

Assets and Procurement Committee – Minutes Action log

This is the updated action log and it captures the actions arising from the most recent Assets and Procurement Committee meetings and updates Members on the progress on compliance in delivering the necessary actions.

Assets and Procurement Committee minutes of 28 November 2023

Minute	Item	Officer	Action	Comments	Status
22.B	Major Energy Projects – Progress Update	Sheryl French Eithne George Nicola Young	Actual income figures for Triangle Farm and St Ives to be provided once those schemes started generating.	Triangle Farm/North Angle information circulated to Committee on 9 September. St Ives info to be circulated when available. Summary table provided to Cllrs on 08/11. St Ives Smart Energy grid started producing electricity on 31 Jan 2025. The details of generation and income will be supplied when actuals are available later in 2025.	In progress

Assets and Procurement Committee 17 September 2024

Minute	Item	Officer	Action	Comments	Status
62.	Contract Management Update	Clare Ellis	A Member queried the silver portfolio of contracts which was valued at £725m, with each contract valued at over £2m, yet the category was identified as low risk. The Officer explained that these contracts were routine, and	Will be resolved when the next Contract Management Update comes before Committee.	In Progress

			though each was high value, integral mitigations in terms of risk management were in place. Officers agreed to provide further information at a future meeting.		
--	--	--	---	--	--

Assets and Procurement Committee 18 November 2025

Item		Officer	Action	Comments	Status
19.	Single Supplier Contract for the ICT Service	John Chapman	The committee discussed the evaluation criteria, specifically the weighting of price and quality compared to social value and net zero considerations. Officers agreed to circulate an evaluation matrix detailing the scoring split.		In Progress
20.	Procurement of Schools' Insurance	Tom Kelly	Comparison was drawn with per-pupil insurance costs under the Schools Academy Insurance Framework (SAIF), questioning whether it was cheaper annually. A member asked whether the Council held claims and loss ratio data for Cambridgeshire schools to confirm overall value. Officers agreed to circulate this information.		In Progress
22.	Procurement Compliance Report	Clare Ellis	The issue in the report regarding S12 doctors was raised, which appeared to involve the transfer of responsibility from the ICB to the Council. The importance of		In Progress

			<p>ensuring proper consideration of procurement arrangements during negotiations with other bodies was highlighted, particularly when responsibilities were taken on quickly, as this could lead to delays in resolving issues. A Member expressed interest in how such structural processes could be managed more effectively. Officers agreed to investigate the background of how the service was transferred, including the notice given and contractual arrangements</p>		
23.	Procurement and Commercial Annual Report	Clare Ellis	<p>A Member addressed that the report stated that the Corporate Services and Digital Procurement Team had 25 projects averaging £440k, the Places Procurement Team had 50 contracts averaging £1m, and the People Procurement Team had 37 contracts averaging £30m each, totalling £1.3b. Officers confirmed the figure was correct because the People Procurement Team managed dynamic purchasing systems, and the valuation reflected the total potential placements rather than annual spend. It was explained that several multi-year procurements which opened in the year caused the high figure.</p>		In Progress

			Officers agreed to circulate details of the top five procurements by value to the committee.		
--	--	--	--	--	--

Assets and Procurement Committee 13 January 2026

Item		Officer	Action	Comments	Status
26.	Property Disposal – Signet Court, Cambridge	Chris Ramsbottom / Mark Freer	The Council had not commissioned a formal valuation, as its disposal policy relied on open marketing to establish market value. In line with the Local Government Act and best consideration requirements, the Council’s policy required the appointed agent to provide a letter confirming that, in their professional view, the sole offer received and accepted represented the best consideration achievable. Officers agreed to provide a copy of this letter to Members.	Email sent 03/03	Complete

Assets and Procurement Committee 5 February 2026

Item		Officer	Action	Comments	Status
33.	Cambridge Biomedical Campus – Commercial Land Matters	Michael Hudson	Action in confidential minutes.		In Progress