

STRATEGY AND RESOURCES COMMITTEE MINUTES-ACTION LOG

This is the updated action log as at 18th January 2023 and captures the actions arising from the most recent Strategy and Resources Committee meeting and updates Members on the progress on compliance in delivering the necessary actions.

Minutes of 16th December 2022

Minute number	Item title	Responsible officer(s)	Action	Comments	Completed
116.	Integrated Finance Monitoring Report for the Period Ending 31 October 2022	Stephen Howarth	Noted that the pre-covid numbers for busway usage had not recovered and queried whether that was in relation to commuters or concessionary fares. The Head of Finance agreed to provide a written answer.	The relevant service has reviewed its estimates of income next year from the guided busway and from park & ride sites and we have now made a small adjustment in the draft business plan for 2023-24 to reflect an ongoing lower level of income expectation.	Complete
		Stephen Moir	Chief Executive to brief Group Leaders on the old Shire Hall site to ensure they had the same information received by the Leader.	The Service Director: Finance and Procurement organised a briefing for the members of the Committee to update them on the old Shire Hall site on 13th January 2023. All Group Leaders have received the same initial briefing prior to that session.	Complete
		Stephen Howarth	The Head of Finance agreed to provide a written response as to whether insurance covered the liability of the IT system in relation to scams.	Email sent on 17 January 2023.	Complete

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117.	Business Planning Proposals for 2023-38 – Current Position	Stephen Moir Tom Kelly	Delay to Fair Funding Review - The Chair acknowledged the impact of this decision on one of the highest growth areas in the country. She therefore proposed that the council should send a cross party letter to government detailing the impact of this decision on Cambridgeshire residents.	A draft letter is being prepared for consideration by Group Leaders. The Council submitted a technical response to the provisional local government finance settlement on 16 January 2023.	In progress
		Matthew Gunn	Requested more information on Cambridgeshire Music's plans to extend its outreach work to include Fenland. The Chair agreed that a briefing note should be prepared.	Email sent on 18 January 2023.	Complete
		Tom Kelly Stephen Howarth	Requested a note of the full establishment of services and then the vacancy rates. The Service Director: Finance and Procurement agreed to provide a briefing note in late February early March once budget holders had completed their salary spreadsheets.	All individual budget holders are currently completing the salary and establishment analysis elements of budget build. We are on course to provide the note requested to these timescales.	Ongoing

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		Stephen Moir	One member expressed continued concern that the school planned for Wisbech, which had been removed from the capital programme, had still not been delivered. The Local Member challenged the legality of the decision made by the Children and Young People Committee as co-opted members had not been eligible to vote. She was of the view that a review of that decision by the Monitoring Officer had not taken place, she therefore asked the Chief Executive to undertake such a review.	The Chief Executive wrote to Councillor Hoy on 28th December 2022, having reviewed the advice provided by the former Monitoring Officer and the Deputy Monitoring Officer. The issue raised had been reviewed and there was no issue of the decisions being arrived at in relation to the capital programme having any legal concerns.	Complete
118.	Corporate Performance Report – Quarter 2 2022-23	Stephen Moir Clare Ellis	Suggested that the Chief Executive take responsibility for reviewing requests for contract waivers at the end of the process in order for services to learn lessons for the future. The Chief Executive acknowledged this helpful suggestion and agreed to investigate with the Head of Procurement and Commercial the appropriate officer to take on this role, which could be the Section 151 Officer.	The Chief Executive met with the Head of Procurement and Commercial on 4th January 2023 to discuss this suggestion. As a consequence, a process of the Chief Executive 'dip sampling' the 3 highest value late waivers each month for the next quarter has now commenced. This level of scrutiny will support the work of the officer Procurement Governance Board and will encourage increased ownership and accountability by Executive Directors for late waivers from their directorates. The scope of this work and responsibility for this additional scrutiny will then be discussed with the new Executive Director of Finance and Resources when they take up post.	In-progress.

Minutes of 20th October 2022

Minute number	Item title	Responsible officer(s)	Action	Comments	Completed
103	Integrated Finance Monitoring Report for the Period Ending 31 August 2022	Stephen Moir	To review how the communication and oversight of members in relation to recruitment, retention and development of the workforce offer <u>across the whole council</u> could be reinforced.	This is being considered as part of the development and refresh of the Council's People (Workforce) Strategy and will be brought forward to Committee in due course this year.	In-progress
111	Property acquisitions in Impington and St Neots	Tom Kelly	Action set out in confidential minute.	Since the previous update, negotiations have progressed between the proposed tenant and the vendor. If a lease is successfully agreed the Council anticipates that the vendor will exercise their put option later in January which would lead to purchase by the Council. Checks have been completed on the proposed vendor and adherence by the vendor to the put option conditions. Final sign off will be requested, in accordance with the delegation, from the Chair & Vice Chair at the end of January.	Ongoing