

**Action and Recommendation Tracker
Performance & Corporate Services Overview & Scrutiny Committee**

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The action and recommendation tracker enables the Committee to monitor progress against agreed actions and recommendations. The tracker is updated with the actions and recommendations agreed at each meeting. Once an action or recommendation has been completed or fully implemented, it will be shaded green and reported into the next meeting of the Committee, after which it will be removed from the tracker.

KEY	No progress reported	In progress	Complete
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Meeting date	Item	Action/recommendation	Responsible person	Completion date	Last reviewed	Update/response
17/06/22	16/22 – Organisational Development, Agile and IT	AR1/22: The Director – IT & Digital to provide the Committee with the cost to date and total anticipated cost of the IT, Digital & Innovation Strategy and the savings delivered to date and to be delivered by the Strategy under the Medium-Term Financial Plan.	Director – IT & Digital	20/09/22	16/08/22	Response received and shared with Committee on 16/08/22: <i>Cost to date = £1.3m</i> <i>Total anticipated cost = £2.1m</i> <i>Savings achieved to date = £450k (revenue)</i> <i>Estimated total savings = £1.5m (revenue)</i> <i>Improved outcomes and non-cashable benefits also achieved, such as better services, resilience</i>

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						<i>and tighter security. (Shared with Committee on 16/08/22)</i>
17/06/22	16/22 – Organisational Development, Agile and IT	AR2/22: The Director – IT & Digital to include ‘paper light’ processes in the IT, Digital & Innovation Strategy.	Director – IT & Digital	20/09/22	12/08/22	<p>Response received 12/08/22: <i>Already included with the strategy:</i></p> <ul style="list-style-type: none"> <i>Reducing the quantity of printing that currently takes place and encouraging a cultural change to a paper-lite, digital workspace environment.</i> <i>New contract has been awarded which has led to reduced numbers of printers and paper printing.</i>
17/06/22	16/22 – Organisational Development, Agile and IT	AR3/22: The Scrutiny Officer and Corporate Director – Customers, Organisational Development & Resources to discuss timing of bringing an update to the Committee on the implementation of Delivering the Future Together.	Scrutiny Officer and Corporate Director – Customers, Organisational Development & Resources	20/09/22	26/07/22	<p>To be discussed on 26 July (05/07/22)</p> <p>Agreed to propose timing of 28 April 2023 (26/07/2022)</p>
17/06/22	18/22 – Responding to the Ukraine Crisis	AR4/22 The Programme Director for Partnerships and Delivery to raise with the Community Team the potential benefits of providing transport solutions to Ukrainian	The Programme Director for Partnerships and Delivery	22/09/22	09/09/22	<p>Sent on 04/07/22</p> <p>Response received 09/09/22: - <i>The bus pass system for issuing three month free travel is now in place for participating bus companies covering the majority</i></p>

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		refugees accommodated in rural areas.				<p><i>of routes. Officers continue to work with smaller and non-mainstream providers to open up the maximum network possible</i></p> <ul style="list-style-type: none"> - <i>The Council has been working in partnership with Communities First Oxfordshire (CFO), our rural community development partner, to support the development of community transport options. Homes for Ukraine funding and is providing a grant to CFO to enable them to provide financial support for community options, for example to fund insurance costs.</i>
17/06/22	20/22 – Draft Work Programme and Cabinet Forward Plan	AR5/22: To undertake further engagement with Cabinet Members and Senior Officers to refine its work programme.	Committee (Scrutiny Officer)	20/09/22		<p>Chair and Deputy agreed to iterate <i>ad hoc</i>, including by meeting quarterly with Cabinet Members and Senior Officers, beginning in September 2022 (04/07/22).</p> <p>Meetings with the Cabinet member have not taken place, but a meeting with the Corporate Director for Customers, Organisational Development and Resources.</p>