

Corporate Governance and Standards Committee

15 June 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 actions are reported as being 'completed', the Committee will be asked to agree to remove these items from the tracker.

The actions listed below are outstanding.

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	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	Not yet provided
15 March 2023	Complaints Handling Audit Report Actions Update	<p>(a) To identify, in relation to matters raised with the Planning Enforcement team for investigation, what actions could be taken in the context of performance indicators which would measure the extent to which such matters were satisfactorily addressed.</p> <p>(b) To communicate to staff the need to ensure that residents were informed</p>	<p>Planning Enforcement Team Leader</p> <p>Executive Head of Communications</p>	

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		that, if they are not satisfied with a response to a particular service-related enquiry, they could follow the Council's complaints procedure.	and Customer Service	
15 March 2023	Gender Pay Gap Report 2023	<ul style="list-style-type: none"> • To email future Gender Pay Gap Reports to all committee members and to no longer submit the Reports to the Committee. • To ensure that comparative data is provided in future years' Gender Pay Gap Reports of how Guildford had performed nationally in respect of the gender pay gap 	Lead Specialist (Human Resources)	Noted for future reports
15 March 2023	Annual Report of the Monitoring Officer Regarding Misconduct Allegations	<p>(a) To note and follow-up the following area of concern upon which the Committee would like further work to be carried out:</p> <ul style="list-style-type: none"> - <i>Concern over the lengthy timescales built into the Arrangements which meant that complaints often took more than a year to deal with.</i> <p>(b) To publish decision notices following determination of a complaint by the Hearings Sub-Committee on the Councillor Conduct webpages on the Council's</p>	<p>Monitoring Officer/Democratic Services & Elections Manager</p> <p>Democratic Services & Elections Manager</p>	<p>(a) The Corporate Governance Task Group finalised its review of the Arrangements for dealing with misconduct complaints at its meetings on 27 March and 17 April 2023. The Group's findings will be reported to the Committee in September and Council in October.</p> <p>(b) Noted for future decision notices</p>

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		<p>website, together with a link to the relevant committee pages.</p> <p>(c) To post on the Councillor Conduct webpages the table in Appendix 1 to the report submitted to the Committee showing details of complaints received, and decisions taken in relation to Allegations of Misconduct against Borough Councillors and Parish Councillors under the Arrangements, for the previous calendar year.</p> <p>(d) To update the table on a six-monthly basis, as appropriate at least twice per year to show decisions taken in respect of those complaints, and any new complaints received.</p> <p>(e) To include links to the latest Monitoring Officer Annual Report to the Corporate Governance and Standards Committee in the Councillor conduct webpages.</p>	<p>Democratic Services & Elections Manager</p> <p>Monitoring Officer</p> <p>Democratic Services & Elections Manager</p>	<p>(c) Completed Councillor conduct - Guildford Borough Council</p> <p>(d) Noted for future action</p> <p>(e) Completed Councillor conduct - Guildford Borough Council</p>