

**CHILDREN AND YOUNG
PEOPLE COMMITTEE**

Minutes-Action Log



Introduction:

This log captures the actions arising from Children and Young People Service Committee meetings and updates Members on progress. It was last updated on **28 October 2019**.

Minutes of the meeting on 21 May 2019					
217.	Community Short Breaks for Disabled Children and Young People	Wendi Ogle-Welbourn/ Helene Carr	To advise the Committee when the Executive Director exercises her delegated authority, in consultation with the Chair of the Children and Young People Committee, to award an Open Framework for Community Short Breaks for Disabled Children and Young People.	01.07.19: Likely to be September/ October 2019. 10.09.19: Further work taking place around delivery models which is expected to be completed in November/ December 2019. 21.10.19: Contracts awarded under delegated authority, in consultation with the Chair of CYP.	Completed

Minutes of the meeting on 9 July 2019

		Jon Lewis	To highlight schools within the Opportunity Area which had accessed support and include some of the qualitative information available around the programme when presenting the unvalidated 2019 examination results in the autumn.	14.08.19: The date of the report containing unvalidated examination reports to be confirmed. 10.09.19: Unvalidated results will be included in the Service Director's report in December 2019.	To be reported December 2019
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Minutes of the meeting on 8 October 2019

248.	Award of contract for the provision of Child and Family Services in South Fenland to September 2020	Pam Setterfield	To specify which services are delivered internally and which are delivered by external providers in the report to the Committee in December 2019.	29.10.19: This will be included in the December report.	Information will be included in the December committee report.
249.	Finance Monitoring Report	Martin Wade	Officers to explore whether the lines relating to other committees in the appendices to the report could be greyed out to make clear those for which the Children and Young People Committee was responsible.	17.10.19: To be reflected in the next Finance Monitoring Reports to the Children and Young People Committee.	Completed
		Martin Wade	The cost of MS4 sign-offs for capital projects had reduced significantly following challenge from Members. The Chairman expressed the hope that this figure could be reduced further and asked that officers continue to pursue this.	17.10.19: Work is ongoing to reduce the costs of capital projects. Final costs of the Cromwell Community College scheme will be confirmed and presented at the next meeting.	Completed

250.	Service Committee review of the draft 2020/21 Capital Programme	Hazel Belchamber	Officers undertook to look at how information about CIL contributions per district could most usefully be provided.	28.10.19 Discussions taking place with relevant colleagues to agree the report format. It is proposed to include this as a standing item on the Joint Chairs and Vice Chairs meeting.	Completed
		Hazel Belchamber	To include further detail on secondary school capacity in St Neots in the next iteration of the report.	28.10.19 In hand, in liaison with Emma Jones in Finance.	To be included in the December committee report.
251.	Service Committee Review of draft revenue business planning proposals for 2020/21 to 2024/25	Lou Williams	Two Members commented that, in their judgement, reductions in management and back office support staff would inevitably impact on those delivering front line services. They asked that this should be explored more fully in the next iteration of the report.	28.10.19: To be covered in the next iteration of the report.	To be included in the December committee report.
		Lou Williams/ Jon Lewis	A Member asked that officers should review historic grants to ensure that they still represented good value for money.	28.10.19: To be covered in the next iteration of the report.	To be included in the December committee report.

252.	People and Communities Risk Register	Wendi Ogle-Welbourn	To report Members' comments on the ambiguity of the term 'triggers' to the Strategic Management Team for consideration.	04.11.19: This will be discussed at the next Risk Board in November with a view for SMT to agree wording. The 'Triggers' are there to highlight to the Risk Owner that if any of these are currently being experienced within the service, the risk would need to be reassessed and further controls might be needed.	For discussion at the Risk Board in November 2019
253.	Agenda Plan, Appointments and Training Plan	Hazel Belchamber	The Chairman asked for clarification of whether the Outcome Focused Review of Cambridgeshire Music: Member Reference Group was still in existence or had been disbanded.	28.10.19: Email circulated to Committee members confirming that the Member Reference Group's work ceased at the point at which the report was presented to the Commercial and Investment Committee. Cllr Peter Hudson is the lead member for the Outcome Focused Review process. Cllr Lis Every has also been involved in some of the discussions in recognition of her membership of the Music Education Hub Board.	Completed
		Richenda Greenhill	A Member suggested it might be useful to include the full membership of the committees to which the Children and Young People Committee was appointing representatives to give context to the appointments.	28.10.19: Membership details for the committees to which CYP appointments are available on request from lead officers for internal bodies and on the websites of external organisations. Memberships change frequently, so maintaining an accurate list for all CYP appointments would be impractical.	Completed