

Corporate Governance and Standards Committee

16 January 2025

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	(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	Assistant Director: Planning	

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25 July 2024	Internal Audit Annual Report 2023-24	<p>respect of planning determinations against government targets</p> <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	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. • To explore with the Comms/Web Teams how the AGS could be given greater prominence on the Council's website. 	Finance Business Partner	

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26 September 2024	Internal Audit Progress Report – July 2024	<p>(a) To provide an update as to whether the overdue high priority management actions in respect of the Housing Benefits internal audit report, which was due by 30 September 2024, had been met.</p> <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>Neil Pitman/Iona Bond Southern Internal Audit Partnership</p>	<p>See Progress Report at Item 7 on this agenda.</p>
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>Information Governance Officer/ Information Assurance Officer</p> <p>Lead Specialist ICT</p>	<p>(a) Separate annual reports will be produced in future.</p> <p>(b) At the meeting, Councillors picked up on a concern raised in the report (paragraph 11.1) regarding legacy hardware and software not “being removed at the pace we would like”. The discussion included reference to a previous NHS outage and a question as to whether Windows patches were available to the Council for machines deemed to be out-of-date and were being applied.</p> <p>The Council’s ICT team can confirm</p>

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		<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>Lead Specialist ICT</p>	<p>that Windows patches have been applied routinely for any system within Microsoft's standard support period. Currently only one Windows server remains for which security patches are not available to the Council. This is not publicly accessible, and options are being explored to decommission it.</p> <p>Ensuring services remain operational whilst using out of date hardware and software is difficult, but ICT continues to seek to maintain such systems whilst in-use wherever possible. We also consider mitigation options for both security and resilience risks to minimise the likelihood or impact of any issue.</p> <p>(c) To manage current priorities with existing resources, ICT has sought to regularly revisit and reverify priorities whilst balancing the delivery of business priorities, legacy technology reduction and other foundational work that reduces workload and improves the team's efficiency in the medium term.</p> <p>As ICT is dependent on core ICT resources for project delivery, some governance tasks have been paused</p>

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				<p>to provide capacity in the medium term.</p> <p>Future Guildford significantly changed the resources within ICT, which are now broadly split between application and infrastructure skillsets.</p> <p>Legacy application removal, cross-skilling and improved application management practices have enabled the application and database specialists within ICT to significantly reduce the impact of resource constraints.</p> <p>Legacy infrastructure removal had to await application removal and remains underway with a significant step-change expected before the end of March 2025. A post has also been transferred from the application specialist team (to be recruited in January 2025) to better balance resource constraints within ICT, to enable infrastructure specialists to complete legacy technology removal and meet higher priority business needs.</p>
14 November 2024	Internal Audit Plan Update Q4	To include reference to the Council's Corporate Strategy (adopted in July 2024) and strategic objectives in future Internal Audit Plans.	Deputy Head of Southern Internal Audit Partnership	

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14 November 2024	Review of Committees - Proposed Establishment of a new Audit & Risk Committee and a Standards Committee	To refer the Committee's recommendation to full Council on 3 December 2024	Democratic Services & Elections Manager	Done
14 November 2024	Proposed Change to Council Procedure Rule 6.2	To refer the Committee's recommendation to full Council on 3 December 2024	Democratic Services & Elections Manager	Done
14 November 2024	Section 106 Monitoring Report	<p>(a) To respond to Send Parish Council's application for the transfer of £210,000 due to the Parish Council towards their pavilion redevelopment project.</p> <p>(b) To respond to Cllr Hughes' query in respect of whether the reference in the report to the S106 Agreement in relation to the Garlic's Arch development, should have included the provision of a pelican crossing outside Send School before any occupation of the estate.</p>	<p>Director of Finance and Resources / Assistant Director of Planning</p> <p>Assistant Director of Planning</p>	
14 November 2024	Freedom of Information Compliance Update	To include a separate column in the performance table in future reports indicating the percentage response rates for each service for the same period in the previous year.	Information Governance Officer	This will be implemented in the next report