

Corporate Governance and Standards Committee

17 November 2022

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
21 April 2022	Work Programme	<p>(a) To provide an update on progress with the allocation of unspent S.106 monies potentially at risk of being returned in the Financial Monitoring Report scheduled for the 28 July meeting.</p> <p>(b) To provide an informal interim progress report on unspent S.106 monies to the Committee prior to the July meeting.</p> <p>(c) 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>Lead Specialist (Finance)/ Specialist – S106 officer</p> <p>“ “</p> <p>“ “</p>	<p>Update given in S106 Monitoring Report to Committee on 6 October 2022</p> <p>Frequency of future S106 Monitoring Reports has not been considered</p>
16 June 2022	Planning Appeals Monitoring Report	<p>(a) To provide an update to members of the Committee on the outcome of a review of the correspondence received from a member of public in relation to alleged inaccuracies in the figures in the report.</p> <p>(b) To include in future reports the number appeals submitted in respect of non-determination.</p>	Interim Head of Place	<p>(a) Not yet provided</p> <p>(b), (c), and (d): Noted for future reports</p>

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		<p>(c) To include in the summary table at the beginning of future reports the information provided as percentage figures and also show the total number of appeals in progress and some indication of the stage at which they are progressing.</p> <p>(d) To present future reports to the Committee on an annual basis.</p>		
28 July 2022	Annual Governance Statement 2021-22	(a) To provide an update on progress with the 13 follow-up reviews of audits which received partial assurance in 2020-21, which had not yet been fully implemented.	Director of Resources	(a) Of the 13 follow-up reviews, 3 relate to treasury management, 3 relate to performance monitoring (2 around staff sickness absence: <u>Officer response</u> : IT are still procuring a consultant and no development work has been carried out since May. We continue to apply a number of work arounds and manual interventions to the system and this month we have introduced a thorough manual monthly check on sickness absence monitoring and sick pay.

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		<p>(b) To delete the 7th bullet point in the table on page 40 of the agenda</p> <p>(c) To include reference in the table in section 3 of the AGS, as achievements by the Council, a uniform Code of Conduct for borough and parish councillors, and the provision of training for parish councillors notably on GDPR.</p>		<p>and 1 a simple update to a KPI definition in respect of major planning applications)</p> <p>and 7 relate to risk management – KPMG have undertaken their 2022-23 internal audit review of risk management which is reported elsewhere on this agenda, and they have considered those 7 recommendations as part of this work.</p> <p>(b) and (c) have been incorporated into the AGS</p>
29 September 2022	Capital and Investment outturn report 2021-22	(a) To ensure that up-to-date information on the schedule of investments and the need to review the overall situation in respect of the prudence of investments in other local authorities.	Lead Specialist - Finance	

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		(b) To clarify the position in respect of reviewing existing investments.		
6 October 2022	Summary of Internal Audit Reports (April to October 2022)	<p>To circulate to the Committee:</p> <ul style="list-style-type: none"> (a) details of the 25 sampled complaints referred to in the internal audit review (b) a more detailed breakdown of the action to be taken within the management action plan to improve complaint handling be circulated. <p>The Corporate Management Board be requested to:</p> <ul style="list-style-type: none"> (a) consider adding a new KPI to the Performance Monitoring Report to Overview and Scrutiny Committee on complaint handling and the time taken to resolve complaints; and (b) bring a brief update to the Corporate Governance & Standards Committee at its 15 March 2023 meeting, so that it can receive assurance that the agreed management actions were being carried out. 	<ul style="list-style-type: none"> (a) KPMG (b) Executive Head of Communications and Customer Service <p>Joint Strategic Director: Community Wellbeing/ Executive Head of Comms and Customer Service</p>	
6 October 2022	Section 106 Monitoring Report	<p>To give priority to expediting arrangements internally to ensure, as far as practicable, that “Expired Funds” are allocated to schemes, or purposes for which the S106 Agreement was entered into.</p> <p>To ensure future Section 106 Monitoring reports provide:</p>	<p>Interim Head of Place/ Specialist – S106 Officer</p> <p>Specialist – S106 Officer</p>	

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		<p>(a) not only the dates on which Agreements were signed but also, where possible, the dates on which monies needed to be spent or allocated.</p> <p>(b) a summary table of information showing the overall headings of Expired Funds, Available Funds, Pending Funds, and Spent Funds</p> <p>(c) details as to who was responsible for spending committed S106 monies</p> <p>(d) more information about how much SANG and SAMM contributions were allocated to each site, perhaps by way of a pie chart.</p> <p>(e) comparisons with the figures from the previous report with commentary, as appropriate, on the variance between the two.</p>		
6 October 2022	Data Protection and Information Security Update Report	<p>(a) To include in the next report details of the uptake of cybersecurity training by both officers and councillors</p> <p>(b) To provide the update report annually in future.</p>	Information Governance Officer/Democratic Services and Elections Manager	<p>(a) Noted</p> <p>(b) Noted in Committee Work Programme</p>
6 October 2022	Financial Monitoring 2022-23	<p>(a) To circulate to the Committee:</p> <ul style="list-style-type: none"> • Details of sensitivity analysis in respect of the Council's energy costs once the detailed information on any cap on unit prices was received • any future update from Arlingclose on the economic impact of the current 	Executive Head of Finance	

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		<p>financial situation as it affects the Council, particularly in terms of interest rates and impacts on vulnerable residents</p> <p>(b) To ensure that future reports clarify the extent to which debts were overdue and further information as to the reason why a high proportion of overdue debt has no payment plan.</p>	<p>“ “ “</p>	
6 October 2022	Councillor Training & Development Annual Report 2022-23	To make provision in the draft budget for 2023-24 of £22,000 to cover the cost of new councillor induction including executive member training, with the budget reverting to £14,000 p.a. thereafter	Democratic Services and Elections Manager	Completed