

**COMMUNITIES SELECT COMMITTEE 2013-2014  
ACTIONS AND RECOMMENDATIONS TRACKER – 19 May 2014**

The recommendations tracker allows Committee Members to monitor responses, actions and outcomes against their recommendations or requests for further action. The tracker is updated following each Committee. Once an action has been achieved and reported to the Committee, it will be removed from the tracker.

<b>Date of meeting</b>	<b>Item</b>	<b>Recommendations/Actions</b>	<b>Achieved or still outstanding?</b>	<b>Deadline</b>	<b>Responsible Cabinet Member/Member /Officer</b>
15 JANUARY 2014  Page 95	<b>GRANT CRITERIA AND FUNDING OPPORTUNITIES GUIDE</b>	That the Chairman speak to the service to decide how to relay the Committee's concerns about the grant list to the service.	ACHIEVED  The Committee clarified at its meeting on 20 March 2014 that they felt that they did not have enough information to make specific comments on the grant list, but that they felt the small grants were not cost effective due to the administrative costs associated with processing them. This feedback was passed onto the Procurement and Commissioning team.	May 2014	Laura Langstaff Rachel Crossley Susie Kemp Helyn Clack Denise Le Gal

<p>20 MARCH 2014</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 96</p>	<p><b>VISION FOR SURREY'S ADULT LEARNING SERVICE</b></p>	<p>That the Chief Digital Officer work with the Adult Learning Service to develop a stand alone website to enable on-line booking for courses and effectively market the service. This is to maximise the potential of the service and ensure its sustainability. Report back to the Communities Select Committee on progress of this development in 3 months time.</p>	<p>ONGOING</p> <p>The Chairman has sent a letter to the Chief Digital Officer (copying in relevant officers and cabinet members) with this recommendation to take forward. It has become apparent that the Head of Information Technology and the Head of Customer Services together with Cultural Services, not the Chief Digital Officer, are responsible for taking this recommendation forward. The recommendation will be amended to reflect this. Their response is as follows:</p> <ul style="list-style-type: none"> <li>• Adult Learning, IMT and Customer Services have been working on this.</li> <li>• The Adult Learning web pages are currently being redesigned and a new 'course finder' module is being developed. The 'go-live' for these improvements is June 14.</li> <li>• The new Adult Learning web pages will take advantage of the new website design. The new approach allows individual Services much greater flexibility over the 'look and feel' whilst, still presenting a single, coherent overall SCC website for customers.</li> </ul>	<p>July 2014</p>	<p>Mark Irons Paul Brocklehurst Peter Milton Paul Hoffman Susie Kemp</p> <p>Helyn Clack Denise Le Gal</p>
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			An update report on progress of development of Adult Learning website and online enrolment has been added to the agenda for July 2014.		
20 MARCH 2014	<b>VISION FOR SURREY'S LIBRARY SERVICE</b>	The Library Service to work with the Head of Procurement and Commissioning to explore options for the Library Service to be formally commissioned by other County Council Services to deliver events and programmes on their behalf and to report back to the Select Committee.	<p>ONGOING</p> <p>The Chairman has sent a letter to the Head of Procurement and Commission and the Head of Cultural Service, (copying in relevant officers and cabinet members), with this recommendation to take forward.</p> <p>Response:</p> <ul style="list-style-type: none"> <li>• Libraries senior management team have been briefed.</li> <li>• Exploratory meeting with Laura Langstaff is being scheduled for end of May.</li> <li>• Information will be gathered from other library services who are carrying out paid commissioned work (end of June).</li> <li>• Work to develop model for Surrey libraries (end of July).</li> <li>• Market commissioning to suitable County Council internal customers (September).</li> <li>• Pilot project running in October.</li> </ul>	Further update for tracker in July 2014	<p>Laura Langstaff Peter Milton Rose Wilson Susie Kemp</p> <p>Helyn Clack Denise Le Gal</p>

<p>20 MARCH 2014</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 98</p>	<p><b>VISION FOR SURREY'S LIBRARY SERVICE</b></p>	<p>The Library Service to explore the funding opportunities from the education sector in respect of STEM subjects (science, technology, engineering and mathematics), to improve IT provision in Surrey libraries.</p>	<p><b>ONGOING</b></p> <p>The Chairman has sent a letter to the Head of Cultural Services (copying in relevant officers and cabinet members) with this recommendation to take forward.</p> <p>Response:</p> <ul style="list-style-type: none"> <li>• Information will be gathered on Government and education approaches to encouraging study and delivery of STEM subjects (end of July)</li> <li>• Contact and explore funding with a range of potential partners (end of September)</li> <li>• Assess stem strategies as possible source of funding/IT initiatives and report to Select on viability.</li> </ul>	<p>Update for tracker in September 2014</p>	<p>Peter Milton Rose Wilson Susie Kemp</p> <p>Helyn Clack</p>
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20 MARCH  
2014

**VISION FOR  
SURREY'S  
LIBRARY  
SERVICE**

Surrey's Library Service to talk to other libraries on a similar journey to create the library of the future, to share best practice and learning.

**ONGOING**

The Chairman has sent a letter to the Head of Cultural Services (copying in relevant officers and cabinet members) with this recommendation to take forward.

**Response:**

- Will Increase range of activities to collect user and non-user feedback and ideas to inform planning
- Senior library staff to research and attend a range of policy briefings workshops and seminars looking at the future of libraries (ongoing)
- Library staff to proactively exploit current contacts, professional groups and peers to look at best practice (ongoing)

Update for  
tracker in  
September  
2014

Peter Milton  
Rose Wilson  
Susie Kemp

Helyn Clack

<p>20 MARCH 2014</p>	<p><b>VISION FOR SURREY'S LIBRARY SERVICE</b></p>	<p>That the Chief Digital Officer work with the Library Service to develop their IT provision as part of the Council's development of their Digital Strategy.</p>	<p><b>ONGOING</b></p> <p>The Chairman has sent a letter to the Head of Cultural Services (copying in relevant officers and cabinet members) with this recommendation to take forward. It has become apparent that the Head of Information Technology, Head of Customer Services, Head of Procurement and Cultural Services, not the Chief Digital Officer is responsible for taking this recommendation forward. The recommendation will be amended to reflect this.</p> <p>Response:</p> <ul style="list-style-type: none"> <li>• Libraries to create discussion paper on library IT issues and future needs (end of July)</li> <li>• Libraries and Head of Cultural Services to meet with Head of Procurement and Head of IMT to agree options to be explored and develop action plan ( August)</li> <li>• Commence work on a range of options (September)</li> </ul>	<p>Update for tracker in September 2014</p>	<p>Mark Irons Paul Brocklehurst Laura Langstaff Peter Milton Rose Wilson Susie Kemp</p> <p>Helyn Clack Denise Le Gal</p>
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20 MARCH 2014	<b>REPORT FROM THE CHAIRMAN (SFRS – MTFP 2014-19 SAVINGS)</b>	The recommendations from the tabled report be submitted to the Cabinet meeting on 25 March 2014 to be considered alongside the Medium Term Financial Plan 2014/19.	<p>ACHIEVED</p> <p>The recommendations from the tabled report were submitted by the Chairman to the Cabinet meeting on 25 March 2014.</p> <p>The response from the Cabinet is included in the papers for this meeting.</p>	May 2014	<p>Chairman of Communities Select Committee</p> <p>Helyn Clack</p>
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