

Corporate Governance and Standards Committee

18 January 2024

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 |
|-------------------|--|---|---------------------------------------|---|
| 28 September 2023 | External Auditor’s Value For Money Letter to the Chief Finance Officer | <ul style="list-style-type: none"> • To give an opinion as to the actual reasons for the delay in finalising external audits. • To provide an update on the issues caused by the introduction of the new General Ledger System. | Interim Chief Finance Officer | |
| 16 November 2023 | Freedom of Information Compliance Update | To provide information in future reports on how the number of requests made had compared with similar periods in previous years. | Information Governance Officer | Noted for future reports |
| 16 November 2023 | Capital & Investment Outturn Report 2022-23 | (a) To clarify whether the comment in the report that landlords were “taking a 10-year approach when renting” meant that landlords were actually seeking 10-year leases. | Executive Head of Assets and Property | (a) This is a reflection of improved retail tenant activity/demand. Leases immediately post-lockdown were very short, but agents reported stronger activity and with some tenants seeking to invest in fit out cap-ex, hence a move towards 10 year terms typically with tenant |

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| | | <p>(b) To clarify whether town centre retail vacancies were significantly down, and running at a lower vacancy rate than the south-east average.</p> | | <p>break options. The comment relates more specifically to prime retail as opposed to secondary/tertiary where we believe lease terms remain short for the most part.</p> <p>(b) The report did not cover retail vacancy levels, but to answer this query specifically, we do have some data supplied to us by Experience Guildford who subscribe to a third party data provider. From this data we can see the town centre vacancy level in Guildford was 13.6% in April 2021, reducing to 11.2% in April 2022 and 8.9% in April 2023. In comparison to the south east average vacancy rates, Guildford vacancies were marginally higher (some towns higher, others lower).</p> |

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| 16 November 2023 | Medium Term Financial Plan and Financial Recovery Plan - November Update Report | <p>(a) To circulate to the Committee a response from the relevant heads of service regarding the concerns expressed over proposals in the approved capital programme to delay flood resilience measures, and traveller transit site provision, and the reasons for the delay.</p> <p>(b) To update the wording of paragraph 11.2 of the report to reflect the fact that the revised projected budget gap over the MTFP period was now £7.3 million, rather than £18.3 million.</p> | <p>Lead Specialist – Finance</p> <p>Democratic Services & Elections Manager</p> | <p>(a)</p> <p>(b) Done</p> |
| 16 November 2023 | Councillor Training and Annual Development Annual Report 2023-24 | To ask the Councillor Development Steering Group to look at the various suggestions in the report and those made at the meeting to improve the Councillor Induction Programme. | Democratic Services and Elections Manager | |
| 29 November 2023 | Internal Audit Progress Report 2023-24 | <ul style="list-style-type: none"> To provide better presentation of the graph showing “Stakeholder Satisfaction Survey Results” in the Performance Dashboard in future reports. To seek clarification from the responsible officers of the reason for the delays in responding to Overdue ‘Low & Medium Priority’ Management Actions arising from earlier audit reviews and to inform the Committee To clarify in future reports who “Audit sponsors” were. | Iona Bond Assistant Head of Southern Internal Audit Partnership | See report at item 5 on the agenda |

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| 29 November 2023 | Corporate Risk Register | <p>(a) To undertake a review of the whole risk management framework across both Guildford and Waverley to ensure a more consistent approach between all the risk registers at the various levels.</p> <p>(b) To ascertain whether the anti-fraud and corruption policy was due for review and, if so, the governance route for such a review.</p> <p>(c) To establish whether the Corporate Risk Register should include a specific risk in respect of the receipt of timely independent external assurance in accordance with statutory deadlines.</p> | <p>(a) Executive Head of Organisational Development</p> <p>(b) Democratic Services & Elections Manager</p> <p>(c) Executive Head of Organisational Development</p> | |
| 29 November 2023 | Financial Monitoring 2023-24: Period 6 (April to September 2023) | <ul style="list-style-type: none"> To circulate the corrected version of the Period 6 Financial Monitoring report to the Committee and invite members to discuss any part of it. To ensure that the corrected Financial Monitoring Report is included on the agenda for the next meeting on 18 January 2024 | Executive Head of Finance | <ul style="list-style-type: none"> Corrected version was circulated to the Committee on 1 December 2023 Corrected version is attached, for information, to the Financial Monitoring Report on this agenda |
| 29 November 2023 | Governance Framework: Guildford Borough Council Housing Services | To submit an update report to the Committee from the Strategic Project Board in six months' time. | Monitoring Officer | This has been included in the Committee's work programme for consideration at the 6 June 2024 meeting. |

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| 29 November 2023 | Whistleblowing: Guildford Borough Council Bereavement Services | To submit a further report to the Committee within six months on the review of the Council's Whistleblowing Policy. | Monitoring Officer | See item 14 on this agenda |