

STRATEGY AND RESOURCES COMMITTEE MINUTES-ACTION LOG

This is the updated action log as at 3rd July 2023 and captures the actions arising from the most recent Strategy and Resources Committee meeting and updates Members on the progress on compliance in delivering the necessary actions.

Minutes of 28th March 2023

Minute number	Item title	Responsible officer(s)	Action	Comments	Completed
134.	Integrated Finance Monitoring Report for the Period Ending 31 January 2023	Linda Walker	It was queried why appendix e relating to the Cambridgeshire and Peterborough Waste Partnership (RECAP) was confidential and a written explanation was requested.	Appendix E remains commercially confidential due to the financial estimates contained within the document.	Complete
		Stephen Howarth	Queried how much of the Council's revenue reserves totalling £155m had been earmarked for specific purposes.	E-mail sent 6 April 2023.	Complete
135.	Disposal of the former Mill Road Library, Cambridge	Michael Hudson	Update report on Mill Road Library to be considered within six months.	On the agenda plan for 31 October 2023.	Complete

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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.	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.	Ongoing
140.	Corporate Risk Register	Stephen Moir Mairead Claydon	The Chief Executive agreed to reconsider with the Head of Internal Audit and Risk Management other matrices, which included weighting and other factors to help assess severity and importance.	This work will be incorporated into an upcoming risk strategy. The risk strategy is planned to be presented to Audit & Accounts Committee and Strategy & Resources Committee as part of the Annual Risk Report in July 2023.	Complete
		Mairead Claydon Michelle Rowe	Requested a general training session for all members on risk management.	Risk Management Training has been arranged for all Members at 12.00noon on 14 September 2023.	Complete
		Mairead Claydon	To review the use of the letter "T" to make its meaning clearer.	This is something which is currently built into the Council's risk management system GRACE so officers will try to review with the supplier whether/how this can be changed to clarify the meaning.	Ongoing

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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 our website and processes are in place to ensure procurement engagement in activity to identify inclusion of procurements on future committee agendas. The Council will consider a governance report that will look for further development with a separate Asset and Procurement Committee which will review this action and delivery.	Ongoing
144.	Shire Hall, Cambridge – Commercial update	Michael Hudson	Two actions as set out in the confidential minute.	A separate report is set out on the 11 July Committee on Shire Hall, Cambridge.	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.	This item will be discussed with the new Executive Director and Members as there are various interdependencies and how this links to the County Farms Working Group.	Ongoing

Minutes of 16th December 2022

Minute number	Item title	Responsible officer(s)	Action	Comments	Completed
118.	Corporate Performance Report – Quarter 2 2022-23	Stephen Moir Michael Hudson Clare Ellis	Suggested that the Chief Executive take responsibility for reviewing requests for contract waivers at the end of the process in order for services to learn lessons for the future. The Chief Executive acknowledged this helpful suggestion and agreed to investigate with the Head of Procurement and Commercial the appropriate officer to take on this role, which could be the Section 151 Officer.	Following the appointment of the Executive Director of Finance and Resources, the responsibility for the scrutiny of high value waivers has now transferred from the Chief Executive. Based upon the Quarter 4 corporate performance report, also being presented as part of the agenda for the Committee on 11th July 2023, this increased scrutiny of waivers has led to performance improvements and therefore will be sustained.	Complete