

**COMMUNITIES SELECT COMMITTEE 2014
ACTIONS AND RECOMMENDATIONS TRACKER – 25 SEPTEMBER 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.	<p>COMPLETED</p> <p>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:</p> <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. <p>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.</p> <p>An update report on progress of development of Adult Learning website and online enrolment has been added to the agenda for July 2014.</p>	July 2014	<p>Mark Irons Paul Brocklehurst Peter Milton Paul Hoffman Susie Kemp Helyn Clack Denise Le Gal</p>
20 MARCH 2014	VISION FOR SURREY'S LIBRARY SERVICE	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>COMPLETED</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"> ●Information will be gathered on Government and education approaches to encouraging study and delivery of STEM subjects (end of July) 	Update for tracker in September 2014	<p>Peter Milton Rose Wilson Susie Kemp Helyn Clack</p>

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.	<ul style="list-style-type: none"> ● 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. <p>An update was requested for the tracker in September which is below:</p> <p>Update – September 2014 The library service has made contact with the STEM centre at the University of York, and is taking advice from Shared Intelligence, the body responsible for the Arts Council England Report <i>Envisioning the Libraries of the Future</i>. STEM funding is available for educational initiatives and the service has not found any funding streams directly aimed at libraries, but it is clear there are opportunities particularly aimed at girls and for computer coding. The library service is investigating local initiatives such as SATRO which works to help young people with career related skills, and have been to visit the Fab Lab at Exeter library, a new form of library space full of computing and technological equipment.</p>	Update for tracker in September 2014	Peter Milton Rose Wilson Susie Kemp Helyn Clack
<p>COMPLETED</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) 					

			<p>An update was requested for the tracker in September which is below:</p> <p>Update – September 2014 The library service has just completed an initial pilot project collecting customer views, feedback and ideas. This will be evaluated and is likely to be extended to all libraries as user response has been useful.</p> <p>The library service is in contact with Leeds about their 24/7 library, Devon about their Fab Lab, Sheffield about their collaborative workspaces, Manchester about their initiatives helping girls into Science, and The society of Chief Librarians visual impairment group about assistive technology. In addition, the national libraries Digital Offer workgroup which is an offshoot of the Society of Chief Librarians has been reconvened and Helen Leech from Surrey has been appointed representative for the South East.</p>		
<p>30 MARCH 2014</p>	<p>VISION FOR SURREY'S LIBRARY SERVICE</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>COMPLETED</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"> ●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) 	<p>Update for tracker in September 2014</p>	<p>Mark Irons Paul Brocklehurst Laura Langstaff Peter Milton Rose Wilson Susie Kemp Helyn Clack Denise Le Gal</p>

				An update was requested for the tracker in September which is below: Update – September 2014 The library service has met with the Head of IMT and has completed a draft Digital Strategy for libraries. This comprehensive draft has been approved by the Head of Cultural Services for further work and discussion with IMT.		
19 MAY 2014	CABINET MEMBER (AND ASSOCIATE) PRIORITIES FOR YEAR AHEAD	The Committee supports the Cabinet Member and Associate priorities.	COMPLETED Cabinet Member and Associate be invited to attend a future Committee meeting to update Members on their priorities. Update: Scheduled on Forward Work Programme for January 2015.	Update at meeting in 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.	ONGOING A verbal update will be given at the January 2015 meeting and a short verbal update given at the September 2014 meeting. Please see under that item in this agenda for a written update.	Update for tracker in September 2014	Peter Milton Geri Silverstone Susie Kemp Helyn Clack	
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.	COMPLETED The East Division CSPs are planning to have a first meeting in July 2014. Seek update in six months (March 2015). Update: Scheduled on Forward Work Programme, under Recommendations Tracker updates for tracker update in March 2015.	Update for tracker in March 2015.	Jane Last Louise Gibbins	
19 MAY 2014	PROGRESS REPORT ON COMMUNITY SAFETY PARTNERSHIPS (FOLLOWING RECOMMENDATIONS MADE AT THE ANNUAL SCRUTINY MEETING ON 31 OCTOBER 2013)	Officers to provide a breakdown of HMIC report by District/Borough areas.	COMPLETED Officers do not have access to the data as it is an HMIC report. If the Committee would like further information and data on domestic abuse in the county, by district and borough, officers are happy to provide.	Update for tracker in September 2014	Jane Last Louise Gibbins Richard Carpenter	

23 JULY 2014	REGULATION OF INVESTIGATORY POWERS ACT 2000 (RIPA) REVIEW 2013-14	The Committee request a briefing from Trading Standards on substance misuse.	ONGOING Officers to work with Trading Standards to provide an appropriate briefing.	As soon as possible	Yvonne Rees Steve Ruddy Ian Treacher Lee Ormandy Helyn Clack
23 JULY 2014	REGULATION OF INVESTIGATORY POWERS ACT 2000 (RIPA) REVIEW 2013-14	The Committee requests that Trading Standards works on ways to encourage councillors to assist the Service in acquiring information and to pass on their contact details to councillors.	COMPLETED Update – July 2014 Trading Standards will put together some brief guidance about the types of information/intelligence that would be most useful and a system that Members can use to contact them. Trading Standards are developing an online reporting system which is particularly important in relation to building reports to enable justified RIPA use on underage test purchase operations. Update – September 2014: Scheduled on Forward Work Programme, under Recommendations Tracker updates for tracker update in January 2015.	Update for tracker in January 2015	Yvonne Rees Steve Ruddy Ian Treacher Lee Ormandy Helyn Clack
23 JULY 2014	REGULATION OF INVESTIGATORY POWERS ACT 2000 (RIPA) REVIEW 2013-14	Trading Standards continue to build and explore yet further ways and opportunities to work with districts and boroughs and other partners.	COMPLETED Update – July 2014 <ul style="list-style-type: none"> ● Trading Standards are part of the Police Commissioner initiative at Reigate & Banstead and Speilthorne. ● TS have named contact officers for each district and borough in addition to their Intelligence Unit. They respond to the local joint committees providing an annual report on request and attend joint meetings when requested. ● TS are working with Economic Development on business support ● They meet with Environmental Health colleagues and Alcohol Licensing Teams, sharing vital information and intelligence. ● TS Alerts are distributed to all their relevant officers and units, which works very well with community safety links and community initiatives. 	Update for tracker in January 2015	Yvonne Rees Steve Ruddy Ian Treacher Lee Ormandy Helyn Clack

			<ul style="list-style-type: none"> Other recent examples of direct activity has been with illegal money lending and the counterfeit tobacco campaigns <p>Update – September 2014: Scheduled on Forward Work Programme, under Recommendations Tracker updates for tracker update in January 2015.</p>		
23 JULY 2014	THE VISION FOR COMMUNITY LEARNING AND SKILLS	The Select Committee to continue to monitor progress on the matter and for the Service to include an update in the annual reporting cycle and an additional written update in September 2014.	<p>COMPLETED</p> <p>Written update for September 2014: Please see update below, for the action on website being operational in time for enrolments.</p> <p>Item added to forward work programme for July 2015 to ensure progress continues to be monitored.</p> <p>NB – Adult Community Learning course brochures have been sent to Committee members via pigeon holes.</p>	<p>Tracker update in September 2014</p> <p>Progress check in July 2015</p>	<p>Mark Irons</p> <p>Paul Brocklehurst</p> <p>Peter Milton</p> <p>Paul Hoffman</p> <p>Susie Kemp</p> <p>Helyn Clack</p> <p>Denise Le Gal</p>
23 JULY 2014	THE VISION FOR COMMUNITY LEARNING AND SKILLS	The Service work on integrating transport options into course information.	<p>ONGOING</p> <p>An update will be provided as soon as possible.</p>	Tracker update in September 2014	<p>Mark Irons</p> <p>Paul Brocklehurst</p> <p>Peter Milton</p> <p>Paul Hoffman</p> <p>Susie Kemp</p> <p>Helyn Clack</p> <p>Denise Le Gal</p>
23 JULY 2014	THE VISION FOR COMMUNITY LEARNING AND SKILLS	The Committee write to the Head of IMT to stress the importance of the website being operational for September enrolments.	<p>COMPLETED</p> <p>The Chairman wrote to the Head of IMT on 22 August 2014. A response was received from Paul Brocklehurst on 22 August 2014 stating that it is a top priority for IMT: 'IMT has reviewed this project and whilst there is a lot of work still to complete they will strive to meet a user acceptance start date of 29/8/2014.</p> <p>It is only worth completing the external penetration tests once the system is stable and well into UAT - IMT will have resources lined up for this which would allow go-live on 15th September.'</p>	Tracker update in September 2014	<p>Denise Saliagopoulos</p> <p>Victoria White</p> <p>Paul Brocklehurst</p>

23 JULY 2014	<p>FULL YEAR OUTCOMES-BASED PERFORMANCE REPORT ON VOLUNTARY, COMMUNITY AND FAITH SECTOR INFRASTRUCTURE IN SURREY</p>	<p>The Committee would like to review performance framework information on an annual basis.</p>	<p>Update from Paul Hoffman: 15 September 2014 'The changes have been implemented and are ready for User Acceptance Testing. Today is the start of term, the team who could carry out this testing is fully occupied with taking enrolments. We have therefore taken the decision to delay the start of testing until the end of next week.'</p>	<p>July 2015</p>	<p>Rachel Crossley Saba Hussain Helyn Clack</p>
23 JULY 2014	<p>UPDATE FROM THE CHIEF FIRE OFFICER</p>	<p>The Communities Select Committee endorses the Member Reference Group on SFRS Transformation and PSP's recommendations:</p> <ul style="list-style-type: none"> • That a letter be sent to the Cabinet Associate and Chief Executive to support that the profit of any income generated by SFRS that is paid into any trading company set up by Surrey County Council should be returned to SFRS for their use • That the Committee supports SFRS' work with other counties towards a system of sharing services and removing artificial borders, so that the nearest available appliance is mobilised in an emergency situation. 	<p>ONGOING Further to conversations with the Fire Service at the Member Reference Group, the Committee will send a letter at a time that would be the most appropriate and helpful, to be indicated by the Fire Service. Chief Fire Officer requested to give an update on the issues raised in second recommendation at the Committee when relevant.</p>	<p>Update for tracker in September 2014</p>	<p>Denise Saliagopoulos Victoria White Russell Pearson Helyn Clack</p>

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