

Corporate Governance and Standards Committee

19 January 2023

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 |
|-----------------|---|---|---|---|
| 16 June 2022 | Planning Appeals Monitoring Report | To provide an update to members of the Committee on the outcome of a review of the correspondence received from a member of public in relation to alleged inaccuracies in the figures in the report. | Interim Executive Head of Planning Development | Not yet provided |
| 6 October 2022 | Summary of Internal Audit Reports (April to October 2022) | <p>The Corporate Management Board be requested to:</p> <p>(a) consider adding a new KPI to the Performance Monitoring Report to Overview and Scrutiny Committee on complaint handling and the time taken to resolve complaints; and</p> <p>(b) bring a brief update to the Corporate Governance & Standards Committee at its 15 March 2023 meeting, so that it can receive assurance that the agreed management actions were being carried out.</p> | Joint Strategic Director: Community Wellbeing/ Executive Head of Comms and Customer Service | Confirmation of action taken not yet received |
| 6 October 2022 | Section 106 Monitoring Report | To give priority to expediting arrangements internally to ensure, as far as practicable, that “Expired Funds” are allocated to schemes, or purposes for which the S106 Agreement was entered into. | Interim Head of Place/ Specialist – S106 Officer | |

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| | | <p>To ensure future Section 106 Monitoring reports provide:</p> <ul style="list-style-type: none"> (a) not only the dates on which Agreements were signed but also, where possible, the dates on which monies needed to be spent or allocated. (b) a summary table of information showing the overall headings of Expired Funds, Available Funds, Pending Funds, and Spent Funds (c) details as to who was responsible for spending committed S106 monies (d) more information about how much SANG and SAMM contributions were allocated to each site, perhaps by way of a pie chart. (e) comparisons with the figures from the previous report with commentary, as appropriate, on the variance between the two. | Specialist – S106 Officer | |
| 6 October 2022 | Financial Monitoring 2022-23 | To ensure that future reports clarify the extent to which debts were overdue and further information as to the reason why a high proportion of overdue debt has no payment plan. | Executive Head of Finance | |
| 17 November 2022 | Risk Management and Corporate Risk Register | (i) To circulate to the Committee further information from the Major Projects Board as to reasons for CR9 (risk that capital programmes and projects experience issues that affect time, quality or budget) | Yasmine Makin, Policy Officer to liaise with Abi Lewis and Major Projects Board | |

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| | | <p>moving into a red rating, together with the key mitigation measures to be put in place.</p> <p>(ii) To ask the Risk Management Group to consider, for future reports:</p> <p>(a) whether the risk change heatmap should also plot the gross scores as well as residual scores, so that it is easy to see risk changes before any mitigation is applied;</p> <p>(b) the axes on the heatmap charts are labelled in order to identify the 'likelihood' axis and the 'impact' axis;</p> <p>(c) all the boxes are the same size so that some sense of perspective is achieved; and</p> <p>(d) the risk register is re-arranged in descending order according to gross scores;</p> <p>(e) the possible duplication of reference to CR23 (risk that Council staff or contractual staff take industrial action) on the revised heatmap and whether it should be rated green, rather than red;</p> <p>(f) In view of the outcome of the internal audit report on risk management considered at this meeting, whether CR25 (risk that management and governance processes in place are not fully utilised for all programmes and projects) had been rated too strongly as a red risk;</p> | <p>Yasmine Makin, Policy Officer</p> | |

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| | | (g) whether CR21 (risk that the Council fails to meet its target of becoming net carbon zero by 2030) should appear on the heatmap. | | |