

GENERAL PURPOSES COMMITTEE

Minutes-Action Log



Introduction:

This log captures the actions arising from the General Purposes Committee on 24th October 2017 and updates members on the progress on compliance in delivering the necessary actions. This is the updated action log as at 20th November 2017.

Minutes of 24th October 2017

Item No.	Item	Action to be taken by	Action	Comments	Completed
41.	Finance and Performance Report – August 2017	C Malyon	Report on ERP Gold to the next meeting detailing the additional costs connected with the deferral and who would be responsible for funding these costs.	On the agenda at Item No.8.	Yes
42.	Integrated Resources and Performance Report for the Period Ending 31st August 2017	T Barden	The need for the changes that had been made to the presentation of the report, with arrows going up and sideways, outcomes and descriptors, to be followed through the report.	The IRPR front page has been updated and the revisions will feature in the report covering the period October 2017 (due to be discussed in December)	Yes

		C Malyon	Officers to consider how changes could be highlighted in regular reports to GPC such as Business Planning.	All the key exceptions reported in the main body of the IR&PR reports are changes since the previous month(s) or items drawn to the Committee's attention. Overall total budget information and the ordering of the report is consistent from month-to-month to aid summary comparisons and ease of locating information. The business planning reports to GPC in December and January will identify the changes the Committee is asked to consider as updates to previous iterations.	Yes
		Wendi-Ogle-Welbourn	A new Head of Service had been appointed who would be able to provide a plan for the next meeting detailing what could be achieved and by when in relation to the mitigation measures to address the overspend in P&C.	The new Head of Service (Helene Carr) is reviewing the position and providing the more detailed analysis and savings plan. The P&C Delivery Board received an update on 19 October. In the GPC Agenda Item No.5 refers to the financial mitigation themes improving the outturn so far and the other areas that will be explored to provide one-off offset alongside the longer term savings plan.	Yes
		C Malyon	Queried whether the A1303 Road Safety Improvements Scheme was time limited and if there would be consultation when the changes were implemented. The Chief Finance Officer agreed to provide a written response which would be e-mailed to the Committee and Local Members.	It is hoped that further details will be released in relation to this scheme by the Department for Transport following the Budget this month – the Highways Service will communicate with Local Members.	Yes

44.	Draft 2018-19 Capital Programme and Capital Prioritisation	C Malyon	One Member queried the secondary provision for St Neots on page 107 whether it related to St Neots expansion or Love's Farm 2. The Chief Finance Officer agreed to investigate.	Regarding the entry in the secondary school programme at page 107, future provision considerations for 11-18 year olds in St Neots are outlined in more detail in a recent report to the CYP Committee http://tiny.cc/CYPOct-StNeots (a site for a potential third secondary school has not yet been identified by DfE). Regarding the entry in the primary programme at page 106 this relates to Wintringham Park in St Neots rather than Love's Farm. Local Members will be kept up-to-date by the Education Service within People & Communities.	Yes
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Minutes of 19th September 2017

Item No.	Item	Action to be taken by	Action	Comments	Completed
24.	Minutes – 19th September 2017 and Action Log	T Kelly	Further work is needed to provide the split between investment debt (where a specific return is expected) and debt incurred for general purposes (financing the capital programme)	Analysis continues to disaggregate	Ongoing
		S Smith	Resource is currently focussed on the renewal of the Microsoft Enterprise Support Agreement. Once this has been completed, Group Leaders will be updated with an outline plan of the steps involved in an investigation into alternative office software.	No updates at present. However, it is anticipated that this will go to GPC in September 2018.	Yes