

**COMMUNITIES SELECT COMMITTEE 2013-2014
ACTIONS AND RECOMMENDATIONS TRACKER – 23 JULY 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.

Date of meeting	Item	Recommendations/Actions	Achieved/Outstanding?	Deadline	Responsible Cabinet Member/Member/Officer
20 MARCH 2014	VISION FOR SURREY'S ADULT LEARNING SERVICE	That the Chief Digital Officer work with the Adult Learning Service to develop a standalone website to enable online 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.	ONGOING The Chairman 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: <ul style="list-style-type: none"> •Adult Learning, IMT and Customer Services have been working on this. •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. 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. An update report on progress of development of Adult Learning website and online enrolment has been added to the agenda for July 2014.	July 2014	Mark Irons Paul Brocklehurst Peter Milton Paul Hoffman Susie Kemp Helyn Clack Denise Le Gal
20 MARCH 2014	VISION FOR SURREY'S LIBRARY SERVICE	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.	ACHIEVED 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. Response: <ul style="list-style-type: none"> •Libraries senior management team have been briefed. •Exploratory meeting with Laura Langstaff is 	July 2014	Laura Langstaff Peter Milton Rose Wilson Susie Kemp Helyn Clack Denise Le Gal

			<p>being scheduled for end of May.</p> <ul style="list-style-type: none"> •Information will be gathered from other library services who are carrying out paid commissioned work (end of June). •Work to develop model for Surrey libraries (end of July). •Market commissioning to suitable County Council internal customers (September). •Pilot project running in October. <p><u>Update (July 2014)</u></p> <p>The exploratory meeting with the Head of Procurement was held on 2 June. It was established that there is no single market place or forum within Surrey County Council for services looking to do commissioned work to discuss options with possible commissioning services. The approach will need to be to individual Surrey County Council Services.</p> <p>Information has been gathered from other library authorities carrying out commissioned work. The range of activities includes delivering work for Registration, Police, Boroughs and Districts and service level agreements with Public Health. External commissioning includes a range of activities in the field of health and well being, materials distribution, loan of teaching aids and other help to health practitioners. There is a further range of work developing with, for example, mental health charities delivering social and reading groups for mental health patients.</p> <p>The service is in discussion with Procurement about suitable training for staff to develop commercial skills. The service is putting together a list of services to approach and a brochure and presentation around what it can offer to deliver to selected services, of which Adult Social Care will be the first target.</p>		
<p>20 MARCH 2014</p>	<p>VISION FOR SURREY'S LIBRARY</p>	<p>The Library Service to explore the funding opportunities from the</p>	<p>ONGOING</p>	<p>Update for tracker in</p>	<p>Peter Milton Rose Wilson</p>

	SERVICE	education sector in respect of STEM subjects (science, technology, engineering and mathematics), to improve IT provision in Surrey libraries.	<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"> •Information will be gathered on Government and education approaches to encouraging study and delivery of STEM subjects (end of July) •Contact and explore funding with a range of potential partners (end of September) •Assess stem strategies as possible source of funding/IT initiatives and report to Select Committee on viability. 	September 2014	Susie Kemp Helyn Clack
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.	<p>ONGOING</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"> •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
20 MARCH 2014	VISION FOR SURREY'S LIBRARY SERVICE	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>ONGOING</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>	Update for tracker in September 2014	Mark Irons Paul Brocklehurst Laura Langstaff Peter Milton Rose Wilson Susie Kemp Helyn Clack Denise Le Gal

			<p>Response:</p> <ul style="list-style-type: none"> •Libraries to create discussion paper on library IT issues and future needs (end of July) •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) •Commence work on a range of options (September) 		
19 MAY 2014	CABINET MEMBER (AND ASSOCIATE) PRIORITIES FOR YEAR AHEAD	The Committee supports the Cabinet Member and Associate priorities.	<p>ONGOING</p> <p>Cabinet Member and Associate be invited to attend a future Committee meeting to update Members on their priorities.</p>	By January 2015	Helyn Clack Kay Hammond
19 MAY 2014	UPDATE ON MAGNA CARTA PROPOSALS	The Committee continues to receive updates on Magna Carta, including the funding position from the Heritage Lottery Fund.	<p>ONGOING</p> <p>Arranging date for Head of Cultural Services to provide an update.</p> <p>Partnerships are due to hear back about the Heritage Lottery Fund bid at the end of July 2014.</p>	Update for tracker in September 2014	Peter Milton Geri Silverstone Susie Kemp Helyn Clack
19 MAY 2014	UPDATE ON MAGNA CARTA PROPOSALS	That the Project Manager (National Trust) engage with local Members in Runnymede to understand views of local people, involve local talent and help inform the work of the Magna Carta Surrey Partnership.	<p>ACHIEVED</p> <p>The Magna Carta Surrey Partnership are engaging with the community at various events across the county w/ continuous plans in place, detail as below:</p> <p>Completed events</p> <p>29.04.14 PPT to Runnymede Association Arts</p> <p>14.06.14 Magna Carta Day @ Egham High Street</p> <p>15.06.14 799 Event @ Runnymede Meadows</p> <p>19.06.14 Stakeholder meeting @ Strodes College</p> <p>21.06.14 Englefield Green Village fair @ Englefield Green</p> <p>28.06.14 Carnival Capers @ Virginia Water</p> <p>01.07.14 PPT to Runnymede Business</p>	July 2014	Geri Silverstone Peter Milton

			<p>Partnership</p> <p>Upcoming events</p> <p>09.08.14 Chertsey Show 10.08.14 Chertsey Show 23.08.14 Egham Royal Show 24.08.14 Egham Royal Show 11.09.14 Stakeholder meeting @ Strodes College 15.01.15 Stakeholder meeting @ Strodes College 14.05.15 Stakeholder meeting @ Strodes College</p> <p>In addition to this, the partnership meet on a monthly basis to coordinate local events on the event programme.</p> <p>They have also been encouraging the public to email magna.carta@surreycc.gov.uk with any Magna Carta comments / suggestions.</p>			
Page 19	MAY 2014	PROGRESS REPORT ON COMMUNITY SAFETY PARTNERSHIPS (FOLLOWING RECOMMENDATIONS MADE AT THE ANNUAL SCRUTINY MEETING ON 31 OCTOBER 2013)	The Committee will receive a further update on collaborative working between Community Safety Partnerships – including lessons learned from the East Division CSPs.	ONGOING	Update for tracker in February 2015	Jane Last Louise Gibbins
				ACHIEVED	July 2014	Jane Last Louise Gibbins
	19 MAY 2014	PROGRESS REPORT ON COMMUNITY SAFETY PARTNERSHIPS (FOLLOWING RECOMMENDATIONS	Officers to provide a breakdown of HMIC report by District/Borough areas.	ONGOING	Update for tracker in September 2014	Jane Last Louise Gibbins Richard Carpenter

	MADE AT THE ANNUAL SCRUTINY MEETING ON 31 OCTOBER 2013)				
19 MAY 2014	SCRUTINY OF EVALUATION OF PILOT SPECIALIST RESCUE AND CREWING CONTRACT AND PROPOSALS TO TENDER FOR A NEW CONTRACT TO PROVIDE CONTINGENCY CREWING AND SPECIALIST RESCUE	The Committee endorses Option 3, contained within the report, of broadening of the contract scope.	<p>ACHIEVED</p> <p>At the Cabinet meeting on 24 June 2014, the Cabinet Member asked Cabinet to endorse option 3, to obtain better value for money and enable further innovative ways of working.</p> <p>The Cabinet resolved that Surrey County Council Procurement and Surrey Fire and Rescue Service (SFRS) commence the tendering for a new contract that delivers value for money and innovative ways of working, for the delivery of contingency crewing and specialist rescue capabilities, from 31 March 2015 when the current extended contract ends.</p> <p>The reasons for the decision were:</p> <ul style="list-style-type: none"> • SFRA remains compliant with legal requirements (Fire and Rescue Services Act 2004, National Framework and Civil Contingencies Act 2004. • SFRS could develop opportunities for the supply of specialist rescue capabilities to / with partners. <p>This move assists progress on the SFRS transformation agenda, and by broadening the contract scope would meet the increasing financial pressures and create a partnership to deliver new and innovative ways of working for the benefit of all Surrey residents.</p>	June 2014	Kay Hammond
19 MAY 2014	UPDATE FROM THE CHIEF FIRE OFFICER	The Committee, through the Member Reference Group, have the opportunity to question local unions on the transformation programme.	<p>ACHIEVED</p> <p>The Member Reference Group met with the FBU on 8 July 2014 to discuss the transformation programme and the public safety plan refresh.</p>	July 2014	Mary Lewis