action: the Assistant Director of Cultural and Community Services agreed to consider the proposal.</p>	The Assistant Director is currently investigating what recognition events are already in place, and to identify good practice from elsewhere. She will bring back proposals accordingly and hold a workshop session with Committee Members.	ACTION ONGOING
198.	RECOMMISSIONING OF VOLUNTARY AND COMMUNITY SECTOR INFRASTRUCTURE SUPPORT SERVICES ACROSS CAMBRIDGESHIRE AND PETERBOROUGH	Helen Andrews	<p>a) Members requested information regarding how environmental impacts were taken into consideration in the procurement process, as well as how they were measured and proven.</p> <p>Action: the Children's Commissioner undertook to provide Members with such information.</p>	<p>a) Seco PSSP Procurement are leading on the procurement of this service. They have advised that they do ensure that one of the quality questions in our procurements covers Social Value, which is then evaluated as part of the tender evaluation process. Then as part of the Contract Management process undertaken by the Council this would be monitored and managed accordingly.</p> <p>In terms of environmental impact, Invitation to Tender (ITT) templates cover requirements relating to the environment such as;</p>	ACTION COMPLETE

		Elaine Matthews	<p>b) While expressing concern over the lack of awareness among Members about the work of Support Cambridgeshire, it was suggested that a Member Seminar would prove productive.</p> <p>Action: noting that previous such sessions had already been held, the Strengthening Communities Service Manager agreed to arrange one.</p>	<p>(i) Requirements relating to Environmental Information Regulations 2004 ("EIR")</p> <p>(ii) The Supplier will be expected to deliver this Contract in as environmentally friendly manner as possible and to work with the Authority to improve sustainability through the life of this Contract, on issues such as packaging, miles travelled and use of raw materials.</p> <p>We would always suggest that any specific environmental impact and social value requirements are details in the specifications including any reporting, etc required. Most standard terms and conditions cover basic environmental considerations.</p> <p>b) The Members Seminar date availability is 13th March (10am, Shire Hall) and a slot has been booked.</p> <p>In terms of the information available for this Committee, there have been previous seminars on Support Cambridgeshire and were items on the agenda at the</p>	ACTION COMPLETE
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		Adrian Chapman	<p>c) Members sought clarification on the policies in place for protecting contracted staff who were required to drive around the County.</p> <p>The Service Director of Community and Safety undertook to provide Members with information on such policies.</p>	<p>previous Committee meeting and workshop on the subject. In addition, the Community Champions agenda for December also includes discussion with Support Cambridgeshire.</p> <p>c) The reference to providers is largely around those delivering home care who will drive around the County to deliver care under our contract. Whilst staff do not get paid to travel when working in homecare, the Council does stipulate that it requires employers to pay the national living wage.</p> <p>The Council do not stipulate anything around protection whilst driving specifically.</p>	ACTION COMPLETE
201.	DELIVERY PLAN AND PERFORMANCE REPORT – APRIL TO JUNE 2019	Tom Barden	<p>a) Members sought clarification on whether the increasingly high level of domestic abuse recorded in Cambridge City, as well as the high repeat rate, was indicative of improvements in the reporting process.</p> <p>Action: the Head of Business Intelligence undertook to provide further information.</p>	<p>a) Commentary on the Q1 2019-20 data said that referrals to the IDVA service were higher than in the previous quarter. The highest number of referrals was in Cambridge City and Huntingdon. In both cases the number of referrals was higher than the previous 12 month average. However, in Q2 2019-20 the number of referrals fell in Cambridge City (from 65</p>	ACTION COMPLETE

				<p>to 58) and looking further back, it seems that Q1 2019-20 was unusual as the total number of referrals is generally on a downward trend in Cambridge City.</p> <p>The service view is that the higher repeat rates are suggestive of increased recognition of clients of abuse they are experiencing and need to report.</p> <p>The new approach to performance reporting for committees (with a graph showing historical info) is intended to help provide more historical context to the numbers for the current period.</p>	
		Sarah Ferguson	<p>b) Members requested a link to the relevant section of the Cambridge Insight website that provided information on a ward level be sent to all County Councillors.</p> <p>Action: the Head of Business Intelligence agreed to provide Members with the link.</p> <p>c) It was suggested that a Member Seminar on Cambridge Insight would be of benefit to Members.</p> <p>Action: the Assistant Director of Housing, Communities and Youth undertook to arrange a Member Seminar.</p>	<p>b) A message was circulated to all County Councillors, which included information on Cambridgeshire Insight and links to individual ward profiles.</p> <p>c) A session will be held at the Member Seminar on 13th March, although this will be brought forward if an earlier date becomes available.</p>	<p>ACTION COMPLETE</p> <p>ACTION COMPLETE</p>

203.	FINANCE MONITORING REPORT – AUGUST 2019	Christine May Adrian Chapman	<p>Members expressed concern over the lack of body storage facilities at the County's main hospitals, which was leading to additional financial pressures on the Council.</p> <p>a) Action: the Assistant Director of Cultural and Community Services agreed to discuss possible solutions with health partners.</p> <p>b) Action: the Service Director of Community and Safety undertook to obtain clarification from the legal team regarding the Council's responsibilities on the issue.</p>	<p>a) The Assistant Director is liaising with the Senior Coroner over this action</p> <p>b) The Monitoring Officer is undertaking this work and will report back in due course.</p>	<p>ACTION ONGOING</p> <p>ACTION ONGOING</p>
207.	CAMBS 2020 – COMMUNITY HUBS WORKSTREAM REVIEW	Kim Davies	<p>While discussing Cambs 2020, Councillor Richards requested to be updated on the interactions with trade unions as the local member for Castle and Labour representative.</p> <p>Action: the Senior Transformation Adviser undertook to update her.</p>	<p>Throughout the programme to date the HR team have been keeping our recognised trade unions appraised of progress and developments. There is a monthly union meeting to discuss employment matters and this is a standing agenda item during which employment related matters of the programme are discussed, and where members of the programme team are invited to give updates. Arrangements have been put in place to brief the full time officials and stewards on all aspects of the Cambs2020 programme so that they feel better able to advise their members. They have been invited to all focus groups that have taken place and will be fully briefed ahead of the consultation</p>	<p>ACTION COMPLETE</p>

				documents being launched to give them time to ask questions and read through the documents before they are shared with the wider staff groups. The unions were advised in advance of the decision to take a different approach to consultation before this was communicated to the organisation.	
<u>ACTIONS FROM MINUTES OF THE 21ST NOVEMBER 2019 COMMITTEE MEETING</u>					
Minute No.	Report Title	Action to be taken by	Action	Comments	Status
210.	MINUTES OF THE MEETING HELD ON 10TH OCTOBER 2019	Kim Davies	<p>Following confirmation that trade unions were being kept apprised of progress and developments regarding Cambs 2020, one Member queried whether feedback from the trade unions was being acted on and whether they were able to feed into the decision-making process. A further update was therefore requested to demonstrate how such feedback was being acted on.</p> <p>Action: the Senior Transformation Adviser undertook to provide an update.</p>	The Head of HR Advisory confirmed that the Council is meeting with union colleagues regularly, engaging with them in a meaningful way and considering all the feedback that they provide. She informed Members that she was willing to discuss the matter further with them personally if they would wish to.	ACTION COMPLETE
212.	SUPPORT CAMBRIDGESHIRE: LOCAL COUNCIL DEVELOPMENT PLAN PROGRESS REPORT	Nick Mills	<p>While discussing Members' attendance of training and development programmes, it was suggested that Member Seminars organised by the Council could alternate between different times or days, in order to accommodate Members who were unable to attend the regular Friday morning sessions.</p> <p>Action: the Democratic Services Officer undertook</p>	The Democratic Services Manager confirmed that the issue had been previously considered but a proposal of evening sessions was not possible given that the majority of Members had significant distances to cover in order to attend. She reiterated that all	ACTION COMPLETE

			to investigate the request.	material from the sessions was circulated to all Members, regardless of attendance.	
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