

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

This is the updated minutes action log as of 30th 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 27TH SEPTEMBER COMMITTEE

Minute No.	Report Title	Action to be taken by	Action	Comments	Status
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 reportb) 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>a) The Service Director for Education confirms that the Cambridgeshire School Improvement Board is currently being reviewed to ensure it does impact upon education outcomes. A paper on the 2018 outcomes will be considered at the CYP committee in January. In relation to school place planning, updated demographic forecasts are currently being prepared which will influence our capital investment and our aspiration for children to access a local school place. Again, the CYP committee receives regular updates on the challenge of school places including how the Free School route impacts upon Cambridgeshire.</p>	ACTION COMPLETE

				<p>b) The Service Director for Children and Safeguarding confirms that there are robust commissioning arrangements in place to ensure that when we need to purchase placements for children in care from the independent sector, quality and value standards are achieved. Our Access to Resources Team ensures that externally purchased placements are from providers who have appropriate Ofsted inspection evidence in place, who are members of national contracting or contracting consortia and similar. In practice, we often have direct experience of the quality of services provided by the providers we use. Cambridgeshire and Peterborough are in the process of developing new joint commissioning frameworks that will help develop the market further and encourage new providers to become established. Commissioning of child care placements is a challenge for all local authorities, given national and local rises in the number of placements. That said, we already have in place a range of measures to ensure that children are appropriately placed with good quality</p>	
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				providers at placement costs that are in line with the national picture.	
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ACTIONS FROM MINUTES OF THE 18TH OCTOBER COMMITTEE

Minute No.	Report Title	Action to be taken by	Action	Comments	Status
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>Councillor I Bates (Con) Councillor R Hickford (Con) Councillor P Hudson (Con) Councillor P Downes (Lib Dem) Councillor L Dupre (Lib Dem) Any Labour Councillor to sub</p>	ACTION COMPLETE

ACTIONS FROM MINUTES OF THE 20TH DECEMBER COMMITTEE

Minute No.	Report Title	Action to be taken by	Action	Comments	Status
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. e) Consult the Monitoring Officer over the Chairman's power to exclude members deemed to hold a conflict of interest. <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) The terms of office have been set as 3 years plus 3 years. d) The document will now read: The quorum for a meeting of the Board shall be 5 (if a minimum membership is 8) or as a percentage thereof. <p>Consultation has taken place and the advice given regarding our articles and instruments is as follows: The Instrument of Governance in clause 4(6) (b) incorporates the conflicts of interest provisions of the LGA1972 s94 to 98 to the Committee. The LGA in s94(4) permits but does not require LA's to include within their constitution and or committee rules a requiring the</p>	ACTION COMPLETE

				<p>conflicted member to leave the room whilst the conflicted matter is discussed. Therefore, the chairman of this committee doesn't have the power to pre-emptively require the conflicted member to leave the room at commencement of discussion. However, the wording of instrument 4(6)(a) 'take no part in the discussion' is broad and strict. There is case law indicating that participation is broadly interpreted so huffing puffing, side comments, and even glaring can be regarded as attempts at participation and are therefore prohibited. So on the present drafting whilst the chairman cannot pre-emptively exclude the conflicted member from the room, exclusion can be ordered if the conflicted member seeks however covertly or non-verbally to influence the discussion.</p>	
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ACTIONS FROM MINUTES OF THE 17TH JANUARY COMMITTEE

Minute No.	Report Title	Action to be taken by	Action	Comments	Status
135.	MINUTES – 20TH DECEMBER 2018 AND ACTION LOG	Nick Mills	<p>The Chairman informed the Committee that the list of substitutes had been announced for the cross party working group that was developing the Shared Services between Cambridgeshire County Council and Peterborough Council.</p> <p>Action: Democratic Services undertook to update the information on the Council's system.</p>	Updated as Requested	ACTION COMPLETE
138.	FINANCE AND PERFORMANCE REPORT – NOVEMBER 2018	Adrian Chapman	<p>While discussing issues around home to school transport provision, it was noted by Members that dialogue had stagnated between the Council and the Ely & Soham Association for Community Transport and the Fenland Association for Community Transport.</p> <p>Action: the Service Director: Housing & Security undertook to investigate the problem and attempt to restore communications and the overall effectiveness of community transport</p>	The service director has discussed this issue with the relevant lead officer, who reports that there has been and continues to be significant communication between the council and the community transport providers. She reports that progress is positive and that significant improvements are either planned or being implemented.	ACTION COMPLETE
139.	COMMUNITY CHAMPIONS ORAL UPDATE	Adrian Chapman	<p>While discussing the effect that the Council's charge for using computer facilities in libraries had on homeless people, it was suggested that the Poverty Working Group could discuss how to obtain funding to remove the charge.</p> <p>Action: the Service Director: Housing & Security undertook to put this to the Poverty Working Group</p>	An update on Library Service Transformation (and in particular the impact of the library computer charge) will be presented to HCI Committee in March. An update on the outcomes of that discussion will be provided to C&P Committee afterwards.	ACTION ONGOING

