

WELWYN HATFIELD BOROUGH COUNCIL
 CABINET – 5 SEPTEMBER 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 8 August 2023:

Minute	Action	Responsible	Status/ Date Completed
124	Q1 Revenue Monitoring Report	Helen O'Keeffe	Cabinet noted the revenue forecast outturn position as at Quarter 1 (30 June 2023) and the position on debts set out in Section 5 of the report.
125	Q1 Capital Monitoring Report	Helen O'Keeffe	Cabinet noted the capital forecast outturn position as shown in Table 1. Cabinet approved the virements set out in Section 3.4.2. Cabinet noted the forecast position as at 30 June 2023 for funding of the capital programme and reserve balances as reflected in Table 2.
126	Performance Exception Report – Quarter 1	Kirsten Roberts	Cabinet noted the contents of this report and approved any proposed actions highlighted in the appendices.

During the period 4 August to 25 August 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
2023-24	Award of contract to develop website chatbot	Andrew Harper	To award the contract to develop a website chatbot to ICS.AI Limited for a 3-year period (with the option of a 1-year extension), commencing on 21st August 2023.
2023-25	Award of Legionella contract	Andrew Harper	To award the contract for Legionella testing to Urban Environments Limited for a three year period, with a possible one year extension, commencing on 1 st

			September 2023.
2023-26	Business Rate Write Off	Helen O'Keefe	<p>Write offs between £10,000 to £49,000 can be authorised by the Executive Member for Resources in accordance with the updated financial regulations which were approved at the Constitution Review Group and Full Council on 1 February 2021.</p> <p>The Executive Member for Resources agrees to write of one off business rates account balance, to the value of £22,568.05.</p>