

Corporate Governance and Standards Committee

14 November 2024

Decision and Action tracker

This tracker monitors progress against the decisions and actions that the Committee has agreed. 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
13 March 2024	Internal Audit Progress Report (February 2024)	To provide a written response to the Committee in respect of the overdue management actions associated with the S106 Contributions review, particularly with regard to updating policies and procedure documents.	Assistant Director: Planning	
6 June 2024	Planning Appeals Monitoring Report	<ul style="list-style-type: none">(a) To clarify, by way of an email to the Committee, the information provided in the table in paragraph 7.2 of the report relating to 22/P/01151 (Pit Farm, Guildford), and the error in respect of the application number for the appeal regarding 12 Oak Hill Wood Street Village.(b) To discuss the appropriate level of budget for planning appeals in future years with the Director of Finance.(c) To send an email to the Committee setting out details of the Council's performance in respect of planning determinations against government targets	Assistant Director: Planning	

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25 July 2024	Internal Audit Annual Report 2023-24	<p>To circulate updates to the Committee on the following matters:</p> <ul style="list-style-type: none"> (a) the outcome of the review of the accounting side of Business World, (b) restructure of the finance team and specific areas where good progress was being made in respect of the financial control environment, and (c) senior management concerns referred to in the internal audit annual report in respect of the operation of the Council's Housing Stores and activities being undertaken within the vehicle workshop. 	Joint Strategic Director of Finance	
26 September 2024 (simultaneous meeting)	Proposed Changes to Local Choice Functions	To refer the Committee's recommendation to full Council on 8 October 2024	Democratic Services & Elections Manager	Done
26 September 2024 (simultaneous meeting)	Proposed disbandment of the Corporate Governance & Standards Committee and establishment of a new Audit & Risk Committee and a Standards Committee	To refer the matter back to the next meeting of the Joint Constitutions Review Group for further consideration	Democratic Services & Elections Manager	Done
26 September 2024 (simultaneous meeting)	Review of Governance Arrangements relating to Companies	To refer the Committee's recommendation to full Council on 8 October 2024	Democratic Services & Elections Manager	Done
26 September 2024	Annual Governance Statement 2023-24	<ul style="list-style-type: none"> • To consider the addition of a column in the "principles of good governance" table within the AGS showing shortcomings in governance and remedial actions taken. 	Finance Business Partner	

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		<ul style="list-style-type: none"> To explore with the Comms/Web Teams how the AGS could be given greater prominence on the Council's website. 		
26 September 2024	Internal Audit Progress Report – July 2024	<p>(a) To provide an update as to whether the overdue high priority management actions</p> <ul style="list-style-type: none"> in respect of the Housing Benefits internal audit report, which was due by 30 September 2024, had been met, and in respect of clarification of progress with the action regarding the Housing Allocations Scheme internal audit report <p>(b) To provide, for future reports, an indication in the Rolling Work Programme of internal audit reports as to whether those reports are on track and to provide a target date for their submission</p>	<p>Joint Strategic Director of Finance</p> <p>Joint Strategic Director of Housing Communities & Environment</p> <p>Neil Pitman/Iona Bond Southern Internal Audit Partnership</p>	<p>We have drawn up proposed changes and a workshop is being arranged for late November for members to look at access to housing before we go out to consultation. Initially the Housing Operations Board then public consultation then committee. So its behind schedule as it was meant to be completed by December 2024.</p>

Date of Meeting	Item	Decision/Action requested	Responsible Officer	Update on implementation
26 September 2024	Annual Data Protection and Information Security Report 2023-24	<p>(a) To provide separate annual reports on data protection and information security in future.</p> <p>(b) To provide assurance that notwithstanding the delay in removing legacy hardware and software, measures were still being taken to ensure that services were able to operate using out of date hardware and software.</p> <p>(c) To provide assurance that the ICT Team is able to meet all the priorities that were currently being set for them within their existing resources available.</p>	<p>Information Governance Officer/ Information Assurance Officer</p> <p>Lead Specialist ICT</p> <p>Lead Specialist ICT</p>	