

WELWYN HATFIELD BOROUGH COUNCIL
 CABINET – 8 AUGUST 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 11 July 2023:

Minute	Action	Responsible	Status/ Date Completed
113.1	Disabled Adaptations Contract	Andrew Harper	Cabinet agreed the contract for adaptations with Gracelands Complete Maintenance Services be extended by 12 months until 31st March 2025.
113.2	Food Safety Service Plan for 2023/24	Sue McDaid	Cabinet approved the service plan in Appendix A and the proposed Food Sampling Plan in Appendix B.
113.5	Lemsford Village Character Assessment and Conservation Area designation	Matthew Wilson	Cabinet agreed to recommend to Council that Lemsford Character Assessment be adopted and Lemsford designated as a new conservation area.
113.6	Parking Enforcement	Andrew Harper	Cabinet agreed that the SLA with East Herts District Council be extended by 2 years to expire on 15th January 2026.

During the period 3 July 2023 to 31 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
2023-12	Extension of Arboriculture Contract (Decision taken 11 July 2023)	Andrew Harper	It was agreed to extend the Arboriculture Contract with Maydencroft Limited by one year from 1st January 2024 to 31st December 2024.
2023-19	Award of contract for cloud-hosted website and case management software (Decision taken 26 June 2023)	Ben Trueman	It was agreed to award the contract for a cloud-hosted website and case management software to Jadu Creative Limited for a three year period (with the option to extend by one year),

			commencing on 10 September 2023.
2023-22	Award to Right to Buy Services	Andrew Harper	To award the Right to Buy Services to Sure Surveyors Limited for an initial 3 year period, with an option to extend by a further year, commencing on 1 st August 2023.
2023-23	Award of Contract for Asbestos Surveying and Analytical Services	Andrew Harper	To award the contract for Asbestos Surveying and Analytical Services to Armstrong York Asbestos Environmental Limited for a two year period (with a possible one year extension), commencing on 1st September 2023