



ASSETS & INVESTMENT COMMITTEE

Minutes-Action Log

Introduction:

This is the updated action log as at **16th February 2017** and captures the actions arising from the most recent Assets & Investment Committee meeting and updates Members on the progress on compliance in delivering the necessary actions.

Minutes of 21st October 2016

Item No.	Item	Action to be taken by	Action	Comments	Completed
43.	Ely Archives Centre	Cllr Hickford/ Cllr Shellens	Refer issue of officer process (costing, design, etc) to Audit & Account Committee (A&AC), and receive a report back.	Officer process was considered by A&AC in January (report emailed to A&IC Members 19/01/17); further report going to A&AC in March. Update on property alternatives considered at January A&IC meeting.	Ongoing

Minutes of 11th November 2016

56.	Programme Highlight Report	John Macmillan	County Farms Estate Strategic Review Working Group	Dates to be agreed for December/January. <i>Officers met with Chair and Vice-Chair and will verbally update Committee.</i>	Ongoing
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Minutes of 27th January 2017

68.	Asset Management Strategy	Chris Malyon	Asset Management Strategy and Shire Hall Working Groups dates to be sent to Committee Members.	Electronic invitations sent 03/02/17.	Completed.
69.	Finance and Performance Report	Chris Malyon	Deputy Chief Executive to investigate £60K movement in Revenue account relating to insurance premium for Castle Court.		
70.	Committee Agenda Plan	Dawn Cave	Democratic Services Officer to email rationale behind deferral of Green Spaces report.		
73.	Programme Highlight Report	Chris Malyon	Deputy Chief Executive to email Committee one sheet summary of lessons learned from Ely Archives issues.	Report submitted to 24/02/17 meeting.	
73.	Programme Highlight Report	Stephen Conrad	Wisbech Town Council to be asked to present an update on Wisbech Castle to February A&IC meeting.	Report submitted to 24/02/17 meeting.	
73.	Programme Highlight Report	Chris Malyon/ John Macmillan	Officers to email details of 31/01/17 site visit to Committee.		Completed.
73.	Programme Highlight Report	Chris Malyon/ John Macmillan	Officers to present report on governance issues relating to assets to February A&IC meeting.	Report submitted to 24/02/17 meeting.	

In addition, the following actions were identified in informal meetings between some Committee Members and officers, relating to actions and decisions made at Committee meetings:

Date of mtg	Action to be taken by	Action	Comments	Completed
09/06/16	C Malyon	CFO to make inquiries on the CHIC staffing.	Verbal update on Director interviews provided at January A&IC meeting.	Ongoing