

STRATEGY, RESOURCES AND PERFORMANCE COMMITTEE MINUTES-ACTION LOG

This is the updated action log as at 23rd October 2023 and captures the actions arising from the most recent Strategy, Resources and Performance Committee meeting and updates Members on the progress on compliance in delivering the necessary actions.

Minutes of 10th October 2023 (Special Meeting)

Minute number	Item title	Responsible officer(s)	Action	Comments	Completed
168.	Waste Private Finance Initiative (PFI) Update	Emma Fitch Adam Smith	Two actions identified in confidential minutes.	Actions followed up on 11 October 2023.	Complete

Minutes of 11th July 2023

Minute number	Item title	Responsible officer(s)	Action	Comments	Completed
152.	Integrated Finance Monitoring Report for the Period Ending 31 March 2023	Michael Hudson/ Stephen Howarth	Chair agreed to report on how financial information was presented to the next meeting.	The s151 Officer is working with the Finance Team and Extended Leadership Team to continually develop the Integrated Finance Monitoring Report.	Complete
		Jon Lewis/ Fran Cox	Queried how five taxis could replace a 53-seater bus which could not be procured to take children to school	The service provider withdrew from the contract due to driver shortage. Replacing the service provider with taxis was a temporary solution and the only one possible at the time due to the procurement challenges in this area. The taxis were minibus taxis and significantly more costly per seat than a large bus.	Complete

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153.	Integrated Finance Monitoring Report for the Period Ending 31 May 2023	Michael Hudson/ Stephen Howarth	Members would receive more information on the energy projects at their next meeting with the relevant officers in attendance.	An update was taken to the Assets and Procurement Committee on 18 October 2023.	Complete
154.	Digital Strategy for Cambridgeshire County Council	Frank Jordan Ceren Clulow	Suggested that an update on the provision of broadband and mobile connectivity should be presented to the relevant committee.	An update report has been added to the agenda plan for 30 November Environment and Green Investment Committee.	Complete
		Sue Grace	The Chair proposed that a briefing or seminar be held on the impact of a cyber attack on Council services as part of its emergency planning arrangements.	Briefing arranged for all members on 7 November 2023.	Complete
157.	This Land Annual Business Plan and progress monitoring	Michael Hudson	It was agreed that the shareholder agreement should be considered, for publication, as an agenda item by the new Assets and Procurement Committee.	An update has been taken to the Assets and Procurement Committee on 18 October 2023.	Complete

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159.	Annual Risk Management Report	Mairead Claydon	Highlighted the table in Section 8.3 of the report and queried what areas the Council was failing in and how they would be addressed.	Risk Maturity Assessment report, which highlights the areas that were identified as having a lower risk maturity e-mailed on 31 July 2023. The action plan identified in the risk assessment was subsequently adapted into the Risk Strategy, which was presented to committee at its July meeting, so this shows how the Council is planning to develop increased risk maturity in those areas.	Complete
		Mairead Claydon	Welcomed the work carried out on the Risk Register but queried why it was very internally focused.	The risk register is an internal document but it does seek to capture the external risk environment, both as individual risks and also as elements of the profile of each risk.	Complete
161.	Corporate Performance Report – Quarter 4 2022-23	Sue Grace Richard Springbett	Queried in relation to Indicator 171: Rent per acre obtained from the agricultural estate why the target was only £107 when the current rent was £146 and the previous rent had been £144. It was also queried why there was £45k pressure when the target was being exceeded	Email sent on 16 October 2023.	Complete

Minutes of 28th March 2023

Minute number	Item title	Responsible officer(s)	Action	Comments	Completed
137.	Network Services Procurement	Stephen Moir	Highlighted the need for an action tracker to monitor delegations once approved by committee. The Chair asked the Chief Executive to consider this request as part of a broader scheme. However, in the short term, she asked the Chief Executive to consider possible action and report back to Group Leaders.	<p>The requirement for an action tracker related to delegations is being considered by the Chief Executive, via the Statutory Officers Group, which also includes the Monitoring Officer and the Section 151 Chief Financial Officer. The Chief Executive will report back to Group Leaders on this issue, following consideration at the next Statutory Officers Group meeting on 1 August 2023.</p> <p>Update: This issue was discussed at the Statutory Officers Group, and it was agreed that an action tracker for delegated decisions from committees would be implemented. The Service Director: Legal and Governance agreed to take this action forward to implementation. The implementation plan is currently being developed.</p>	Ongoing
		Mairead Claydon	To review the use of the letter "T" to make its meaning clearer.	It has not been possible to automatically amend it in the reports but officers are able to manually amend it. This is reflected in the corporate risk register report to be considered on 31 October 2023 and there is an explanation in the accompanying report.	Complete

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142.	Strategy and Resources Committee Agenda Plan, Training Plan, Appointments to Outside Bodies and Internal Advisory Groups	Michael Hudson	The need to make sure all future procurements were included on committee agenda plans.	A procurement pipeline has been uploaded to the Council's website and processes are in place to ensure procurement engagement in activity to identify inclusion of procurements on future committee agendas. Assets and Procurement Committee received a report on procurement governance at its meeting on 18 October 2023.	Complete

Minutes of 26th January 2023

Minute number	Item title	Responsible officer(s)	Action	Comments	Completed
127.	Strategy and Resources Committee Agenda Plan, Training Plan, Appointments to Outside Bodies and Internal Advisory Groups	Michael Hudson	The need for an item on the County Farms Estate to be included on the agenda plan.	The Assets and Procurement Committee will receive a rural farms update at its meeting on 28 November 2023. Assets and Procurement Committee Spokes will review if the County Farms Working Group should continue.	Complete