

**GENERAL PURPOSES
COMMITTEE****Minutes-Action Log****Introduction:**

This log captures the actions arising from the General Purposes Committee on 10th January 2017 and updates members on the progress on compliance in delivering the necessary actions. This is the updated action log as at 23rd January 2017.

Minutes of 10th January 2017

Item No.	Item	Action to be taken by	Action	Comments	Completed
303.	Integrated Resources and Performance Report for the Period Ending 30th November 2016	C Malyon M Miller	The CFO agreed to work with the External Communications Manager and Service Directors to try and get the media balance right in relation to the reporting of Delayed Transfers of Care.	Communications team has been working with the media in recent months, resulting in positive and accurate coverage. This work will continue.	Yes
304.	Transformation Fund Bids	C Malyon	To review the return on investment for both proposals to establish whether an ongoing investment should be shown which would deliver a bigger saving.	No Wrong Door – Until the model has been in operation for a reasonable period of time there is no evidence to suggest a greater ongoing investment would deliver larger long term savings. Any additional investment in year 3 will be paid for by identified savings of the model.	Yes

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				<p>Enhanced Response Service – The 2018/19 saving included in the business plan assumes that the ongoing costs of the service have to be funded from the savings it generates. Therefore, if we were to provide an ongoing investment to fund the service (£393k p.a.), we could declare a higher saving of £783k (this is exactly £393k higher – i.e. this would be a presentational change rather than generating additional net savings – albeit the return to investment ratio is lower if the figures are shown gross). The rationale was to show the return on the pump priming investment made by the Committee without the on-going BAU costs that will be built in to the base revenue budget.</p> <p>The service will have a phased implementation during 2017/18, with implementation in the first district scheduled for April 2017, followed by the other four districts at 2 monthly intervals. There is an expectation in the CFA savings funnel that some savings should be delivered during 2017/18. At £350k these would be of a significantly lower value than the fully operational gross saving of £783k p.a., but will be monitored throughout the year.</p>	

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		C Malyon	The Chairman asked the CFO to review the savings position for 2017/18 Enhanced Response Service – Fall and Telecare to see whether more clarity or earlier savings could be achieved.	<p>Due to the lead-in and uncertainties with establishment of a scheme of this kind, and the level of risk across the whole savings programme, CFA has elected to target this saving through the “funnel methodology” as part of reaching a balanced position overall rather than stretch the overall savings target for the directorate further.</p> <p>The phased implementation is an ambitious yet achievable timescale across the first year. Different issues will apply to different areas and so in practice the pace can be adjusted accordingly.</p>	Yes
		Sue Grace/ Wendi Ogle- Welbourn	<i>The need for CFA to identify on its Risk Register the issue of corporate responsibility if a call handler missed a condition which needed a medical response.</i>		

Item No.	Item	Action to be taken by	Action	Comments	Completed
		C Malyon	Requested that partner organisations savings should be tracked on all proposals as well as the Council's, regardless of whether they had contributed. The Chairman also asked to be kept informed of partner contributions to transformation proposals.	This information will be difficult to source, although where known it will be included in the narrative in the monitoring template. The CFO is involved in work around the NHS's Sustainability and Transformation Plan and finance managers maintain links to relevant partner teams; this allows us to have sight of financial issues and savings plans of partner organisations and these will form part of our on-going joint working/transformation with those partners.	Yes
		G Beasley	<i>The Chairman asked the Chief Executive to raise the issue of partnership contributions to transformation proposals which provided partners with savings as an issue at Public Service Board.</i>		
305.	Local Government Finance Settlement 2017-18	C Malyon	The CFO offered to circulate a note prepared for Group Leaders to GPC on the changes to the New Homes Bonus.	Circulated on 19 January 2016	Yes
		C Malyon	The CFO reported that the Council had responded in a non-political way to a number of issues, which included as part of the LGSS family and as a single authority. He agreed to circulate these responses to GPC.	Circulated on 19 January 2016	Yes

Minutes of 10th December 2016

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294.	Transformation Fund Bids	C Malyon	Requested early sight of the savings tracker.	A template (circulated on 19 January) has been developed for monitoring transformation bid savings, which we expect to start populating from April.	Yes
			The need to include examples in the CIAs. The Chief Executive agreed to take action.	CIAs were a discussion item at Member Seminar on 13 January and ideas for improvements were noted.	Yes
			<i>The need to communicate the impact and importance of the decisions made as part of the Transformation Fund. The Chief Executive acknowledged the need to bring it to life with case studies.</i>	<i>Some case studies have already been developed and shared in various forums. We are building a full set of studies and will link these to the proposals on the Council's web pages. This will also be part of a wider communication strategy that is being developed for the Transformation Programme as a whole.</i>	Ongoing

			<p>Recouping under-used direct payment budget allocations from service users Expressed concern that no action had been taken in response to an Internal Audit carried out in 2015. The CFO agreed to investigate.</p> <p>Street Lighting Synergies Queried how the estimate of the Break Cost of £800,000 had been achieved. The CFO was asked to provide more information in the form of a briefing note to clarify this figure.</p>	<p>Response in separate document.</p> <p>Circulated 9 January 2017.</p>	<p>Yes</p> <p>Yes</p>
296.	Level of Outstanding Debt	C Malyon	<p>The need to bear in mind the reputational risk to the Council particularly in relation to using an external debt collection agent to collect debt of less than £250. The Chairman raised the need to circulate the filter process to Members. Another also required a briefing on the external debt collection agencies being used.</p>	Response in separate document.	Yes
297.	A Corporate Energy Strategy for Cambridgeshire County Council	S Pledger	<p>Officers to provide a link to a website detailing costings of fuel types.</p> <p>Officers to send an e-mail to Members detailing trail blazing schemes.</p>	<p>E-mail sent 13 January 2017.</p> <p>E-mail sent 13 January 2017.</p>	<p>Yes</p> <p>Yes</p>

298.	General Purposes Committee Agenda Plan, Training Plan and Appointments to Outside Bodies, Partnership Liaison and Advisory Groups and Internal Advisory Groups and Panels and	S Grace	<i>Provide details of election costs in the new year</i>		Ongoing
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