



## Challenge & Improve Committee Matters Arising Schedule

### Purpose:

To consider progress on the matters arising from previous Challenge & Improve Committee meetings.

**Recommendation:** That members note progress on the matters arising and request corrective action if necessary.

### Matters arising Schedule

BRAG status black - Completed matters, not closed								
ID	Action	Action Required	Due Date	Comments	Remedial Action	Remedial Action Due Date	Assigned To	Support Required From
1	MEMBERS IT - LOG ON ISSUES	extract from minutes of meeting held on 11/6/13: Finally, members referred to the difficult and complicated way they were required to log into their west-lindsey accounts, this was something they had been promised would be resolved and simplified but there had been little progress over the past year. The Assistant Chief Executive undertook to further discuss this issue outside of the meeting with a view to resolving it.	31/07/2013	Cllr leaning provided a verbal update to cttee on 30 july			Reeks, Alex	

2	MIN 10 - CRIME AND ASB UPDATE	extract from mins of meeting 11/ 6/13 In response to Members' enquiries, the community trigger process was outlined in detail to the Committee. It was noted that this had initially been a pilot. The Home Office had compiled a report evaluating the benefits achieved and as a result of the successes achieved this would now become legislation. Officers undertook to provide the Committee with a link to the Home Office Report for their information.	31/07/2013	PLEASE PROVIDE LINK DIRECT TO MEMBERS OR PASS TO KATIE FOR CIRCULATION THANKS  link circulated 13/08/13 to all members KJC			Riddell, Joanna	
3	min 14 - community activity	RESOLVED that a Member/Officer working group be established to consider and review the Localism Programme and assist with the development of future action plans including, current internal funding streams, Member activity and Community involvement, and that the following Members be appointed to serve thereon: - Councillor Nigel Bowler Councillor Sue Rawlins Councillor Stuart Curtis Councillor Geoff Wiseman	31/07/2013	please establish working grp and commence work.  First meeting now arranged			Riddell, Joanna	

4	MIN 26 - OPEN FOR BUSINESS	<p>EXTRACT FROM MINS OF MEETING 30/07/13</p> <p>(a) the top three short term /operational matters to be further progressed be:</p> <p>(i) consider offering free advice to businesses including planning advice;</p> <p>(ii) consider streamlining how businesses contact the council (such as a single point of contact – to be manned at all times) and</p> <p>(iii) consider how the council can promote local skills and training providers to local businesses.</p> <p>(b) the top three long term /strategic matters to be further progressed be:</p> <p>(i) consider streamlining decision making on key economic decisions;</p> <p>(ii) consider developing a tourism strategy and greater support for tourism; and</p> <p>(iii) consider the development of business/manufacturing start up units throughout the District.</p> <p>(c) the conclusions of the workshop be reported to a future meeting of the Prosperous Communities Committee along with recommendations.</p>	15/08/2013	<p>PLEASE PREPARE REPORT AND SUBMIT TO PC CTTEE</p> <p>Report prepared and submitted to LP 20/08/13</p>			Lockett, Grant	
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5	min 22 - safeguarding	<p>eXTRACT FROM MINS 30/7/13</p> <p>(d) Councillors Gillian Bardsley and Angela Lawrence be appointed as the Member safeguarding champions;</p> <p>(e) the member champions, as named above, join the officer safeguarding working group and assist with the review of the WLDC Safeguarding Policy; and</p>	30/09/2013	fyi. please ensure both are invited to future meetings			Howard, Michelle	
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**BRAG status red - Overdue matters**

ID	Action	Action Required	Due Date	Comments	Remedial Action	Remedial Action Due Date	Assigned To
1	Parish Council electronic Plans	Extract from C&I cttee minutes 28/01/13 Members discussed the savings made by the paperless initiative and questioned if the matter of Parish Councils receiving hard copy plans had been resolved, and it was suggested that whilst some Parishes did have connectivity problems, others would benefit from training. It was suggested that the Parishes that were experiencing problems be visited either by officers or local Ward Members to see if there was a solution to the problems	12/03/2013	Please designate to appropriate officer  8/8/13 SF spoke to Alan Caine last week for clarification about this. He said that the few parishes that hadn't got internet access were being targeted by the IT team. This is also part of the improvement plan for the D&N team. A programme of training and development for parish councils is currently being devised. SF to contact Alan Caine to let him know.  ALEX GAVE AN UPDATE AT CTTEE ON 12/03 - MEMBERS REQUESTED TIMESCALES FOR RESOLVING THIS ISSUE TO BE CIRCULATED TO MEMBERS. cttee on 30/7/13 he governance and civic office chase progress. responsible officer contacted and requested to update the action	VERBAL UPDATE REQUESTED AT 10 SEPT COMMITTEE. EMAIL WITH DETIALS SENT TO OPPROPRIATE OFFICERS (NC)	02/09/2013	Fysh, Suzanne

BRAG status amber - deadline for completion flagged as at risk								
ID	Action	Action Required	Due Date	Comments	Remedial Action	Remedial Action Due Date	Assigned To	Support Required From

BRAG status green - Outstanding matters, not yet due								
ID	Action	Action Required	Due Date	Comments	Remedial Action	Remedial Action Due Date	Assigned To	
1	23 - ESTB. OF P AND D WORKING GROUP	extract from mins of meeting RESOLVED that: - (a) the terms of reference of the Progress and Delivery Working Group , as set out in report CAI.13 13/14 be approved; and (b) the following Members be appointed to serve thereon: - Councillor Nigel Bowler (Lead Member) Councillor Anne Welburn Councillor Sue Rawlins 1 member of the Liberal Democrat Group (name to be advised).	30/08/2013	round robbing e-mail was circulated to lib dem grp on 31/7 seeking nomination no responses received as at 7/08/13 - KJC  please note membership of group and commence work.  8/8/13 - Cllr d cOTTON HAS AGREED TO JOIN THE GROUP				Reeks, Alex

2	min 22 - safeguarding	<p>(f) the safeguarding working group be RECOMMENDED to: -</p> <p>(i) circulate the leaflet attached at appendix 2 of report CAI.12 13/14 to a wider audience, for example, parish councils in view of its "easy understanding" format; and</p> <p>(ii) include safeguarding training as part of the induction training provided to all newly elected members.</p>	15/09/2013	<p>please provide feedback through the matters arising system as to whether or not ctees recommendations will be actioned</p>			Howard, Michelle
3	min 22 SAFEGUARDING (CAI.12 13/14)	<p>extract from mins : RESOLVED</p> <p>(c) a safeguarding training event for Members be arranged;</p>	30/09/2013	<p>PLEASE ARRANGE TRAINING SESSION FOR MEMBERS, DEMO SERVICE HAPPY TO ASSIST IF AND WHERE REQUIRED.</p> <p>PLEASE REVISE DUE DATE AS APPROPRIATE</p>			Howard, Michelle