

STRATEGY AND RESOURCES COMMITTEE MINUTES-ACTION LOG

This is the updated action log as at 20th March 2023 and captures the actions arising from the most recent Strategy and Resources Committee meeting and updates Members on the progress on compliance in delivering the necessary actions.

Minutes of 26th January 2023					
Minute number	Item title	Responsible officer(s)	Action	Comments	Completed
122.	Minutes – 16th December 2022 and Action Log	Michelle Rowe	The Chair acknowledged the need to consider the initial wording in the action log as to when the Opposition Group Leader had been briefed on the old Shire Hall site.	The original action has been removed from the action log as complete. The minutes of the meeting of 26th January 2023 provide clarification as to when the briefings took place.	Complete
		Elaine Redding/ Jon Lewis/ Matthew Gunn	Children and Young People Committee to review music provision across the whole county.	This will be added to the agenda planning session at Spokes with the aim of reporting in the autumn.	Complete
126.	Integrated Finance Monitoring Report for the Period Ending 30 November 2022	Stephen Howarth	To establish whether a delay of three weeks had caused an in-year underspend of -£0.500m for Sir Harry Smith Community College	The Education Capital Team have confirmed that the delay of several weeks in commencing works on the Sir Harry Smith scheme has resulted in superstructure and steel frame works, which were expected to take place in the last weeks of the financial year, slipping into 2023-24. The commentary on that variance in the November Integrated Finance Monitoring Report is therefore an accurate reflection of the situation.	Complete

127.	Strategy and Resources Committee Agenda Plan, Training Plan, Appointments to Outside Bodies and Internal Advisory Groups	Tom Kelly	The need for an item on the County Farms Estate to be included on the agenda plan.	This item will be discussed with the new Executive Director and Members as there are various interdependencies and how this links to the County Farms Working Group.	Ongoing
129.	Shire Hall, Cambridge – Commercial update and review	Tom Kelly	Action set out in confidential minute.	An update report is included in the agenda for this meeting.	Complete

Minutes of 16th December 2022

Minute number	Item title	Responsible officer(s)	Action	Comments	Completed
117.	Business Planning Proposals for 2023-38 – Current Position	Stephen Moir Tom Kelly	Delay to Fair Funding Review - The Chair acknowledged the impact of this decision on one of the highest growth areas in the country. She therefore proposed that the council should send a cross party letter to government detailing the impact of this decision on Cambridgeshire residents.	<p>The letter was prepared and agreed by Group Leaders and was submitted to the Secretary of State for Levelling Up, Housing and Communities during w/c 30th January 2023.</p> <p>The Council submitted a technical response to the provisional local government finance settlement on 16 January 2023.</p>	Complete

		Tom Kelly Stephen Howarth	Requested a note of the full establishment of services and then the vacancy rates. The Service Director: Finance and Procurement agreed to provide a briefing note in late February early March once budget holders had completed their salary spreadsheets.	<p>All individual budget holders are currently completing the salary and establishment analysis elements of budget build.</p> <p>We are on course to provide the note requested to these timescales.</p> <p>E-mail with requested note circulated on 16 March 2023.</p>	Complete
118.	Corporate Performance Report – Quarter 2 2022-23	Stephen Moir Michael Hudson Clare Ellis	Suggested that the Chief Executive take responsibility for reviewing requests for contract waivers at the end of the process in order for services to learn lessons for the future. The Chief Executive acknowledged this helpful suggestion and agreed to investigate with the Head of Procurement and Commercial the appropriate officer to take on this role, which could be the Section 151 Officer.	The Chief Executive met with the Head of Procurement and Commercial on 4th January 2023 to discuss this suggestion. As a consequence, a process of the Chief Executive ‘dip sampling’ the 3 highest value late waivers each month for the next quarter has now commenced. This level of scrutiny will support the work of the officer Procurement Governance Board and will encourage increased ownership and accountability by Executive Directors for late waivers from their directorates. The scope of this work and responsibility for this additional scrutiny will then be discussed with the new Executive Director of Finance and Resources when they take up post.	In-progress.

Minutes of 20th October 2022

Minute number	Item title	Responsible officer(s)	Action	Comments	Completed
103	Integrated Finance Monitoring Report for the Period Ending 31 August 2022	Sue Grace	To review how the communication and oversight of members in relation to recruitment, retention and development of the workforce offer <u>across the whole council</u> could be reinforced.	This is being considered as part of the development and refresh of the Council's People (Workforce) Strategy and will be presented to Full Council in May, with a workforce update report presented to Staffing and Appeals Committee in February.	Complete
111	Property acquisitions in Impington and St Neots	Tom Kelly	Action set out in confidential minute.	Further to the previous update, a commercial lease was agreed by the vendor and the put option exercised. This led to the Council acquiring the property in February in accordance with the delegation. Members of the Committee received an updated briefing note on 27 January 2023. Rental income has been factored into the budget and business plan.	Complete