

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

This is the updated minutes action log as at 9th January 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 17TH APRIL COMMITTEE

Minute No.	Report Title	Action to be taken by	Action	Comments	Status
52.	CAMBRIDGE-SHIRE ADULT LEARNING AND SKILLS SERVICE	Lynsi Hayward-Smith	a) There was a request to be provided in the next report with actual numbers against the percentages to aid context.	Data to be included in the next report	ACTION COMPLETE
			b) Suggested drop-out rate from people starting apprentice-ships would be useful information to be included in future reports.		ACTION COMPLETE

ACTIONS FROM MINUTES OF THE 27TH SEPTEMBER COMMITTEE

Minute No.	Report Title	Action to be taken by	Action	Comments	Status
84.	MINUTES – 5TH JULY 2018	Adrian Chapman	Members requested a list of dates for the meetings of the new Adults Skills Service.	a) Dates for future meetings are still being determined, but the next meeting is provisionally scheduled for 21st November.	ACTION ONGOING
			Action: the Community & Safety Service Director undertook to forward this when compiled.	b) The minutes of the previous meeting were circulated to the Committee on 19/11/18	ACTION COMPLETE

87.	WHITE RIBBON CAMPAIGN	Sarah Ferguson	<p>Discussing the funding for the White Ribbon Campaign, Members were told that a meeting would take place in 6 weeks discussing increased demand.</p> <p>Action: the Enhanced and Preventative Services Directorate Service Director undertook to provide an update after this meeting.</p>	<p>The White Ribbon Working Group has met and will continue to meet on a quarterly basis. As well as updating the White Ribbon Action plan the group also have oversight of the Domestic Abuse and Sexual Violence Action Plan, with actions to address increases in demand for services. Funding has just been secured to extend outreach provision of domestic abuse services until March 2020.</p>	ACTION COMPLETE
92.	PEOPLE & COMMUNITIES RISK REGISTER	Adrian Chapman	<p>Queries were made about the thoughts of the Children and Young People Committee regarding:</p> <ul style="list-style-type: none"> a) The Cambridgeshire School Improvement Board's role in mitigating risks 2 and 11 in the report and b) How grant funding had been spent by agencies in regards to risk 7 in the report. <p>Action: the Service Director Community & Safety undertook to discuss the concerns with the Children and Young People Committee and inform the Communities and Partnership Committee.</p>	<p>This will be discussed by the People and Communities Directorate Management Team at the end of October.</p>	ACTION ONGOING
93.	FINANCE AND PERFORMANCE REPORT – JULY 2018	Adrian Chapman	<p>The performance indicators were considered to be narrow in scope given the Committee's broad remit.</p> <p>Action: the Service Director Community & Safety undertook to speak with the finance department about revising future performance indicators.</p>	<p>Draft KPIs have been discussed and agreed with colleagues in Finance and Business Intelligence. These will be presented to the Committee for Discussion ahead of April 2019, in order that they can be used from April onwards.</p>	ACTION COMPLETE

ACTIONS FROM MINUTES OF THE 18TH OCTOBER COMMITTEE

Minute No.	Report Title	Action to be taken by	Action	Comments	Status
102.	HATE CRIME – PARTNERSHIP WORKING AND 3RD PARTY REPORTING CENTRES	Rob Hill	<p>Members were invited to participate in a working group along with the police and district councils to improve the programme and establish a clarity of vision.</p> <p>Action: Community Champions were suggested as suitable participants, while other Committee Members, including Cllr Cuffley, Cllr Manning and Cllr Batchelor indicated their interest in participating.</p>	<p>A meeting with Community Champions and key members was held on 20/11/18 to discuss and progress this task, supported by lead officers and the Police Hate crime officer. During the meeting we resolved to relaunch 3rd party reporting centres following a series of short engagements with CSP / District and parish councils, with the aim of identifying 1 centre per area. These will be supported by a number of 'ambassador' agencies, all of which will be provided with enhanced training and guidance via the Police team.</p> <p>We have also identified a need to ensure other means to report hate crime are sufficient (i.e online forums) and are looking at ways to target groups less likely to seek support from authorities (e.g travellers).</p> <p>A briefing note / aide has been provided to Community Champions to assist in engagement with others, and we are due to reconvene in late January to review findings and finalise plans.</p>	ACTION COMPLETE

104.	SHARED AND INTEGRATED SERVICES PROGRAMME	Michelle Rowe	<p>Members were invited to participate in workshop sessions along with other Members and officers from Cambridgeshire County Council and Peterborough City Council to discuss further opportunities and strategic issues.</p> <p>Action: Group Leaders would identify five Committee Members to form a cross party Member working group (3 Conservative, 1 Liberal Democrat, 1 Labour).</p>	<p>The following Members have been identified to form the working group:</p> <p>Cllr S Bywater (Con) Cllr S Count (Con) Cllr S Criswell (Con) Cllr N Harrison (Lib Dem) Cllr E Meschini (Lab)</p> <p>Cllr L Dupre (Lib Dem) Cllr P Downes (Lib Dem) Any Labour Councillor to sub</p>	ACTION COMPLETE
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ACTIONS FROM MINUTES OF THE 8TH NOVEMBER COMMITTEE

Minute No.	Report Title	Action to be taken by	Action	Comments	Status
111.	MINTUES ACTION LOG	Adrian Chapman	<p>It was noted that there were a number of uncompleted actions from previous meetings.</p> <p>Action: the Service Director Community & Safety undertook to resolve the longest standing actions by the end of 2018.</p>	Completed.	ACTION COMPLETE

113.	INNOVATE AND CULTIVATE END OF YEAR REPORT	Elaine Matthews	<p>Members suggested that geographical weighting could be implemented in the funding decision process to increase coverage in under-represented areas.</p> <p>Action: the Strengthening Communities Service Manager acknowledged that this would be considered by the Steering Group at its next meeting.</p>	<p>The Steering Group considered the suggestion that a geographical weighting in the decision process might be used as a means of increasing funding coverage in under-represented areas.</p> <p>Following discussion the group felt that weighting as described above would not result in more projects which meet the needs of the community and the criteria of the fund. It would also open up the fund to challenge from organisations who might be unsuccessful in one area whilst others with the same or similar project are successful in another geographical area. Instead it is agreed that rather than try to show favour to one area, more work is needed to promote the fund where it could help most. Community Champions are engaged to help along with a suggestion that further information and advice should be given to all County Councillors in those areas. Officers will continue to promote the fund with partners, community groups and voluntary sector representatives.</p>	ACTION COMPLETE
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114.	CUSPE REPORT – MEASURES OF OUTCOMES	Adrian Chapman	<p>While discussing the establishment of assessment tools, Members requested that the report authors participate in a workshop alongside Members and officers in order to clarify and assist in the development of such techniques.</p> <p>Action: the Service Director Community & Safety undertook to investigate the possibility.</p>	The CUSPE research team are attending the January steering group meeting with officers and Members. Additionally, officers will engage with a small number of previous applicants to support the discussion, in order that the report findings can be fully implemented.	ACTION COMPLETE
115.	DEVELOPING A COUNTY COUNCIL OPERATING MODEL FOR TACKLING HOMELESSNESS ACROSS CAMBRIDGESHIRE	Sarah Ferguson	<p>While discussing the report, Members requested:</p> <p>a) a visual guide to how different organisations, boards and councils interacted on the issue, as well as the chain of the command</p> <p>b) information regarding the various causes of homelessness across different areas.</p> <p>Action: Assistant Director: Housing Communities and Youth undertook to circulate this information.</p>	<p>a) A visual guide of this information is available at https://cambridgeshireinsight.org.uk/housing/local-housing-knowledge/our-housing-network/.</p> <p>b) This work has been requested from the Housing Board's co-ordinator and is in the process of being produced; it will be circulated early in 2019</p>	<p>ACTION COMPLETE</p> <p>ACTION ONGOING</p>

ACTIONS FROM MINUTES OF THE 20TH DECEMBER COMMITTEE

Minute No.	Report Title	Action to be taken by	Action	Comments	Status
124.	MINUTES – 8TH NOVEMBER 2018 AND ACTION LOG	Nick Mills	<p>After receiving an extensive oral update on the Minutes Action Log, Members requested a written version.</p> <p>Action: Democratic Services Officer Trainee undertook to circulate the update.</p>	The updated Minutes Action Log, as read out in the meeting, was circulated to Committee Members.	ACTION COMPLETE

126.	ADULT SKILLS SERVICE – PROPOSED GOVERNANCE ARRANGEMENTS	Pat Carrington	<p>While discussing the proposed arrangements, Members raised the following issues to be amended or consulted upon:</p> <ul style="list-style-type: none"> a) Replace the phrase ‘core factor’ in the third paragraph of Section 2.1.3 in the report. b) Remove the clerk to the Board from the list of main Board members. c) Consider the issue of terms of office for Board members at the next Shadow Board meeting. d) Establish whether quorum would be a fixed amount or whether it would vary according to the Board’s membership size. <p>Action: Assistant Director Skills and Employment undertook to make the relevant changes and inform Members of the response to their queries.</p>	<ul style="list-style-type: none"> a) The wording has been amended. b) The clerk has been removed from the list. c) This will be discussed at the next Shadow Board meeting on 25th January 2019. d) This will be discussed at the next Shadow Board meeting on 25th January 2019. 	<p>ACTION COMPLETE</p> <p>ACTION COMPLETE</p> <p>ACTION ONGOING</p> <p>ACTION ONGOING</p>
		Adrian Chapman	<ul style="list-style-type: none"> e) Consult the Monitoring Officer over the Chairman’s power to exclude members deemed to hold a conflict of interest. <p>Action: Service Director Community & Safety undertook to consult the Monitoring Officer.</p>		<p>ACTION ONGOING</p>