

## Assets and Procurement Committee Minutes - Action log

This is the updated action log as at 31<sup>st</sup> October 2023 and captures the actions arising from the most recent Assets and Procurement Committee meeting and updates Members on the progress on compliance in delivering the necessary actions.

### Assets and Procurement Committee minutes of 18<sup>th</sup> October 2023

Minute	Item	Officer	Action	Comments	Status
5.	Mechanical, Electrical and Buildings Maintenance Re-tender of Contract for Cambridgeshire County Offices, buildings and land assets	Chris Ramsbottom	A Member queried the New Shire Hall constructor's defect liability contract, whether this had expired, or whether there would be an overlap with the new contract. Officers agreed to report back on the exact date.	The 12 month defect liability period ended in February 2023, we have some items within the building on a warranty for a further 12 months. The contractor R G Carter is still engaged by ourselves to carry out repair work due to their knowledge and continuity of the building, however this will end once the new Contract is in place in Nov 2024.	complete
6.	Reinforced Autoclaved Aerated Concrete (RAAC) school buildings	Chris Ramsbottom	It was suggested that it may be worth lobbying central government, possibly through CCN, on the additional burden the RAAC surveys of Academies had placed on Councils.	Service Director Education has approached DfE to ask if they would fund the academy school surveys. We are awaiting a definitive response and will furnish the DfE with costs of this work.	ongoing
6.	Reinforced Autoclaved Aerated Concrete (RAAC) school buildings	Chris Ramsbottom	it was noted that officers did not have information on RAAC in Private Schools, but agreed to check with Education colleagues.	Education colleagues do not hold the information on Private independent schools within Cambridgeshire.	complete
7.	Land and Property Performance Report	Chris Ramsbottom	Property team breakdown and vacancies should be included in future reports.	This will be included within the report at the next A&P Committee on 28 November 2023.	complete
9.	Procurement Governance and Performance Report	Clare Ellis	Waivers: Member asked if a list could be provided by quarter, to cover the previous eight quarters, so any trends could be monitored, and that information was provided on (i)	The waiver information will be provided next time I do a performance report, likely the meeting after January – can't remember when that is.	

			number of waivers as a percentage of contracts let in the period, and (ii) the value of contracts subject to waiver, grouped in bands.		
9.	Procurement Governance and Performance Report	Clare Ellis	noting that the most significant efficiency came from the identification of duplicate funding of a blocked bed, a Member asked if that funding had been reclaimed, and whether the management oversight which had led to this duplication been addressed. Officers agreed to provide that information	Committee emailed response on 31/10/23: The duplicate amount was recouped and processes have been put in place to ensure that duplicate funding does not happen again.	Completed
12.	Committee Agenda Plan	Emma Duncan	a Member asked if the Director of Legal and Governance could give careful consideration to the items that would be taken exempt session, as in some cases the anonymisation of bidders would be required, especially where disposal of land or assets had not yet been confirmed. Officers agreed to pick this up through the Statutory Officers Group.	<p>This text is being sent to all Report Authors plus training on report writing and the use of the exemptions is taking place in November.</p> <p><i>There is a presumption that all material relevant to a decision will be public and reports in private business should be the exception rather than the rule. The nature of the information needs to be considered from the outset and the extent to which all/some of the information needs to be in private. Confidential appendices should be considered where possible so that the report is able to be considered in public. Please clearly identify the category to which the exemption relates and the reasons why it is considered to be necessary so that an assessment can be made as to whether the exemption is justified.</i></p>	Complete