

**COMMERCIAL &
INVESTMENT
COMMITTEE**

Minutes-Action Log



Cambridgeshire
County Council

Introduction:

This is the updated action log as at **7th December 2017** and captures the actions arising from the most recent Commercial & Investment Committee meetings and updates Members on the progress on compliance in delivering the necessary actions.

Minutes of 31st March 2017 (Assets & Investment Committee)

86.	Finance and Performance report	Ellie Tod	Requested work be carried out to improve the presentation of the figures and improve the relationship between the narrative of the report and the figures provided.	A Member/officer workshop was held on the 27th November to discuss the format of the report. As a result, a new format is currently being drafted and is anticipated to be implemented for the November report, which will be presented to committee in January.	Ongoing
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Minutes of 20th October 2017

51. (1)	Service Committee Review of the draft Revenue Business Plan proposals 2018-19 to 2022-2023 (and Item 57 – Action Log - on 24/11/17)	Chris Malyon	In May there had been a request of all County Council assets by electoral division.	S151 officer to identify resource and cost to complete task and then consult Chair/Vice-Chair	Ongoing
51. (2)	Service Committee Review of the draft Revenue Business	Chris Malyon/ Tom Kelly	For the table showing total level of savings necessary for the next 5 years	This has been incorporated in the report	Completed

	Plan proposals 2018-19 to 2022-2023		(para 3.1 of report) include a total for overall saving requirement.	for December committee at section 2.8.	
55. (2)	Programme Highlight Report	John Macmillan/ David Bethell?	Agreed that there would be a workshop on how the reporting back from CHIC (re: progress with sites) would work in practice.		
Minutes of 24th November					
58.(1)	ESPO Trading Company Ltd	Chris Malyon	Officers agreed to explore bringing ESPO within the remit of this Committee.	This is being actioned and will be reflected in the November-period finance reports.	Completed
58.(2)	ESPO Trading Company Ltd	Paul White	Asked what provision was being made for (ESPO) bad debts. Paul White agreed to provide Cllr Shellens with this information.	Paul White provided info to Cllr Shellens on 05/12/17	Completed
58.(3)	ESPO Trading Company Ltd	Paul White	Circulate confidential ESPO Business Case to Committee for comments to S151 Officer, Chair or Vice-Chair.	Business Case circulated 24/11/17, with request for comments by 08/12/17	Completed
58.(4)	ESPO Trading Company Ltd	Paul White/ Cllr Bates	Paul White and Cllr Bates would look at how the new trading company would report back to its constituent authorities.		
59.	Service Committee Review of the Draft 2018-19 Capital Programme	Tom Kelly/ John Macmillan	A Member requested a breakdown of the £184M housing schemes. Officers agreed to provide this for the next meeting.	This will be provided ahead of the December meeting.	Completed
60.	Finance and Performance Report	Ellie Tod	A Member asked that future reports to separate out original budget pressures and those from new service areas: Officers agreed to review the formatting of the report.	This action is being incorporated into the review of the format of the report (item 86 above); as such it will be	Ongoing

				implemented for January committee.	
61.(1)	Programme Highlight Report	John Macmillan	Provide a covering report to Programme Highlight schedule.	This will be implemented for the January Committee.	
61.(2)	Programme Highlight Report	John Macmillan	Remove "Declaring Surplus Status" header from spreadsheet.		Completed
62.(1)	Committee Agenda Plan and Appointments to Outside Bodies	Chris Malyon/ Amanda Askham	Clarify whether OFRs from other Traded Services e.g. Cambridgeshire Music would be considered by C&I Committee.	These will be programmed in as and when they take place.	Completed
62.(2)	Committee Agenda Plan and Appointments to Outside Bodies	Dawn Cave	Develop a Training Plan and present regularly to Committee.	This will be implemented for the January Committee.	In progress