

**COMMUNITIES AND
PARTNERSHIP COMMITTEE****Minutes - Action Log****Appendix 1**

This is the updated minutes action log as at 12th December 2018 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. b) Suggested drop-out rate from people starting apprentice-ships would be useful information to be included in future reports.	a) These will be included in the next update Report. b) This will be looked at with a view to include it in the future report.	ACTION ONGOING ACTION ONGOING

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. Action: the Community & Safety Service Director undertook to forward this when compiled.	a) Dates for future meetings are still being determined, but the next meeting is provisionally scheduled for 21st November. b) The minutes of the previous meeting have just been	ACTION ONGOING

				published and will be circulated to the Committee shortly.	
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>		ACTION ONGOING
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>	This will be discussed by the People and Communities Directorate Management Team at the end of October.	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>		ACTION ONGOING

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>		ACTION ONGOING
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>		ACTION ONGOING

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>		ACTION ONGOING
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>		ACTION ONGOING
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>		ACTION ONGOING

115.	DEVELOPING A COUNTY COUNCIL OPERATING MODEL FOR TACKLING HOMELESSNES S ACROSS CAMBRIDGESHI RE	Sarah Ferguson	<p>While discussing the report, Members requested:</p> <ul style="list-style-type: none"> a) a visual guide to how different organisations, boards and councils interacted on the issue, as well as the chain of the command b) information regarding the various causes of homelessness across different areas. <p>Action: Assistant Director: Housing Communities and Youth undertook to circulate this information.</p>		<p>ACTION ONGOING</p> <p>ACTION ONGOING</p>
------	--	----------------	---	--	---