

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
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	VERBAL UPDATE REQUESTED AT 10 SEPT COMMITTEE. EMAIL WITH DETIALS SENT TO OPPROPRIATE OFFICERS (NC). this will be reviewed again in February / March and a report submitted to cttee stating the current position (item add to FP)	02/09/2013	Fysh, Suzanne

				<p>civic office chase progress. responsible officer contacted and requested to update the action</p> <p>SF 8/10/13 Following further discussions at the beginning of Sept with Alan Caine re Parish Clerks and again on 3 October SF was updated on the current progress of the rollout of wifi broadband to local communities. AC specifically asked that no action to push PCs was taken until all systems had been tested and proved to work. A training programme will be needed with the parish councils who still receive paper copies. A project plan for a training programme will be in place by end Dec 13 with workshops before the end of the financial year. We will start charging for paper copies in the new financial year. Liaison with project officer (Dave Jones) is ongoing.</p>			
2	39 MOBILE ACCESSIBILITY ROUNDTABLE (CAI.22 13/14)	(c) a further report be submitted to the January meeting of the Challenge and Improvement Committee, detailing the findings from the round table debate and proposals for next steps.	25/11/2013	item has been added to f plan for jan's mtg (kjc)			Reeks, Alex

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
1	min 22 - safeguarding	(f) the safeguarding working group be RECOMMENDED to: - (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 (ii) include safeguarding training as part of the induction training provided to all newly elected members.	30/11/2013	Leaflet will be distributed to all staff by safeguarding working group. Assistance from comms will be sought to distribute to parish councils. Safeguarding training plan to be developed alongside development of Safeguarding Minerva page. MH meeting KC 1st November 2013 to agree arrangements for safeguarding training. meeting was delayed due to workload commitment of officers to be re-scheduled		10/12/2013	Howard, Michelle

BRAG status green - Outstanding matters, not yet due

ID	Action	Action Required	Due Date	Comments	Remedial Action	Remedial Action Due Date	Assigned To
1	min 22 SAFEGUARDING (CAI.12 13/14)	extract from mins : RESOLVED (c) a safeguarding training event for Members be arranged;	10/12/2013	PLEASE ARRANGE TRAINING SESSION FOR MEMBERS, DEMO SERVICE HAPPY TO ASSIST IF AND WHERE REQUIRED.			Howard, Michelle

				Due date revised to allow training session to be developed alongside development of Minerva Safeguarding Page.			
2	39 MOBILE ACCESSIBILITY ROUNDTABLE (CAI.22 13/14)	RESOLVED that: - (a) the roundtable debate and objectives outlined within the report (CAI.22 13/14) be approved; (b) Councillors Alan Caine, Lewis Strange and Mick Tinker be appointed by the Challenge and Improvement Committee to be part of the round table debate; and	10/12/2013	please arrange meeting with delegates as per report and cttee resolution			Reeks, Alex
3	UPDATE ON PROGRESS IN DEVELOPING A SMALL AGRICULTURAL WIND TURBINES POLICY	With regard to item 23 (policy for small agricultural wind turbines), Members sought a progress update and Officers undertook to provide this outside of the meeting.	10/12/2013	Please provide members with an update via e-mail as to progress achieved in developing the policy, please indicate expected dates relevant cttee will give consideration to the document. e-mail can be sent to KJC for circulation to relevant councillors			Ethelstone, Nick
4	MEMBERS PORTAL - ISSUES	The Assistant Chief Executive undertook to take the issues away for addressing, and Members indicated that they would welcome a timeline for resolution.	31/12/2013	Further discussion with Cllr Leaning and Jeannette Anderson to progress work has taken place and resulted in a number of improvements. There is a proposal to re-launch the members portal in January 2014.			Reeks, Alex