

Corporate Governance and Standards Committee

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

Date of Meeting	Item	Decision/Action requested	Responsible Officer	Update on implementation
20 January 2022	Freedom of Information Compliance - Annual Report 2021	(a) we monitor, as an additional target, response rates dealt with within 10 working days; and (b) in relation to internal/external reviews, future reports include details of the number of such reviews that were upheld. (c) in future, the monitoring and reporting of FOI compliance should be based on the financial year rather than the calendar year.	Information Governance Officer	All points noted by officer for inclusion in future reports
20 January 2022	Corporate Performance Monitoring 2020-21 Quarter 2	(a) Re: Indicators H & J5 (No. of homeless families placed in B&B), to provide background information to put the figures into context in future reports. (b) Re: Indicators H & J4 (Affordable new homes completed each year), to separately identify new social housing and affordable housing completions by having separate targets for these in future reports. (c) Re: Indicator COM3 (no. of community hot meals delivered), it was suggested that, for clarity, the metric should show not only the	Interim Head of Housing Interim Head of Housing Head of Community Services	

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24 March 2022	Gender Pay Gap Report 2022	To provide comparative data, in future years' Gender Pay Gap Reports, of how Guildford had performed nationally in respect of the gender pay gap, and in respect of those employees in the lower quartile, a breakdown as to the number of full time, part time, and outsourced workers	Lead Specialist (HR)	Noted by officer for inclusion in future reports.
24 March 2022	Annual report of the Monitoring Officer regarding misconduct allegations	To provide, for future Annual Reports: <ul style="list-style-type: none"> (i) comparative statistical information in respect of misconduct complaints for the previous three years, and (ii) in the table setting out details of the decisions taken in relation to allegations of misconduct an additional column showing the date of file closure; and where the matter was still ongoing, the reason(s) for this. 	Monitoring Officer	
21 April 2022	Audit Report on the Certification of Financial Claims and Returns 2020-21: Housing Benefit Subsidy and Pooling Housing Capital Receipts	To check whether any claims were recalculated as a result of this audit and inform the Committee accordingly.	Revenues & Benefits Lead	
21 April 2022	Data Protection and Information Security Update Report	(a) To provide more detailed information in future reports including commentary on the Council's performance in relation to data security – in particular whether there had been any breaches of data security and, if so, details of any such breach and	Information Governance Officer	

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		<p>measures put in place to prevent a recurrence.</p> <p>(b) To provide cybersecurity training for councillors.</p>		
21 April 2022	Corporate Performance Monitoring 2021-22 (Quarter 3)	<p>(a) To review the usefulness of all indicators</p> <p>(b) To include in the Executive Summary of future reports information regarding particular indicators that were worth highlighting in terms of performance over the quarter.</p> <p>(c) To circulate a response to the Committee on steps being taken to ensure staff retention and maintaining morale.</p>	<p>Policy Officer</p> <p>“ “</p> <p>Lead Specialist – HR</p>	<p>Completed (see report at Agenda Item 6)</p> <p>Completed (see report at Agenda Item 6)</p>
21 April 2022	Risk Management Framework - Corporate Risk Register	<p>(a) To include in the Executive Summary of future reports particular points worth highlighting to the Committee</p> <p>(b) To highlight examples of any risks that had not previously been identified, and how risks change over time, when reviewing the Strategy and Policy.</p> <p>(c) To seek feedback from our Auditors on our assessment of risk and associated mitigation measures</p>	Policy Officer	
21 April 2022	Section 106 Monitoring Report	(a) To ensure that local ward councillors are kept informed as to the status of S106 monies whenever there was a risk that the	Specialist – S106/ Finance team	

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		<p>monies may have to be returned to developers.</p> <p>(b) To ensure that future reports showing the list of S106 monies at risk of return to developers are grouped into wards.</p> <p>(c) To respond to the members of the public who had written to the Committee about the report and to copy the response to members of the Committee.</p> <p>(d) To ensure that SANG and SAMM contributions are included in future reports.</p> <p>(e) To ensure that future reports indicate when S106 monies become repayable to developers.</p> <p>(f) To check the status of the allocation of £36,045 for CCTV contributions referred to in the report</p> <p>(g) To extract details of S106 monies at risk of refund and included at the beginning of future reports with a narrative commenting on the action planned to ensure that monies are not refunded</p>		
21 April 2022	Work Programme	<p>(a) To schedule six monthly update reports on the review of the Corporate Risk Register into the work programme.</p> <p>(b) To provide an update on progress with the allocation of unspent S.106 monies potentially at risk of being returned in the</p>	<p>Dem Services & Elections Manager</p> <p>Lead Specialist (Finance)/ Specialist – S106 officer</p>	Completed (see report at Agenda Item 10)

Date of Meeting	Item	Decision/Action requested	Responsible Officer	Update on implementation
		<p>Financial Monitoring Report scheduled for the 28 July meeting.</p> <p>(c) To provide an informal interim progress report on unspent S.106 monies to the Committee prior to the July meeting.</p> <p>(d) To determine as part of the consideration of the Financial Monitoring Report at the July meeting the frequency of future S.106 Monitoring Reports.</p>	<p>“ “</p> <p>“ “</p>	