

## Assets and Procurement Committee Minutes - Action log

This is the updated action log as at 7 October 2024 and 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 18 October 2023

Minute	Item	Officer	Action	Comments	Status
9.	Procurement Governance and Performance Report	Clare Ellis	Waivers: Member asked if a list could be provided by quarter, to cover the previous eight quarters, so any trends could be monitored, and that information was provided on (i) number of waivers as a percentage of contracts let in the period, and (ii) the value of contracts subject to waiver, grouped in bands.	The waiver information will be provided regularly with effect from the September Performance Report.  Planned for the September Committee.	In progress

### 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.	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.  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	Ongoing

				<p>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>	
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. The details of generation and income will be supplied when actuals are available in 2025.</p>	In progress
23.	Procurement Performance Report	Clare Ellis	Update on review of risk management of the Council's largest/highest risk contract to be provided in a future Committee report.	Planned for the September Committee.	Ongoing

### 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</p>	In Progress

				the next County Farms Member Working Group.	
52.	Sale of Shire Hall, Cambridge	Tom Kelly	Briefing note to be provided (refer to confidential minute)		

### 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
60. B	Corporate Performance Report	Michael Hudson	A Member raised that an agreement had been reached to double the Children and Young People Committee's sign-off allowance on contract values which could affect the risk of the contract waivers indicator to a higher value. Officers confirmed that this would not affect the contract waiver procedures, however it was agreed to provide a written response.		Ongoing
61. A	Procurement Compliance Report	Michael Hudson	Officers agreed to ask peer networks/authorities to compare breaches for benchmarking purposes.		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.		Ongoing
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.		Ongoing
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 there was a four-week extension if deemed reasonable. It was agreed that Members would be updated following that period.		Ongoing

