

AUDIT AND ACCOUNTS COMMITTEE ACTION LOG FOR COMMITTEE MEETING 24th NOVEMBER

<u>NO.</u>	<u>TITLE OF REPORT / MINUTE AND ACTION REQUESTED</u>	<u>LEAD</u>	<u>PROGRESS / RESPONSE</u>
ACTIONS ARISING FROM THE MINUTES OF THE 9TH JUNE COMMITTEE MEETING			
1.	MINUTE 132 – MINUTES		
	Minute 118 3a) Home to School Transport An update was requested on the likely timetable for a final report at the next meeting. Action: Democratic Services to check with Joseph Whelan.	Rob Sanderson (RVS) / Joseph Whelan (JW)	<p>It was reported to the July meeting that the work had only recently started so there will not be a formal member report for some months. The budget position of home to school transport will continue to be reported through existing channels in Resources and Performance reports to both General Purposes Committee and Children and Young People Committee.</p> <p>At the 22nd September 2015 meeting there was a request for an update to be provided from Keith Grimwade Service Director Learning for submission to the November meeting.</p> <p>An email from Keith Grimwade to the Chairman on 30th October explained that Children and Young People (CYP) Spokes had asked for a paper to go to their November meeting and to then go on to CYP Committee Meeting on 8th December on the Home to School Transport budget (mainstream and Special Educational Needs); position, pressures, actions being taken, progress with actions etc. In response the</p>

			<p>Chairman requested and received details of the Home to Schools Transport Project. The Plan and details on the Board.</p> <p>There is to be a further meeting between officers and the Chairman.</p> <p>Ongoing</p>
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ACTIONS ARISING FROM THE MINUTES OF THE 14th JULY COMMITTEE MEETING

<u>NO.</u>	<u>TITLE OF REPORT / MINUTE AND ACTION REQUESTED</u>	<u>LEAD</u>	<u>PROGRESS / RESPONSE</u>
2.	MINUTE 144. ACTION LOG FROM MINUTES		
	<p>a) 9d) Minute 136 Annual Governance Statement</p> <p>Customer Feedback Questionnaires – Regarding the questionnaire the Chairman suggested officers should consider including a question “What do we do that you think we ought to do again?”Action</p>	N Hunter / S Norman S	<p>The questionnaire is still being reviewed.</p> <p>Ongoing</p>
	<p>b) Page 11 Performance targets - Corporate Priority titled ‘Developing our economy’ fourth indicator reading ‘the proportion of pupils attending Cambridgeshire as schools judged good or outstanding by Ofsted’ - the Chairman had suggested at the June meeting that this was misleading, as it included two sets of activity relating to Secondary and Primary schools in the same indicator. In addition, he suggested it also needed to differentiate between Academy and Non-Academy schools, as the former was distorting the figures in a negative</p>		<p>The response in the July report indicated that General Purposes Committee had discussed and agreed a new set of indicators that now no longer included any measure on the proportion of pupils attending schools judged good or outstanding by Ofsted. In discussion there was a request to investigate whether Children and Young People’s (CY&P) Committee included a similar indicator, as this Committee would wish to seek assurance that monitoring was undertaken to identify</p>

	<p>way. The action was that officers be asked to consider providing a further breakdown between, not only the types of school by pupil age group, but also between Academy and Non-Academy schools.</p>	<p>RVS contact S Heywood</p>	<p>those schools not working effectively.</p> <p>A response was provided on 29th July which stated C&YP Committee now consider and monitor an updated set of performance indicators which separately reports on the proportion of pupils attending Cambridgeshire (1) Primary, (2) Secondary, and (3) Special schools, judged good or outstanding by Ofsted. It was not proposed to separate out academies because Committee is concerned with all Children in Cambridgeshire schools.</p> <p>At the 22nd September Committee meeting the Chairman commented that he still believed splitting the statistic would show a significant differential and requested the additional information quarterly.</p>
3.	MINUTE 145. LGSS DRAFT STATEMENT OF ACCOUNTS		
	<p>There was a request that the Committee should be sent the 2015/16 LGSS Business Plan.</p>	<p>Iain Jenkins (IJ)</p>	<p>The Business Plan is was provided in an e-mail dated 16th July with a note indicating The LGSS Business Plan was available on the website at the following link:</p> <p>http://www.lgss.co.uk/AboutUs/Documents/PDF%20Documents/LGSS%20Five%20Year%20Strategic%20Business%20Plan%20final%20version.pdf</p> <p>At the 22nd September 2015 meeting the Chairman requested that the Business Plan should be sent as an attachment as he had had problems accessing the website. The Business Plan was sent as an attachment on an e-mail from Democratic Services dated 30th September 2015.</p> <p>Action completed</p>

ACTIONS ARISING FROM THE MINUTES OF THE 22ND SEPTEMBER 2015 COMMITTEE MEETING			
<u>NO.</u>	<u>TITLE OF REPORT / MINUTE AND ACTION REQUESTED</u>	<u>LEAD</u>	<u>PROGRESS / RESPONSE</u>
4.	MINUTE 152 CAMBRIDGE CENTRAL LIBRARY ENTERPRISE CENTRE REVIEW		
	<p>a) Section 6 Public Consultation and a query on whether the public currently had input to the Member Review Group looking at the Council's approach to consultation, this would be pursued outside of the meeting.</p> <p>b) Appendix A Outline Commercial Proposals Protocol - the request that the word "initial" should be taken out of the sentence currently reading "minutes must be taken of all initial meetings and discussions regarding commercial proposals" was agreed as an amendment that was supported by the whole Committee.</p>	<p>Neil Hunter / Mike Soper</p> <p>N Hunter (NH) to make change</p>	<p>Mike Soper confirmed that the public does not input into this Group.</p> <p>This has been actioned.</p>
5.	MINUTE 155 - INTEGRATED RESOURCES AND PERFORMANCE REPORT FOR THE PERIOD ENDING 31ST JULY 2015		
	<p>a) Page 5 / 87 the third paragraph second sentence which made reference to the procurement of the new adult IT system was extremely long and did not make sense. Officers agreed to look at the wording as it was not transparent and provide a response outside of the meeting.</p>	C Malyon / P Emmett	<p>An email response was sent to the Committee from Democratic Services on 16th October 2015 reading:</p> <p>For the Care Act, the sentence being queried (page 5, third paragraph, second sentence) has really been replaced by the first sentence on page 5, first paragraph - the delay in implementing the changes by Central Government. Just the Mental Capacity</p>

			<p>Act(MCA) / Deprivation of Liberty Safeguards (DOLS) sentence should have been kept in the report for the 'previously reported' bit.</p> <p>So to clarify:</p> <ul style="list-style-type: none"> • Before July, the intention to cautiously wait until October before beginning social care assessments of people who fund their own care was leading to an underspend. The announcement of the national delay in July, meant that none of the assessments would be necessary at all (and the strategy to be cautious and wait until October appears right as there were no wasted assessments). • Similarly investment in IT would have been needed so that systems could record amounts care self-funders were accruing against their care accounts. Now that there will not be a cap on care costs from April 2016, that facility is not needed. That particular work had been slow to take off in the early part of the year, hence an underspend. <p>Before July, the underspends reflected "slippage" in the Care Act programme, whereas there has now been national recognition that this reform was too ambitious at the current time and work has therefore been cancelled and in-year underspends confirmed. Officers are awaiting more information on how Care Act funding will alter in 2016/17 and beyond.</p> <p>Action completed</p>

	b)On the statistic with the title 'Inequalities in life expectancy' - slope index of inequality (males) the Chairman suggested this required better explanation and requested a response in writing outside of the meeting.	S Heywood	<p>A response was sent to the Chairman on 13th October reading:</p> <p>I have been told that other people, like you, thought these PI's were not clear, and therefore Public Health have now updated them. The latest Integrated Resources & Performance Report for August 2015 tracks performance for "Gap in life expectancy between the most deprived 20% of Cambridgeshire's population and the least deprived 80%" for males, females and all persons.</p> <p>Action completed</p>
6.	MINUTE 156. REPORT TO THOSE CHARGED WITH GOVERNANCE REPORT TO THE AUDIT COMMITTEE OF THE AUTHORITY ON THE AUDIT FOR THE YEAR ENDED 31ST MARCH 2015 (ISA (UK&I 260)		
	a) The Chairman requested that PWC should provide an explanatory note to the Committee following the meeting on why such a significant anomaly had not been identified in previous audits.	C Everest	Note currently outstanding.
	b) PWC Page 22 - In respect of the list of related parties presented in the draft Council financial statements and Pension Fund accounting statements not being complete, the Chief Finance Officer indicated that this was to be reviewed with Democratic Services. Action	Malyon / M Rowe	It was clarified in discussion between Finance and Democratic Services officers that the action required was in relation to where to find information relating to Councillors declarable business interests etc. It has been clarified that the Members Register of Interest which contains all relevant information is published on the Council website and is updated as and when

			Members change their details.
	c) PWC page 17 - Segregation of duties in the accounts payable system - It was highlighted that as reported in previous years, the Council's Accounts Payable module of the general ledger system did not have a system of enforced segregation of duties and it was highlighted that the Council had not taken any action to address the recommendations made in 2013/14. It was agreed the Chief Finance Officer would prepare a note for the Committee to be circulated outside of the meeting.	C Malyon	This action had been undertaken and a system of enforced segregation of duties was in place but the response had not been provided in time to be included in the draft ISA 260 Report with the expectation being that the text would be amended to reflect that the action had been undertaken and a corrected version included in the final ISA 260 report. Action completed
7.	MINUTE 157. STATEMENT OF ACCOUNTS		
	a) Page 137 – Short Term payables – in relation to the payables sum to 'Other local authorities, entities and individuals' it was explained that these represented everything not included in the first three categories of the table and was a snap shot as at 31 st March. The Chairman requested a further breakdown of the main items in a note to be circulated outside of the meeting. Action	C Yates	No update available at time of report despatch.
	b) Underspend on Dedicated Schools Grant (DSG) – It was explained that this had been carried forward over a number of years. On DSG, there was a request that the rationale for retaining it and not distributing it to schools should form the subject of an information paper to be circulated outside of the meeting / or as a report to the next meeting. Action	C Malyon / M Wade	An e-mail response was sent to the Committee dated 21 st October 2015 reading: The £4.56m Dedicated Schools Grant (DSG) underspend was presented to Schools Forum in May 2015 and it was agreed it would be used to fund the continued rollout of the 2-year-old programme (early years places for the most deprived 2-year olds) alongside any further pressures on DSG funded

			<p>activities, including the support of growth within schools, rather than be allocated to schools as part of the 2015/16 budgets.</p> <p>Schools Forum are a representative body of Head Teachers and Governors, who although mainly consultative, have decision making powers in respect of a number of areas of centrally retained DSG. The decision not to distribute the underspend to schools as part of their 2015/16 budgets was made on the basis that as one-off available funding, it was better used to support targeted in-year projects and pressures.</p> <p>A DSG reserve has been maintained for the last 4-5 years to support in-year pressures on DSG funded activities and this increased in 2013-14 and 2014-15 due to underspends on 2-year-old places which totalled £1.5m. 2014-15 was the final year of 2-year old funding which had been based on predicted numbers and anticipated trajectory; the amount to be received in 2015-16 will be based on actual take-up and as such, there will be no recurring underspend.</p> <p>The expectation is that the overall DSG balance will reduce at the end of 2015-16 due to pressures on growth and high needs.</p> <p>Action completed</p>
	<p>c) Page 156 – Capital Expenditure and Capital Financing - There was a request for a briefing regarding the change in the figures in respect of Government Grants and Contributions over the two years. Action</p> <p>d) Page 161 Street Lighting – there was request for a note</p>	C Yates	<p>No update available at time of report despatch. Resources have had to be targeted to work on the Accounts</p>

	<p>outside to be circulated outside of the meeting of how the Council accounted for new street lights in the accounts. Action</p> <p>e) Page 174 – Outstanding Invoices - Less than three months – request for note on why this happened. Action</p>	<p>C Yates</p> <p>C Yates</p>	<p>No update available at time of report despatch. Resources have had to be targeted to work on the Accounts</p> <p>No update available at time of report despatch. Resources have had to be targeted to work on the Accounts</p>
8.	<p>MINUTE 158. SAFE RECRUITMENT IN SCHOOLS UPDATE</p> <p>There was a request to receive an update report at the November meeting.</p>	K Grimwade	A report is included on the agenda.
9.	MINUTE 161 RISK MANAGEMENT REPORT		
	Recruitment capacity and effectiveness in terms of the volume of responses the Council receives to job adverts. There was a request to provide some historic analysis of whether there were any issues in recruiting the right calibre of staff, as with continued cuts, local authorities became less attractive places to work. Action	Sue Grace / Janet Mulder	A note on the current position is included on the agenda.
	On the Corporate Risk Register the following issues were raised		
	a) Risk 1b) – there was nothing showing regarding what activity was undertaken to reduce the risk. Action	Dan Thorp	<p>Risk 1b: The Corporate Risk Group (CRG) felt that for this risk the activity is probably well established within mitigations rather than being new one-off activity, Dan Thorpe would investigate further.</p> <p>It was noted that the forecasted Children Families and Adults (CFA) overspend has been reduced to £1.4m</p>

			and that Chris Malyon had reported a year end position in line with budget to General Purposes Committee PC on 20 th October.
	b) Risk 3 – no active owner or target dates were shown, which had been a request raised at previous meetings. Action	Sue Norman/ Juliette Priddy	<p>LGSS Management Board will review the workforce strategy and action plan quarterly – Jan 16 – owner LGSS Management Board.</p> <p>There was a target date of September 2016 for the production of a common training programme by Organisational and Workforce Development taken from service needs and compiled from Personal Appraisal and Development Programme (PAPD) outcomes (annually) - owner LGSS People, Transformation and Transactions.</p> <p>Annual employee survey was undertaken this November to feed into LGSS service improvement plans– owner LGSS Service Assurance, Customers and Strategy</p>
	c) The Chairman suggested they were looking for a more comprehensive document with all actions and key dates for specific actions – and that some actions with distant completion dates would require milestone dates i.e. not just one target date. Action	S Norman (SN)	<p>A paper would be produced for the next Chairman's briefing to explain that currently the Council's Risk Register is a very comprehensive document when compared to other Council risk registers and to invite the Chairman and Vice Chairman to suggest any examples of good practice that have been observed in other risk registers that could be further considered.</p> <p>A column has been added to the Corporate Risk Register (CRR) for notes and comments and to explain why target dates have been moved.</p>

d) A request for the Committee to be circulated with the Business Planning timetable so they could see the milestone dates that sat beneath the 16 th February Full Council decision to approve the budget. Action	Dan Thorp	<p>An e-mail was sent to the Committee by Democratic Services on 12th October attaching the Report submitted to the General Purposes Committee on 28th July titled 'Overview of the Business Planning Process' which included an appendix (see appendix A to this log) setting out the key milestone dates. The report was also available at the following link:</p> <p>http://www2.cambridgeshire.gov.uk/CommitteeMinutes/Committees/AgendaItem.aspx?agendaItemID=11902</p> <p>Action completed</p>
e) Risk 9 - a request that this should refer to alternative sources of grant funding Action	SN	<p>This has been added.</p> <p>Action completed</p>
f) Risk 15 - there was a request to specify the multi agencies referred to. Action	SN	<p>To include this information would make the register a very lengthy document. See appendix B which reproduces the e-mail sent to Members of the Committee on 2nd November.</p> <p>Action completed</p>
<ul style="list-style-type: none"> Risk 20 - the Chairman suggested that included in the key controls and mitigations column should be testing of retained learning. Action 	SN	<p>Internal Audit to seek clarification from the Chairman</p>

	<ul style="list-style-type: none"> Risk 21 - It was suggested that the pandemic flu was a trigger rather than a result and in the control section no 5 there was a request to provide information on later IT stages. Action 	<p>SN</p>	<p>Pandemic Flu has been added as a trigger.</p> <p>Further information was to be provided in future reports on later IT Stages.</p> <p>Action completed</p>
	<ul style="list-style-type: none"> Risk 24 - Review of e-Safety Policy – currently showing amber. There was a request to ensure it was signed off as the target date showed November 2013. Action 	<p>Sue Grace / SN</p>	<p>A covering report had been produced ready for Strategic Management Team to be held on 16th November.</p>
	<ul style="list-style-type: none"> Risk 26 - Key controls and mitigations section. The Chairman suggested that numbers 2,3 & 4 did not read as controls and suggested that they should be revisited. Action 	<p>SN</p>	<p>Control 2 has been changed, controls 3 & 4 have been removed.</p> <p>Action completed</p>
	<ul style="list-style-type: none"> A question was raised on whether the City Deal should feature on the Council's Corporate Risk Register. In response, it was indicated that it was not currently on the Register but the Director, Customer Services and Transformation would check if it was on the ETE Risk Register. The query was regarding whether there were implications of the City Deal Capital Programme on the Council's Capital Programme. <i>(Note the above suggestion would initially be taken to the Corporate Risk Group which might result in a recommendation to SMT)</i>Action 	<p>SN / Celia Melville ETE</p>	<p>With regards to the City Deal Risk, Bob Menzies the Service Director, Strategy & Development, has offered the following as a steer for SMT:</p> <p>“City Deal doesn’t warrant an additional risk over and above the general issue of recruiting and retaining the staff we need to deliver all our programmes. In order to deliver City Deal we have over the last eighteen months filled existing posts that became vacant and which we would otherwise have left vacant, e.g. Head of Major Infrastructure Delivery (MIDI) ,Team Leader Public Transport Projects, and Two Project Manager posts in MID. We have also made four staff permanent who were employed on temporary contracts to deliver Cycle City Ambition</p>

			<p>Grant funded cycling infrastructure, and we have added two additional communications support officer posts to help with City Deal consultations. So in effect there are ten more posts in MID as a result of City Deal. All MID posts are charged to scheme budgets. We haven't yet added any additional staff to Transport and Infrastructure Policy and Funding(TIPF) but in a no city deal world MID would probably have merged with TIPF with a further reduction in posts.</p> <p>Between TIPF and MID we have a resource plan in place, and have identified the need to recruit further staff to deliver the rising workload as we move into next year. There has been no impact on the delivery of the Council's Capital Programme from City Deal."</p>
10.	MINUTE 162 - INTERNAL AUDIT REPORT TO 2015		
	<p>Section 5 provided details of the implementation of Management Actions and those still outstanding. This highlighted that while there were currently no outstanding fundamental recommendations, 18 significant recommendations were still to be implemented. These were currently the subject of a review by Internal Audit to determine if they were still relevant and merited the significant categorisation. The Chairman stated that the aim should be to reduce 'Significant recommendations outstanding' to zero and suggested that two weeks before the next meeting if any were still outstanding, the appropriate managers should be called to attend the Committee to explain the reasons. Action</p>	Head of Internal Audit	<p>The latest report to be included as a late despatch will provide the current position.</p>

11.	MINUTE 164. DRAFT AGENDA PLAN		
	<p>At the July Committee meeting a request was made to provide a summary of the 12 monthly spend of the authority, showing the percentage of payments that were published on the Council website as part of the government requirement to publish payments over £500. This information was provided after the July meeting in an e-mail, as well as being included in the Minute Action log update presented to the 22nd September Committee meeting. Further to this, the Chairman asked for a definition of what was classified as not being required to be published.</p>	Sarah Heywood	<p>An e-mail to the Committee dated 12th October was sent to the Audit and Accounts Committee clarifying that everything over £500 is published (although where it relates to an individual or a client they are not named). The difference between the "Total payment value" and the "Value over £500" is all the small payments under £500.</p> <p>Action completed.</p>
	<p>The Draft Agenda Plan which would be updated for the additional reports requested during the current meeting was noted.</p> <p>Additions requested were:</p> <p>a) for Internal Audit to carry out a review of how concessionary fare figures were audited.</p> <p>b) as there was still no date for a final report on Home to School Transport, there was a request for details of milestones for the project.</p> <p>c) Update on Fraud investigations.</p>	<p>N Hunter</p> <p>K Grim-wade</p> <p>N Hunter</p>	<p>A Review has been undertaken and will be circulated to members of the Committee</p> <p>see minute log</p> <p>to be part of Internal Audit Progress Report</p>

Appendix A: Key Business Planning Dates for Members

Date	Description
July	
13 Jul	<p>SMT session – enablers and outcomes feedback final proposals to SMT</p> <p><i>This is the first deadline for all of the outcome and enabler (Operating Model) work, which is being integrated with this year's business planning cycle.</i></p>
15 Jul	<p>Children & Young People Committee Business Planning Seminar</p> <p><i>This session has been organised for Members to be briefed about and discuss the emerging business planning proposals and approach. This is not a formal committee meeting or decision making point but will allow Members to engage early and steer or question initial proposals, outside of a formal meeting setting.</i></p>
22 Jul	<p>Adults Committee Business Planning Seminar</p> <p><i>As above, for the members of the Adults Committee.</i></p>
23 Jul	<p>Group Leaders consider Medium Term Financial Strategy, Capital Strategy and covering reports, and the Overview of the Business Planning Process</p> <p><i>Group Leaders to have sight of final version of Medium Term Financial Strategy and Capital Strategy, and a paper setting out an overview of the business planning process, before they are discussed at General Purposes Committee on 28 July.</i></p>
28 Jul	<p>General Purposes Committee consider recommended Medium Term Financial Strategy and Capital Strategy from Chief Finance Officer and authorise 'in principle' revenue cash limits and prudential borrowing limits, agree approach to pressures, and consider an overview of this year's business planning process</p> <p><i>Report titles:</i></p> <ul style="list-style-type: none"> • <i>Medium Term Financial Strategy</i> • <i>Capital Strategy</i> • <i>Overview of the Business Planning Process</i>

Purpose:

- *To consider and approve the Medium Term Financial Strategy and Capital Strategy*
- *To approve indicative revenue cash limits and prudential borrowing limits*
- *To agree the approach to pressures*
- *To consider the overview of the business planning process for this year and beyond*

August

N/A There are currently no plans to use the reserve dates for Service Committees during August for business planning.

September

1 Sept **Highways & Community Infrastructure Committee** review capital report, committee elements of all capital budget tables and prioritisation tables (full drafts), fees & charges report, note demography

This is the stage of the business planning process where Members will be asked to consider the majority of capital proposals for this Service Committee. Members will also be asked to note demography figures and review the fees and charges report.

1 Sept **Adults Committee** (Business planning item – TBC)

3 Sept **Health Committee** review capital report, committee elements of all capital budget tables and prioritisation tables (full drafts), fees & charges report, note demography

This is the stage of the business planning process where Members will be asked to

consider the majority of capital proposals for this Service Committee. Members will also be asked to note demography figures and review the fees and charges report.

8 Sept **Economy & Environment Committee** review capital report, committee elements of all capital budget tables and prioritisation tables (full drafts), fees & charges report, note demography

This is the stage of the business planning process where Members will be asked to consider the majority of capital proposals for this Service Committee. Members will also be asked to note demography figures and review the fees and charges report.

8 Sept **Children & Young People Committee** review capital report, committee elements of all capital budget tables and prioritisation tables (full drafts), fees & charges report, note demography

This is the stage of the business planning process where Members will be asked to consider the majority of capital proposals for this Service Committee. Members will also be asked to note demography figures and review the fees and charges report.

10 Sept **General Purposes Committee/SMT workshop**

This session has been organised for Members to be briefed about and discuss the emerging business planning proposals and approach. This is not a formal committee meeting or decision making point but will allow Members to engage, steer and/or question initial proposals, outside of a formal meeting setting.

15 Sept **General Purposes Committee** review capital report, CS & Managed elements of all capital budget tables and prioritisation tables (full drafts), fees & charges report, draft of Strategic Framework, note demography

Members of the General Purposes Committee will be asked to review reports on Capital, and fees and charges. GPC will also be asked to review the draft of the business plan's Strategic Framework and note demography information. GPC as its role as Service Committee for Customer Service and Transformation, will also be asked to review capital budget and prioritization tables for the directorate.

22 Sept
(reserve) **Highways & Community Infrastructure Committee** to discuss and update members of the Service Committee on the latest business planning position.

This is a reserve committee date, but may be useful to discuss early thinking and plans for business planning proposals.

29 Sept
(reserve) **Adults Committee** review capital report, committee elements of all capital budget tables and prioritisation tables (full drafts), fees & charges report, note demography

This is the stage of the business planning process where Members will be presented with the majority of capital proposals for this Service Committee. Members will also be asked to note demography figures and review the fees and charges report.

October

1 Oct
(reserve) **Health Committee** to discuss and update on latest business planning position

This is a reserve committee date, but may be useful to discuss early thinking and plans for business planning proposals.

6 Oct
(reserve) **Children & Young People Committee** to discuss and update on latest business planning position

This is a reserve committee date, but may be useful to discuss early thinking and plans for business planning proposals.

6 Oct
(reserve) **Economy & Environment Committee** to discuss and update on latest business planning position

This is a reserve committee date, but may be useful to discuss early thinking and plans for business planning proposals.

13 Oct **Full Council** considers recommended Capital Strategy from General Purposes Committee

14 Oct **Adults Committee Business Planning Seminar (am) and Children & Young People Committee Business Planning Seminar (pm)**

This session has been organised for Members to be briefed about and discuss the emerging business planning proposals and approach. This is not a formal committee meeting or decision making point but will allow Members to engage, steer and/or question initial proposals, outside of a formal meeting setting.

20 Oct **General Purposes Committee** to discuss and update committee on latest business planning position, receive a Service Committee Chairs' report on Service Committee discussions on capital, and consider the capital prioritisation report

Members of GPC will be asked to consider the capital prioritisation report and a report from Service Committee Chairs on discussions on capital at September Service Committees. Within its role as Service Committee for Customer Service and Transformation, this may also be an opportunity to discuss early thinking and plans for business planning proposals.

November

3 Nov **Adults Committee** review revenue and capital report, committee elements of all budget tables (final draft), CIAs and Consultation Report

This is the stage of the business planning process where Members will be asked to consider the revenue proposals for this Service Committee. Members will also be asked to review the associated Community Impact Assessments, the Consultation Report and the capital reports (to consider any changes since capital was reviewed in September).

3 Nov **Highways & Community Infrastructure Committee** review revenue and capital report, committee elements of all budget tables (final draft), CIAs and Consultation Report

This is the stage of the business planning process where Members will be asked to consider the revenue proposals for this Service Committee. Members will also be asked to review the associated Community Impact Assessments, the Consultation Report and the capital reports (to consider any changes since capital was reviewed in September).

- 5 Nov **Health Committee** review revenue and capital report, committee elements of all budget tables (final draft), CIAs and Consultation Report
- This is the stage of the business planning process where Members will be asked to consider the revenue proposals for this Service Committee. Members will also be asked to review the associated Community Impact Assessments, the Consultation Report and the capital reports (to consider any changes since capital was reviewed in September).*
- 10 Nov **Children & Young People Committee** review revenue and capital report, committee elements of all budget tables (final draft), CIAs and Consultation Report
- This is the stage of the business planning process where Members will be asked to consider the revenue proposals for this Service Committee. Members will also be asked to review the associated Community Impact Assessments, the Consultation Report and the capital reports (to consider any changes since capital was reviewed in September).*
- 17 Nov **Economy & Environment Committee** review revenue and capital report, committee elements of all budget tables (final draft), CIAs and Consultation Report
- This is the stage of the business planning process where Members will be asked to consider the revenue proposals for this Service Committee. Members will also be asked to review the associated Community Impact Assessments, the Consultation Report and the capital reports (to consider any changes since capital was reviewed in September).*
- 24 Nov (am) **General Purposes Committee** review revenue and capital report, CS & Managed elements of all budget tables (final draft), CIAs and Consultation Report
- This is the stage of the business planning process where Members will be asked to consider the revenue proposals within GPC's role as Service Committee for Customer Service and Transformation. Members will also be asked to review the associated Community Impact Assessments, the Consultation Report and the capital reports (to consider any changes since capital was reviewed in September).*

24 Nov (pm) **General Purposes Committee/SMT workshop**

This session has been organised for Members to be briefed about and discuss the emerging business planning proposals and approach. This is not a formal committee meeting or decision making point but will allow Members to engage, steer and/or question initial proposals, outside of a formal meeting setting.

December

1 Dec
(reserve) **Adults Committee** to consider any amendments since November committee to revenue and capital report, committee elements of all budget tables (final draft), CIAs and Consultation Report

This is a reserve committee date that may be useful to consider any changes to business planning proposals since the November committee meeting.

1 Dec
(reserve) **Highways & Community Infrastructure Committee** to consider any amendments since November committee to revenue and capital report, committee elements of all budget tables (final draft), CIAs and Consultation Report

This is a reserve committee date that may be useful to consider any changes to business planning proposals since the November committee meeting.

8 Dec
(reserve) **Children & Young People Committee** to consider any amendments since November committee to revenue and capital report, committee elements of all budget tables (final draft), CIAs and Consultation Report

This is a reserve committee date that may be useful to consider any changes to business planning proposals since the November committee meeting.

8 Dec
(reserve) **Economy & Environment Committee** to consider any amendments since November committee to revenue and capital report, committee elements of all budget tables (final draft), CIAs and Consultation Report

This is a reserve committee date that may be useful to consider any changes to

business planning proposals since the November committee meeting.

10 Dec (reserve) **Health Committee** to consider any amendments since November committee to revenue and capital report, committee elements of all budget tables (final draft), CIAs and Consultation Report

This is a reserve committee date that may be useful to consider any changes to business planning proposals since the November committee meeting.

10 or 17 Dec **Group Leaders** ahead of the 22 Dec GPC, consider covering report and Finance Tables recommended by November/December Service Committees, revised capital prioritisation report, Vision and Priorities and Treasury Management Strategy (with separate covering report as different agenda item).

22 Dec **General Purposes Committee** review covering report and Finance Tables recommended by November/December Service Committees, revised capital prioritisation report, Vision and Priorities and Treasury Management Strategy

January

5 Jan **General Purposes Committee** consider impact of Local Government Finance Settlement

Date of announcement of Local Government Finance Settlement TBC.

TBC Jan **Members' Seminar** receive briefing on the Business Plan

Date of this session is to be confirmed.

21 Jan **General Purposes Committee/SMT workshop**

This session has been organised for Members to be briefed about and discuss the emerging business planning proposals and approach. This is not a formal committee meeting or decision making point but will allow Members to engage, steer and/or

question initial proposals, outside of a formal meeting setting.

26 Jan **General Purposes Committee** review full Business Plan, make any final adjustments and submit recommendation to Full Council

This is the point in the business planning cycle where members of GPC are asked to review the full Business Plan to make any final adjustments prior to submission to Full Council in February.

February

16 Feb **Full Council** consider recommended Business Plan from General Purposes Committee and any alternative budgets

Full Council will be asked to endorse the final Business Plan for 2016-2021, as recommended by GPC.

19 Feb Reserve date for **Full Council**

This is a second opportunity to endorse the Business Plan, should any final adjustments be requested by Full Council on 16 February.

Dear Audit and Accounts Committee

At the September meeting when considering the Corporate Risk Register there were some suggestions made regarding potential improvements / updates required, some of which have now been included in red change text on the attached update document. One of the questions raised was as follows:

- Risk 15 - Failure of the Council's arrangements for safeguarding vulnerable children and adults - there was a request to specify the multi agencies referred to.

In response, please find an updated electronic version which if you leave for about 20 seconds and look at column T of the notes on the right hand side of the document eventually brings up lists including details on those involved in the Multi Agency Adult Board and the Multi Agency Local Safeguarding Children Board. For the latter this includes the following and you will understand from this why this is not reproduced in the main document:

Multi Agency Safeguarding Hub (MASH)
Police
Social Care
Cambs County Council Locality Teams
Education
Probation
Fire and Rescue
Troubled Families Researcher
Children's Health Specialists
Adult Safeguarding Specialists
Youth Offending Team
Cambs and Peterborough Foundation Trust (Mental Health)
Independent Domestic Violence Advisor
Fenland District Council