

STRATEGY, RESOURCES AND PERFORMANCE COMMITTEE MINUTES-ACTION LOG

This is the updated action log as at 11th December 2023 and captures the actions arising from the most recent Strategy, Resources and Performance Committee meeting and updates Members on the progress on compliance in delivering the necessary actions.

Minutes of 31st October 2023

Minute number	Item title	Responsible officer(s)	Action	Comments	Status
172.	Integrated Finance Monitoring Report for the Period Ending 31 August 2023	Stephen Howarth	Queried the figure for % of income collected (owed to the council) within 90 days: Adult Social Care, showing that the 85% target had been met but the level of debt outstanding at the end of August was still £15.46m, which was 55% higher than the £9.96m target. The Head of Finance agreed to provide a written response.	The Chief Finance Officer correctly confirmed in the committee meeting that the two items referred to are not directly comparable. The percentage of income collected within 90 days figure is the percentage over a rolling 12 month period, whereas the level of outstanding debt figure is an absolute figure for all debt outstanding at that point (including debt that dates form before the rolling 12 month period in the first figure).	Complete
		Michael Hudson	Highlighted the fact that Adult Social Care debt had gone up by over 50% since May 2021, and requested some benchmarking data to understand the scale of this national issue. The Chair agreed that a briefing note should be prepared.	A separate paper was reported to the Audit & Accounts Committee on 1 December 2023 (CCC Audit and Accounts Committee 1-12-23 Agenda Item 4 Debt). A further update on this is scheduled to go back to the Committee in Summer 2024.	Ongoing

		Martin Purbrick	<p>The Chair proposed that a briefing note be prepared detailing the pressures on Children's Social Care and that a possible letter be discussed with Strategy, Resources and Performance Spokes.</p>	<p>Children Education and Families is at present updating its self-evaluation of services. This is part of the Ofsted inspection framework and needs to be shared with them at least annually. This self-evaluation will be completed by the end of December 2023. Following completion of this self-evaluation a briefing note highlighting specific pressures will be circulated to Strategy, Resources and Performance Spokes by the Executive Director for Children, Education and Families, to enable an informed decision to be made about the need for a possible letter.</p> <p>In the interim period, the Committee is advised that the recent letter from 33 Council Leaders within the County Councils Network (CCN) membership, including the Leader of the Council, addressed explicitly the financial pressures being faced by children's services.</p>	Ongoing
174.	Corporate Risk Register	Mairead Claydon	<p>Queried whether the state of roads and footways was being reflected appropriately in the risk registers as it was felt the numbers should be higher if the physical danger to road safety was taken into account. The Head of Risk Management agreed to feedback to risk owners within Highways to see how it was reflected within their own risk register and also back to the next CLT and Assurance Group either as a trigger to</p>	<p>The Head of Audit and Risk Management has brought this to the attention of the Executive Director of Place and Sustainability to attention to review in respect of his Directorate Risk Register. It will be brought to the next CLT Risk & Assurance meeting which will then report back to committee.</p>	Complete

			other risks or as an additional risk.		
		Martin Purbrick	The Chief Executive agreed that the Executive Director for Children, Education and Families should provide a briefing detailing why the score for Risk 2 had been reduced.	A briefing note was circulated to on 11 December 2023.	Complete
175.	Corporate Performance Report – Quarter 1 2023-24	Sue Grace	Requested at seminar on how the Strategic Programme Management Office would work.	A seminar has been arranged for 12.30p.m. to 1.30p.m. on 17 January 2024.	Complete
		Stephen Moir	Suggested that it would be valuable in relation to Indicator 214: Staff Turnover to track the 12 month figure as this would have a knock on effect on the overall figure. The Chief Executive agreed to address with the HR Team.	Human Resources have been asked to work with Policy, Insight and Programmes to ensure this is included in the refreshed Corporate Performance Scorecard.	Complete
176.	Amendment to Local Government Pension Scheme Employer Discretions Policy	Sarah Haig Michael Hudson	The need for a briefing on the LGPS would be helpful.	A separate training session will be scheduled in 2024 for all members on the Local Government Pension Scheme, and the Administration of the Cambridgeshire Fund. Steps are being taken to give employees more information about the LGPS to highlight the value of this as an employee benefit. Initially we are working with Internal Communications to put together a Camweb page that pulls together all the current information/documents that we have	Ongoing

				about the LGPS. This includes signposting to explanatory videos about the different aspects of the pension scheme/retirement and resources from our Pensions service and the LGPS.	
177.	Strategy and Resources Committee Agenda Plan, Training Plan, Appointments to Outside Bodies and Internal Advisory Groups	Michael Hudson Sue Grace	The committee to be informed of the outcome of any discussions on the risk matrices and methodology considered by Audit and Accounts Committee. The committee to receive an introductory report detailing the council's partners with any further action considered at Spokes.	The Audit and Accounts Committee were informed and noted the consideration of CLT. Work on partner mapping and assessment of partner opportunities and risks has commenced. This work will take some time as it has not been looked at comprehensively across the Council before. The committee will receive a note on current action, and Spokes will consider, in the future, if a decision is required in relation to bringing a report to committee.	Complete Complete

Minutes of 11th July 2023

Minute number	Item title	Responsible officer(s)	Action	Comments	Status
152.	Integrated Finance Monitoring Report for the Period Ending 31 March 2023	Michael Hudson/ Stephen Howarth	The Executive Director of Finance and Resources acknowledged the need to continue the improvement journey in this area which would include the reporting of reserve movements. Councillor Count agreed to withdraw his amendment as the Chair agreed	The format and content of the regular integrated finance monitoring reports continues to be reviewed and iterated to ensure it is best able to assist the committee with its financial management and scrutiny role. For example, the report now factors in gross and net budgets, forecast mitigations and previous ear forecasts. Further comments are welcome from members.	Complete

			to report on how financial information was presented to the next meeting.		
153.	Integrated Finance Monitoring Report for the Period Ending 31 May 2023	Michael Hudson/ Stephen Howarth	Members would receive more information on the energy projects at their next meeting with the relevant officers in attendance.	A report was considered by the Assets and Procurement Committee agenda on 28 November 2023.	Complete
157.	This Land Annual Business Plan and progress monitoring	Michael Hudson	It was agreed that the shareholder agreement should be considered, for publication, as an agenda item by the new Assets and Procurement Committee.	A report was considered by the Assets and Procurement Committee agenda on 28 November 2023.	Complete

Minutes of 28th March 2023

Minute number	Item title	Responsible officer(s)	Action	Comments	Status
137.	Network Services Procurement	Emma Duncan	Highlighted the need for an action tracker to monitor delegations once approved by committee. The Chair asked the Chief Executive to consider this request as part of a broader scheme. However, in the short term, she asked the Chief Executive to consider possible action and report back to Group Leaders.	The requirement for an action tracker related to delegations is being considered by the Chief Executive, via the Statutory Officers Group, which also includes the Monitoring Officer and the Section 151 Chief Financial Officer. The Chief Executive will report back to Group Leaders on this issue, following consideration at the next Statutory Officers Group meeting on 1 August 2023. Update: This issue was discussed at the Statutory Officers Group, and it was agreed that	Ongoing

				<p>an action tracker for delegated decisions from committees would be implemented. The Service Director: Legal and Governance agreed to take this action forward to implementation. The implementation plan is currently being developed.</p>	
--	--	--	--	---	--