

## Assets and Procurement Committee Minutes - Action log

This is the updated action log as at 5 August 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	Ongoing

				<p>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>	
22.A	Major Energy Projects – Progress Update	Sheryl French	Request to provide the Business Plan, time/cost metrics and current position of energy projects for Members.	<p>An update will be provided to members in April. This is due to forecast electricity tariff changes (market changes) and project cost finalisations.</p> <p>Update was circulated to Members on 9 September.</p>	Complete
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 17th July 2024

48.	Procurement of postal services contract	Emma Duncan	To follow up advice given on officer delegations with Councillor Count.	Confirmed completed on 7 August by Emma Duncan.	Complete
50.	Corporate Performance Report	Michael Hudson	The Executive Director of Finance and Resources to investigate the inclusion of testing programmes in the annual Corporate Performance Report and report back to the committee via email.	Email sent to Committee by Chris Ramsbottom on behalf of Exec Director on 30 August.	Complete
		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.		
52.	Sale of Shire Hall, Cambridge	Tom Kelly	Briefing note to be provided (refer to confidential minute)		