

## GENERAL PURPOSES COMMITTEE MINUTES-ACTION LOG

This is the updated action log as at 15th March 2021 and captures the actions arising from the most recent General Purposes Committee meeting and updates Members on the progress on compliance in delivering the necessary actions.

### Minutes of 26th January 2021

Minute number	Item title	Responsible officer(s)	Action	Comments	Completed
304	Performance report – Quarter 2 2020-21 financial year	Andy Mailer Liz Robin	Requested more information on the work being undertaken to fully understand the variations and an explanation of the commentary for Indicator 201: Percentage of clients who successfully complete treatment – Adults (All Substances).	This will be addressed in the relevant commentary provided in the Q4 performance report.	Complete
		Andy Mailer Christine Birchall	Indicator 188: Better Connected Survey (professional membership body for digital and IT leaders) - Information was requested on how often the data was collected, why there had been no information since 2018 and what else was being done to measure the Council's website interactions	Data for this indicator has now been obtained and an update will be provided in the Q4 performance report.	Complete
		Andy Mailer Steve Cox	Indicator 39: Principal roads where maintenance should be considered and Indicator 41: Non-principal roads where maintenance should be	This will be addressed in the relevant commentary provided in the Q4 performance report.	Complete

			considered - queried whether the performance of these indicators marked as "blue" reflected the actuality on the ground	P&E are reviewing all KPIs indicators to ensure they are more indicative of the services we provide and this action will be considered as part of the process. New and reviewed indicators will be included in the first performance report for 2021/22.	
		Andy Mailer Steve Cox	Indicator 32: Growth in cycling from a 2004/05 average baseline. The Chairman asked the Highways and Transport Committee to review this indicator taking into account the impact of the Covid pandemic.	This will be addressed in the relevant commentary provided in the Q4 performance report.  P&E are reviewing all KPIs indicators to ensure they are more indicative of the services we provide and this action will be considered as part of the process. New and reviewed indicators will be included in the first performance report for 2021/22.	Complete
		Andy Mailer Ben Stevenson	Indicator 180: Percentage of Freedom of Information requests answered within 20 days and Indicator 181: Percentage of complaints responded to within 10 days - The Business Intelligence Manager acknowledged that the pandemic had impacted on performance and suggested that Members be provided with a briefing.	This will be addressed in the relevant commentary provided in the Q4 performance report.  P&E are reviewing all KPIs indicators to ensure they are more indicative of the services we provide and this action will be considered as part of the process. New and reviewed indicators will be included in the first performance report for 2021/22.	Complete
		Andy Mailer Steve Cox	Indicator 43: Killed or seriously injured (KSI) casualties – 12 month rolling total - queried given the reduction in traffic during the	This will be addressed in the relevant commentary provided in the Q4 performance report.	Complete

			<p>pandemic why the current performance was 324 against a ceiling target of 251.</p>	<p>P&amp;E are reviewing all KPI's indicators to ensure they are more indicative of the services we provide and this action will be considered as part of the process. New and reviewed indicators will be included in the first performance report for 2021/22.</p>	
		<p>A Mailer Steve Cox</p>	<p>Indicators 40a, b and c – Classified A, B and C road condition – narrowing the gap between Fenland and other areas of the County- welcomed the fact that targets were being met. However, it was queried what would happen to those targets in the future to narrow the gap further.</p>	<p>The Place and Economy performance indicators are being reviewed with service leads and members, and the appropriateness of the target will be assessed as part of that review.</p> <p>P&amp;E are reviewing all KPI's indicators to ensure they are more indicative of the services we provide and this action will be considered as part of the process. New and reviewed indicators will be included in the first performance report for 2021/22.</p>	<p>Complete</p>
		<p>A Mailer</p>	<p>The Director of Business Improvement and Development proposed that future reports include the links to the minutes of the various policy and service committees where individual indicators were discussed in detail.</p>	<p>This will be included in the GPC report where it the policy and service committees are able to meet in advance of the GPC report being finalised.</p>	<p>Complete</p>
<p>305.</p>	<p>Integrated Finance Monitoring Report for the period ending 30 November 2020</p>	<p>Steve Cox</p>	<p>Expressed concern, as the Local Member for St Neots The Eatons, regarding the lack of gully cleansing in the Division, which had been reported to the Chairman of Highways and</p>	<p>As per the recent FOI request, asking a similar question, I can confirm that there has been no planned gully clearance work undertaken in St Neots. However there has been gully clearance work carried out on a reactive basis. Unfortunately given the system currently in</p>	<p>Complete</p>

		<p>Transport Committee. The Committee was advised that two areas causing concern had been marked as completed when the work had not taken place. Attention was drawn to a Freedom of Information request which showed that the gullies in St Neots had not been cleansed for five years. In response, the Chairman reported that cleansing was dependent on a prioritisation process. He added that he would ask officers to provide a response on both issues.</p>	<p>place for managing highway assets it is not possible to easily provide a figure for the work that has taken place.</p> <p>Our system records data on a street location basis and when an order is raised by our officers for gully or drainage work, it links to a code for drainage. This code can be used for any repairs to drains or gullies, for example; a loose drain, a missing drain cover or a blocked gulley. In addition, orders can be raised for numerous streets in the same location or parish. This means that a manual check on every order raised during this period and a manual filter of the description of works would be required to produce the data requested. In addition to this, our system's financial coding was changed in 2019/20, which means it is not a simple task to manually check each order across two sets of financial codes.</p> <p>What we can confirm is that a gully crew in a day will typically be able to clear 150-200 gullies per machine, depending on the condition of the gully when inspected and the work required to clear the drain. In the past, we have had two in-house crews and just recently we have added two additional crews which allows us to confirm we are currently clearing in excess of 600 gullies per day. Please note however that come the 1st April 2021 this daily figure will reduce, as we revert back to using only our two in-house crews.</p>	
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				<p>A works order is in place for the gullies in St Neots to be cleaned, as part of the cyclic programme in April 2021.</p> <p>With regard to the second point, work marked as complete despite the work still being outstanding; it is acknowledged that the current IT reporting system is not operating as effectively as it could, in part to the system coming towards the end of its life. Whilst short term improvements are being explored, the longer-term plan is to undertake a procurement exercise to replace the current Highway IT system, which would include the reporting module. This process has commenced and officers in Highways are working closely with colleagues in IT to develop a specification for the new system. Future reports on progress of this procurement will be provided via the Highways &amp; Transport committee.</p>	
306.	Covid-19 Update Report	Liz Robin	Circulate the District epidemiology to the Committee.		
		Liz Robin	Councillor McDonald, reported that the Granta Medical Practices had received no vaccine delivery last week or this week. The Director of Public Health agreed to investigate with the Clinical Commissioning Group.	This was checked with the Clinical Commissioning Group and the Granta PCN had received a supply of vaccine, so the action is completed.	Complete

		Christine Birchall	Requested the possibility of receiving a general overview of the state of the vaccination programme including all the vaccination sites. The Chairman asked officers to contact Councillor Meschini to make sure she had access to the relevant information.	The Head of Communications confirms that this action has been completed.	Complete
308.	Development of Asset-Based Area (ABA) Approach to Commissioning and Delivery	Will Patten Jo Melvin	The need for a diagram detailing how all the adult social care programmes such as Buurtzorg, Neighbourhood Cares, Adults Positive Challenge, Asset Based Area Concept, Place Based Commissioning, Think Communities and Cambridgeshire Local related to each other. The Chairman asked officers to provide a briefing with the relevant pictorial information.	E-mail sent to Members on 17 February 2021	Complete