

## Assets and Procurement Committee – Minutes Action log

This is the updated action log, as of 14 January 2025, 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
20.	This Land – publication of Shareholders Agreement	Michael Hudson	A Member asked officers to carefully consider the governance issues and potential conflict of responsibility that existed as a result of having a Councillor as a Director.	<p>Officers are meeting at the end of January to review the governance arrangements and Committee will be updated in one of the next two upcoming meetings with options.</p> <p>A review of the arrangements of This Land in 2022, followed by further Council and Board effectiveness reviews have identified this a possible, but a report to the July Committee looks at the role of the Shareholder through this Committee and ensuring strong governance.</p> <p>Further training will be provided to members in Autumn 2024.</p>	Ongoing
22.B	Major Energy Projects – Progress Update	Sheryl French	Actual income figures for Triangle Farm and St Ives to be provided once those schemes started generating.	<p>Triangle Farm/North Angle information circulated to Committee on 9 September. St Ives info to be circulated when available.</p> <p>Energisation of St Ives Smart Energy grid is scheduled for mid-November.</p>	In progress

				<p>The details of generation and income will be supplied when actuals are available in 2025.</p> <p>Summary table provided to Cllrs on 08/11.</p>	
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### Assets and Procurement Committee 17 July 2024

Minute	Item	Officer	Action	Comments	Status
50.B	Corporate Performance Report	John MacMillan	There was a discussion on whether farm buildings were included as part of the rental costs, and officers agreed to provide further detail, and investigate if there was a more useful target.	<p>Farm buildings are included in rental valuations.</p> <p>A more detailed report on how rents are agreed together with suggestions on benchmarking can be discussed at the next County Farms Member Working Group.</p>	In Progress
52.	Sale of Shire Hall, Cambridge	Tom Kelly	Briefing note to be provided (refer to confidential minute)	Ongoing	Ongoing

### Assets and Procurement Committee 17 September 2024

Minute	Item	Officer	Action	Comments	Status
60. A	Corporate Performance Report	Michael Hudson	Officers advised that a meeting of the County Farms Working Group was due to take place, the date of which would be emailed to all Members.		Ongoing

61. A	Procurement Compliance Report	Michael Hudson	Officers agreed to ask peer networks/authorities to compare breaches for benchmarking purposes.	Request for data issued, but no response as yet.	Ongoing
61. B	Procurement Compliance Report	Clare Ellis	A Member identified missing portions on the narrative of adequate mitigations in the report, particularly pertaining to the matter of Royal Mail being paid to provide postal services. The Head of Procurement agreed to provide more detail on mitigations in future reports.	Will be resolved in next Compliance Report	In Progress
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 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.	Will be resolved in next Compliance Report	In Progress
63.	Agenda Plan, Training Plan and Appointments to Outside Bodies and Internal Advisory Groups and Panels	Michael Hudson	A Member sought an update on the disposal of Old Shire Hall. Officers confirmed the delegation to the Executive Director for Finance and Resources, in consultation with the Chair and Vice Chair, agreed at the previous Committee, subject to the exclusivity period of 9 October, that	Ongoing with update to be provided at Committee.	Ongoing

			there was a four-week extension if deemed reasonable. It was agreed that Members would be updated following that period.	
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## Assets and Procurement Committee 15 October 2024

Minute	Item	Officer	Action	Comments	Status
67.	Disposal of Mill Road Library	Michael Hudson	Members questioned whether the preferred bidder could be invited to support the reapplication of the ACV designation should this be raised when the existing ACV period would end in January 2029. Officers agreed to insert wording to this effect in the draft Head of Terms with Bidder 1.		In Progress
68.A	Accommodation Improvement Programme: Tranche 1 Update	Cllr Lucy Nethsingha	Concern was raised over the asbestos within the upstairs of Whittlesey Library. The Leader of the Council agreed to take an interest and follow up on the appropriateness of the matter.	18/11 – Cllr Nethsingha followed up with Chris Ramsbottom who provided a response advising that <i>the building has an asbestos management plan and is managed safely in line with law and the control of asbestos regulations. Therefore, where the safe removal of asbestos is required to enable the investment work, it will be done so adhering to the regulations and as part of the contract.</i>	Complete
68.B	Accommodation Improvement Programme: Tranche 1 Update	Chris Ramsbottom	Members expressed concerns over the poor public transport options to Awdry House. The		In Progress

			Council agreed to carry out travel plans to the site to consider alternative forms of travel.		
69.	Employee Benefits Contract	Anna Syson	A Member acknowledged that the existing package was cost-neutral but queried whether work had been conducted to find suppliers that offered packages which were cost-beneficial to the Council. Officers suggested there could be the potential of such an arrangement being reached with the cycle provider and agreed to look into it further.		In Progress