

## Corporate Governance and Standards Committee

### Decision and Action tracker

This tracker monitors progress against the decisions and actions that the Committee has agreed since January 2022. It is updated for each committee meeting. When decisions / actions are reported as being 'completed', the Committee will be asked to agree to remove these items from the tracker.

Date of Meeting	Item	Decision/Action requested	Responsible Officer	Update on implementation
20 January 2022	Freedom of Information Compliance - Annual Report 2021	(a) we monitor, as an additional target, response rates dealt with within 10 working days; and  (b) in relation to internal/external reviews, future reports include details of the number of such reviews that were upheld.  (c) in future, the monitoring and reporting of FOI compliance should be based on the financial year rather than the calendar year.	Information Governance Officer	All points noted by officer for inclusion in future reports
20 January 2022	Corporate Performance Monitoring 2020-21 Quarter 2	(a) Re: Indicators H & J5 (No. of homeless families placed in B&B), to provide background information to put the figures into context in future reports.  (b) Re: Indicators H & J4 (Affordable new homes completed each year), to separately identify new social housing and affordable housing completions by having separate targets for these in future reports.  (c) Re: Indicator COU2 (staff turnover), to respond to an enquiry as to whether there	Interim Head of Housing  Interim Head of Housing  Lead Specialist (HR)	Completed. Information circulated to Committee on 7 March 2022



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		Council's Climate Emergency declaration; <ul style="list-style-type: none"> <li>• more capital projects coming forward that address issues relating to the Climate Emergency.</li> </ul>		
24 March 2022	Internal Audit progress report (including the Head of Internal Audit Opinion 2021-22 and Internal Audit Plan 2022-23)	(a) To submit an interim report to the Committee from management on progress with implementation of audit recommendations, particularly in relation to the audit review on Safeguarding which had been reported to the Committee in November 2021.  (b) To include a decision and action tracker on every Committee agenda in future.  (c) To ask the Councillor Development Steering Group to arrange a skills assessment for Committee members and arrange appropriate training to address skills and knowledge gaps arising from the assessment.  (d) To arrange for the Corporate Governance Task Group to review the Committee's terms of reference and report back to the Committee.	Director of Resources    Dem Services & Elections Manager  "  "	Completed          Completed. Task Group reviewed terms of reference on 7 April 2022
24 March 2022	Gender Pay Gap Report 2022	To provide comparative data, in future years' Gender Pay Gap Reports, of how Guildford had performed nationally in respect of the gender pay gap, and in respect of those employees in	Lead Specialist (HR)	Noted by officer for inclusion in future reports.

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		the lower quartile, a breakdown as to the number of full time, part time, and outsourced workers		
24 March 2022	Annual report of the Monitoring Officer regarding misconduct allegations	<p>(a) To provide, for future Annual Reports:</p> <ul style="list-style-type: none"> <li>(i) comparative statistical information in respect of misconduct complaints for the previous three years, and</li> <li>(ii) in the table setting out details of the decisions taken in relation to allegations of misconduct an additional column showing the date of file closure; and where the matter was still ongoing, the reason(s) for this.</li> </ul> <p>(b) To clarify whether the six ongoing complaints stated in the report were included in the 14 complaints received overall in 2021, or whether they related to complaints from previous years.</p>	Monitoring Officer	
24 March 2022	Financial Monitoring Report	<p>(a) To provide and circulate to the Committee a breakdown of the debt outstanding for a period of over three months (totalling £5.47 million), together with a breakdown of the Crematorium and financial services debts.</p> <p>(b) To provide and circulate to the Committee details of the amount of arrears of Council Tax.</p>	Director of Resources	Completed. Information circulated to Committee on 1 April 2022
24 March 2022	Work Programme	(a) To mark the 2020-21 audited statement of accounts, external audit findings report, and the external audit plan for 2021-22 as "Unscheduled" on the work programme	Dem Services & Elections Manager	Completed

