

WELWYN HATFIELD BOROUGH COUNCIL
 CABINET – 11 JULY 2023
 REPORT OF THE EXECUTIVE DIRECTOR (FINANCE AND TRANSFORMATION)

ACTIONS STATUS REPORT

1 Executive Summary

1.1 In order to ensure that actions identified at meetings are completed, this report lists the actions from the last Cabinet meeting, those responsible for completing each action and its current status.

2 Recommendation(s)

2.1 That Members note the status of the following actions which were identified at the last Cabinet meeting on 6 June 2023:-

Minute	Action	Responsible	Status/ Date Completed
103.1	Gas Maintenance Contracts	Andrew Harper	Cabinet agreed to extend the following contracts for two years with effect from 1st April 2024: 1. Gas Maintenance (North) – Aaron Services Limited 2. Gas Maintenance (South) - British Gas Social Housing Limited (trading as PH Jones) 3. Third Party Gas Audit Contract - Gas Advisory Services Limited (trading as Phoenix Compliancy Management)
103.2	Recovered Newsprint Contract	Andrew Harper	Cabinet agreed to extend the contract with Palm Recycling Limited for one year for one year from 1st July 2023 to 31st May 2024.

During the period 26 May 2023 to 3 July 2023, the following decisions were taken by Cabinet Members exercising their individual delegated powers in accordance with paragraph 18 of the Cabinet Procedure Rules within the Constitution.

	Action	Responsible	Status / Date Completed
2023-13	Novation of the contract for Professional Building Services (Decision taken 26 June 2023)	Andrew Harper	It was agreed to novate the contract for professional building services from: Press & Starkey to Press & Starkey LLP
2023 -16	Kitchen procurement (Decision taken 1 June 2023)	Andrew Harper	It was agreed to commence the procurement for a new kitchen supplier. That the tenders are evaluated 60% on price and 40% on quality.

2023-17	Business Rate Write Off (Decision taken 12 June 2023)	Farhad Cantel	The Executive Member, Resources agreed to write off one business rates account balance, to the value of £30,907.71.
2023-18	Renewal of Insurance Policies 2023-24 (Decision taken 20 June 2023)	Andrea Plucknett	It was agreed to renew policies on terms offered by the current insurer, Zurich Municipal.
2023-20	Northaw and Cuffley Neighbourhood Plan (Decision taken 29 June 2023)	Matt Pyecroft	It was agreed to formally “make” the Northaw and Cuffley Neighbourhood Plan (2022 – 2036) incorporating minor amendments to wording following the result of the referendum held on 04 May 2023.