

**GENERAL PURPOSES
COMMITTEE**

Minutes-Action Log



Introduction:

This log captures the actions arising from the General Purposes Committee on 13th June 2017 and updates members on the progress on compliance in delivering the necessary actions. This is the updated action log as at 17th July 2017.

Minutes of 13th June 2017

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Item No.	Item	Action to be taken by	Action	Comments	Completed
3.	Minutes – 21st March 2017 and Action Log	G Beasley	The issue of partnership contributions to transformation proposals would be raised at the Cambridgeshire Public Service Board on 23rd June. It was further noted that unifying outcomes would also be considered.		

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		C Malyon	Information was still awaited from central government on the details of what the £6m funding for East Cambridgeshire and Fenland schools could or could not be used for.	No further updates at this time.	Ongoing
		T Kelly	Requested a breakdown of the amount of debt totalling £353k written off in 2016/17.		
		C Malyon	To receive final guidance on the additional Government funding for Adult Social Care of £8.33m. The Chairman asked that the chairs of both committees be updated to ensure the funding was allocated in the right direction.	No further updates at this time.	Ongoing
		S Grace	The need for more work to be carried out by Transformation and Business Intelligence on the benefits and savings associated with community interventions. An update would be presented to GPC.	Action underway - a note will be sent to members of GPC.	Ongoing

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		S Grace	The difficulty of reading and identifying which points applied to which trigger in the Corporate Risk Register would be addressed when the content and layout of the Register was reviewed at a GPC workshop on 22 June. An update would be reported to GPC in July.	Risk workshop re-scheduled to take place on the 11 July with the results of this feeding into the revised corporate Risk Register to be considered by GPC at its meeting on 25 July.	Yes
5.	General Purposes Committee – Agenda Plan and Training Plan	S Grace	Communities and Partnership Committee to consider the Consultation strategy in July, with a recommendation to be presented to GPC for consideration at its September meeting.	Consultation Strategy considered by the Community and Partnership committee at its meeting on 6 July with further discussion at its meeting on 24 August. Recommendation will be presented to GPC at its meeting on 19 September.	Yes
		C Malyon	Add the Commercial Investment Strategy as an additional item for the July meeting.	This report has been scheduled for September GPC, as it must go to Commercial & Investments Committee in July first.	Yes
		S Grace	The need to hold a meeting with the Vice-Chairman, Director, Corporate and Customer Services, and the Democratic Services Manager to review the training plan. GPC members to be invited and the revised programme to be presented to GPC for approval.	Meeting took place on 11 July.	Yes

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7.	Integrated Resources and Performance Report for the Year Ending 31st March 2017	C Malyon	The CFO agreed to provide Schools' Forum with a report on the level of school balances they should expect to hold.	This was provided at the Schools' Forum meeting on 7th July.	Yes
		C Malyon	The need to identify whether there were any schools, which had significant surplus revenue balances that had not achieved a good or outstanding Ofsted report. These schools should be brought to the attention of Schools' Forum and the Education Improvement Board.	Work has been carried out to identify schools flagged as red by the Learning Directorate's tracking grid, ie schools with high intervention. We are now mapping those against schools with excessive balances, any schools that match will be highlighted to Schools' Forum and followed up with directly by the Schools' Finance Team.	Yes
		T Kelly	The Chairman drew attention to the fact that Public Health had not required its base budget in 2016/17. He asked officers to consider whether this recurring funding should go back to reserves.		
		C Malyon	The Chairman drew attention to the impact of the delay in the implementation of the ERP Gold Financial System on CFA IT Infrastructure. He requested a full report on the financial impact of this delay to the next meeting of the Committee.	This is covered in the ERP/Agresso report scheduled for July GPC.	Yes

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		C Malyon	The Chairman asked officers to consider the process for managing the additional funding required for the purchase of Vantage House on page 96 of the report, which had been considered by three different committees.	All requests for new service commitments associated with property matters will be discharged through Commercial & Investments Committee.	Yes
8.	Cambridgeshire Public Service Network (CPSN) East/Net Re-Procurement	C Malyon	Queried the figure of £400k in section 4.1 of the report for the County Council which did not correspond with the doubling of the figure in the table at 2.5 of the report.	<p>The figure in section 4.1 was an admin error. The Council's share of the cost comprises £388k plus £187k, for a total of £575k per year, not £400k.</p> <p>The higher figure in the table at 2.5 is correct and is the equivalent for 18 months – the length of the extension.</p>	Yes
9.	Transformation Fund – Baseline and Monitoring Report	C Malyon	<p>The report to be revised and re-circulated.</p> <p>The Chairman requested an electronic link to a list of projects be provided and that individual projects should be monitored by the relevant committee.</p>	<p>Officers will revise the report, taking into account the comments raised, and issue a new version for the first quarterly monitoring report in September.</p> <p>Officers are currently populating the Verto project management system, which will enable Members to view project progress.</p>	<p>Ongoing</p> <p>Ongoing</p>

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12.	Treasury Management Quarter 4	C Malyon	The Chairman suggested identifying debt which was paid for by the Council or which went directly to the revenue account. The CFO reported that this process was used for the Capital Programme, and he agreed to apply the same principle to debt.	The Finance team are looking at how best to show this information.	Ongoing
13.	Appointments to Outside Bodies, Internal Advisory Groups and Panels, and Partnership liaison and advisory groups	Councillor Count G Beasley	The Chairman and Chief Executive to consult with Group Leaders on the list of appointments and suitability of the appointments prior to the next meeting.		