

COMMUNITIES AND PARTNERSHIP COMMITTEE**MINUTES ACTION LOG****Agenda Item No: 2b**

This is the updated minutes action log as of 30th September and captures the actions arising from the most recent Communities and Partnership Committee meetings and updates Members on the progress of compliance in delivering the necessary actions.

Minute No.	Report Title	Action to be taken by	Action	Comments	Status
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ACTIONS FROM MINUTES OF THE COMMITTEE MEETING HELD ON 12TH MARCH 2020

245.	JOINT HEALTH AND WELLBEING STRATEGY CONSULTATION	Liz Robin	<p>Members observed that the list of committees/boards that would host presentations or workshops on the Joint Health and Wellbeing Strategy (section 2.9 of the report) did not include information on when and where they would be held.</p> <p>Action: The Director of Public Health agreed to provide Members with the information.</p>	<p>The consultation on the Joint Health & Wellbeing Strategy was placed on “pause” during the latter half of March due to the current situation around the COVID-19 outbreak. When the consultation resumes, a full list of committees/ boards, with dates of meetings, will be provided to the Committee.</p>	ACTION ONGOING
249.	DOMESTIC ABUSE AND SEXUAL ABUSE SERVICE REVIEW AND WHITE RIBBON CAMPAIGN	Julia Cullum	<p>One Member suggested that the Council could sign up to the Employers’ Initiative on Domestic Abuse (EIDA).</p> <p>Action: The Domestic Abuse and Sexual Violence Partnership Manager undertook to investigate the possibility.</p>	<p>This has been raised with Human Resources and will be followed up when Covid-19 restrictions are lifted.</p>	ACTION ONGOING

ACTIONS FROM MINUTES OF THE COMMITTEE MEETING HELD ON 22ND APRIL 2020

260.	CAMBRIDGESHIRE COUNTY COUNCIL'S RESPONSE TO COVID- 19	Adrian Chapman	<p>It was suggested that town and village response coordinators could be connected to the County Council through the respective local Members.</p> <p>Action: The Service Director of Communities and Partnerships agreed that such networking should be organised.</p>	<p>The contact and other details of all the mutual aid and local support arrangements that have been set up during the pandemic continue to be captured and published via the Cambridgeshire Directory. Additionally, work has begun on the next phase of our Think Communities approach, which will seek to sustain as many of the positive features as possible of our current ways of working; a full report on this work will come to Committee in the coming months.</p>	ACTION ONGOING
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ACTIONS FROM MINUTES OF THE COMMITTEE MEETING HELD ON 6TH AUGUST 2020

292.	CAMBRIDGESHIRE COUNTY COUNCIL'S RESPONSE TO COVID- 19	Adrian Chapman	<p>While discussing the financial difficulties that some ceremony venues were facing, Members requested further information on the nature of their difficulties and the potential support measures available to the Council.</p> <p>Action: the Service Director of Communities and Partnerships undertook to compile the information as it was developed, in order to share with Members.</p>	<p>This information forms part of the Registration Service Annual Report being presented to the Committee in October 2020.</p>	ACTION COMPLETE
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		Adrian Chapman	<p>Members sought clarification on whether support for people self-isolating was extended to those in quarantine when returning from a holiday or trip.</p> <p>Action: the Service Director of Communities and Partnerships undertook to provide Members with information on the different types of support that were available and how they could be accessed, to share with affected residents.</p>	A briefing note will be shared with all Councillors before the end of August 2020.	ACTION ONGOING
293.	REPORT OF THE SERVICE DIRECTOR FOR COMMUNITIES AND PARTNERSHIPS	Adrian Chapman	<p>While discussing the interaction between the Council and the Combined Authority, as the funding body for Adult Skills, Members suggested that it would be beneficial for a representative of the Combined Authority to attend a future committee meeting.</p> <p>Action: the Service Director of Communities and Partnerships agreed that a representative could be invited to the next Committee meeting at which a skills report was to be presented.</p>	An invitation to join the Committee meeting on 3rd December 2020 has been issued to the Combined Authority.	ACTION COMPLETE

ACTIONS FROM MINUTES OF THE COMMITTEE MEETING HELD ON 3RD SEPTEMBER 2020

302.	CAMBRIDGESHIRE COUNTY COUNCIL'S RESPONSE TO COVID-19	Adrian Chapman	<p>Noting that a minority of businesses were not complying with government guidelines regarding registering people who entered the premises, Members queried whether there were further opportunities for engagement with businesses through organisations such as local Business Improvement Districts (BIDs).</p> <p>Action: the Service Director of Communities and Partnerships undertook to investigate how much proactive work such bodies were undertaking and report back to the Committee.</p>	Awaiting update.	ACTION ONGOING
		Adrian Chapman	<p>Members emphasised the important role that they held as local points of contact for residents and the Council.</p> <p>Action: the Service Director undertook to circulate guidance published by the LGA on the role of elected members during the pandemic.</p>	Awaiting update.	ACTION ONGOING

		<p>Jonathan Lewis</p> <p>Members sought clarification on what support was being provided to teachers in preparation for the reopening of schools, such as the provision of personal protective equipment.</p> <p>Action: the Service Director undertook to request a briefing note from the Director of Education.</p>	<p>Awaiting update.</p>	<p>ACTION ONGOING</p>
		<p>Adrian Chapman</p> <p>Members requested information on how universities were preparing for the return of students and how the outbreak control plan was managing the relationship with the universities.</p> <p>Action: the Service Director agreed to include information in the November iteration of the Covid-19 report.</p>	<p>Awaiting update.</p>	<p>ACTION ONGOING</p>
		<p>Rob Hill</p> <p>While discussing the role of the Council in monitoring and enforcing measures to prevent and control the spread of Covid-19, one Member raised concerns about an upcoming scooter rally in the town of March that was expected to include 500 participants.</p> <p>Action: the Service Director undertook to investigate and discuss the matter with the Assistant Director of Community Safety.</p>	<p>The Safety Advisory Group rejected the Temporary Event Notice (TEN) as insufficient notice had been given and the organisers were unable to provide assurances that sufficient mitigations were in place to prevent any Covid-19 risks.</p> <p>The land owner has written to Fenland District Council to confirm that the event has been cancelled.</p>	<p>ACTION COMPLETE</p>

304.	VOLUNTARY AND COMMUNITY SECTOR – INFRASTRUCTURE SUPPORT AGREEMENT	Helen Andrews	<p>While discussing the tender process, Members queried whether they would be able to participate in the actual tender process in any way.</p> <p>Action: the Commissioner undertook to establish whether Members could participate in some form of advisory role.</p>	<p>The Head of Procurement provided Members with the ‘Councillor’s Guide to Procurement’ (published by the LGA) and attended the Committee workshop on 29th September to clarify the procurement process and the executive and strategic role of Councillors within it.</p>	ACTION COMPLETE
305.	COMMUNITIES CAPITAL FUND – ENDORSEMENT OF RECOMMENDATIONS (SEPTEMBER 2020)	Nick Mills	<p>The Head of Communities and Partnerships Integration proposed an update report in early 2021, to inform Members of how the projects had progressed since being awarded funding by the Committee.</p> <p>Action: the Democratic Services Officer undertook to add the report to the agenda plan.</p>	<p>A report will be presented to the Committee at the meeting in March 2021.</p>	ACTION COMPLETE