

Corporate Governance and Standards Committee

13 March 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	This was reported at the 18 January 2024 meeting
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>	

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18 January 2024	Internal Audit Progress Report: November 2023	To ensure that future covering reports accompanying Internal Audit Progress reports are written on the correct report template.	Iona Bond Assistant Head of Southern Internal Audit Partnership	Done – See report at item 5 on this agenda
18 January 2024	Capital & Investment Strategy 2024-25 to 2028-29	To pass on the Committee’s comments to the Executive.	Democratic Services & Elections Manager	Done.
18 January 2024	Update on the Revised, Joint Equality, Diversity and Inclusion Policy, and associated Action Plan	<p>(a) To meet with the vice-chairman of the Committee to discuss how the Equality, Diversity and Inclusion Action Plan could be made more ambitious.</p> <p>(b) To provide an update on implementation of Action 2.2 of the Equality, Diversity and Inclusion Action Plan 2022-23: “Upgrade our Disability Confident Committed status to level 2, Disability Confident Employer through the government scheme”.</p>	Executive Head of Organisational Development	
18 January 2024	Amendments to the Guildford and Waverley Joint Governance Committee Terms of Reference	To submit the report, including the Committee's endorsement of the recommendation to the extraordinary Council meeting on 23 January 2024.	Democratic Services & Elections Manager	<p>Done.</p> <p>Council approved the amendments to the Joint Governance Committee’s Terms of Reference on 23 January 2024</p>

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18 January 2024	Guildford Borough Council & Waverley Borough Council: Officer Employment Procedure Rules	To submit the report, including the Committee's recommendations, to the extraordinary Council meeting on 23 January 2024.	Democratic Services & Elections Manager	Done. Council approved all the recommendations on 23 January 2024
18 January 2024	Guildford Borough Council and Waverley Borough Council Monitoring Officer Protocol	To submit the report, including the Committee's endorsement of the recommendation to the extraordinary Council meeting on 23 January 2024.	Democratic Services & Elections Manager	Done. Council approved the Monitoring Officer Protocol on 23 January 2024
18 January 2024	Amendments to the Guildford Borough Council and Waverley Borough Council Pre-Election Publicity & Decision-Making Policy	To submit the report, including the Committee's endorsement of the recommendation to the extraordinary Council meeting on 23 January 2024.	Democratic Services & Elections Manager	Done. Council approved the amended Policy on 23 January 2024
18 January 2024	Whistleblowing Policy	To forward the Committee's recommendation to the Executive meeting on 25 January 2024.	Democratic Services & Elections Manager	Done. Executive adopted the Whistleblowing Policy on 25 January incorporating the Committee's suggested amendments
18 January 2024	Work Programme	To report on an interim update on the revised Equality, Diversity and Inclusion Policy and associated action plan, to establish whether any changes to the Policy are required.	Executive Head of Organisational Development	