SLOUGH BOROUGH COUNCIL

AUDIT & CORPORATE GOVERNANCE COMMITTEE

ACTION PROGRESS REPORT

Actions Arising from Meetings

10th December 2020

| Minute: | Agenda item and Action: | For: | Status / Comment |
|---------|--|--|---|
| 15 | Minutes of meeting held on 3 rd August 2020 | | |
| | General Data Protection Regulation (GDPR) | | |
| | Report to be considered at March meeting with details of number of breaches on GDPR; and those subject to legal action (for duration when GDPR role has remained vacant); and where responsibility for GDPR will be within the new organisational structure. | Executive Director, Corporate Operations | Completed. Refer to agenda item 12 for 04.03.21 meeting. |
| | Corporate Risk Register to be updated with information on GDPR | Risk & Insurance Officer | Completed. Refer to agenda item 13 for 04.03.21 meeting. |
| 17 | LGA Peer Review on Governance Arrangements - Action Plan | | |
| | That the Working Group, as set out in paragraph 5.6 of the report, be convened in January 2021. | Monitoring Officer | Completed. Our Futures Governance and Member Working Group Update' meeting held on 08.02.21. Provided an update on peer review actions and demonstrated that delivery will be assured through inclusion in the new 'governance' stream of the 'Our Futures' programme. Received member steer to use the cabinet-scrutiny working group as this working group for future monitoring of the peer review actions and other governance actions. |

| | Information to ward Members - bulletin to include standing item setting out events and actions in individual wards. Members reminded to inform officers when not notified of events and the possibility of the bulletin to include a mechanism to do so to be explored. | Interim Head of Democratic Services | Completed. Member/Officer relations and communications has been built in to the Our Futures 'governance' work stream to ensure that when Phase 2 recruitment has been completed there will be exploration of how to minimise surprises for members by providing online information and/or bulletins about council activity by geographical area. Progress of the Our Futures Governance Work stream will be monitored by the cabinet/scrutiny working group. |
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| 18 | Disclosure and Barring Service – Checks on Members | Monitoring Officer / Interim Head of Democratic Services | Completed. Changes agreed by Council in January 2021 - to be implemented for the new municipal year. |
| | DBS checks to be carried out prior to appointments being formally agreed / announced. | | |
| 19 | Schedule of Activity – Councillors Code of Conduct | | |
| | Report format to be improved and updated with lessons learnt information once a matter has been concluded. | Monitoring Officer | Completed. Refer to agenda item 5 for 04.03.21 meeting. |
| | Committee on Standards in Public Life – Review of Code of Conduct | | |
| | Copy of the revised draft Code of Conduct to be circulated to the Committee and added to the agenda for March 2021 meeting. | Monitoring Officer | Completed. Email sent to Committee 18.12.20. |
| | Flow chart with timeframe for determination of complaints within 30 days to be circulated to the Committee. | Monitoring Officer | Completed. Email sent to Committee 18.12.20. |
| | Complaints and investigation procedure to be included in future training programme to ensure all Members are aware of the process. | Monitoring Officer / Interim Head of Democratic Services | Completed. Scheduled in the Member Development Training Programme. |

| 20 | Local Government and Social Care Ombudsman - Complaints, Findings and Recommendations | | |
|----|--|--|--|
| | Update on whether lessons learnt on the school appeals complaint have been actioned. | Executive Director, Corporate Operations | Completed: Further training for officers on due diligence and more robust checking of packs and data before they are sent out. The Admissions service is undergoing a change in structure with a team leader due in place to oversee appeals specifically. |
| 21 | Internal Audit Progress Report - Quarter 3 2020/21 | | |
| | Contract Management Everyone Active 19/20. Details of monies overpaid to EA to be circulated to the Committee. | RSM | Ongoing - No specific evidence was provided to quantify overpayments at the time of the audit. An action was agreed to address the issue as part of the audit report for the Leisure Manager to maintain a spend tracker for both commercial and noncommercial spend. Original implementation date 31/12/20 and a revised date of 31/3/21. An update will be provided to the Committee meeting in July 2021. |
| | Implementation of a Flood Action Plan and for this to be in place as a priority. | Executive Director, Corporate Operations | In progress: Subsequent to the December A&G Meeting the Council had to deal with substantial flooding in Colnbrook. The EP/BC Manager is aware that the development of an overarching plan is a priority. A report will be brought to the Committee meeting in July 2021. |

| 22 | Update on Financial Statements 2018/19 | | |
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| | A written update – to include outstanding information awaited and timeline for finalising the accounts 18/19 - to be circulated to the Committee. | Grant Thornton | Completed. Emailed to Committee 04/01/21. |
| | Extraordinary meeting be scheduled for 27 th January 2021 to consider the accounts 18/19. | - | Completed. Following meetings between SBC Officers, Cllr Sabah and External Auditors it was agreed that the Financial Statements 18/19 be considered on 04.03.21 meeting. |
| 23 | Risk Management Update - Quarter 3 2020/21 | | |
| | Corporate Risk Register updated to reflect the current position regarding Slough Children's Trust. | Risk & Insurance Officer | Completed. Refer to agenda item 13 04.03.21 meeting. |

3rd August 2020

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| 4. | LGA Peer Review of Governance Arrangements To confirm the appointment of the Monitoring Officer. | Chief Executive | Current arrangements for Monitoring Officer to continue until details of the role had been finalised as part of Phase 2 Our Futures programme. |
| 4. | LGA Peer Review of Governance Arrangements To carry out a lessons learned review regarding the delay in external audit of the financial statements 2018/19. | Executive Director, Corporate Operations. | To be carried out once the process has been completed for 2018/19. |
| 11. | Internal Audit Update Quarter 1 2020/21 Committee to receive an update at a future meeting on high priority action on reporting requirements for James Elliman Homes. | Dan Harris, RSM | Completed - An update was provided to the December 2020 A&CG meeting to confirm that as part of a 2020/21 review of James Elliman Homes, we confirmed that the reporting requirements for JEH had been established. |

5th March 2020

| Minute: | Agenda item and Action: | For: | Status / Comment |
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| 42. | LGA Peer Review on Governance – Interim Report That a working group to include Councillors Sabah and Ali be set up to look at the issues raised by the review and that a questionnaire be sent to Committee Members for their feedback relating to the workings of the Committee. | Monitoring Officer | Completed. Refer to comment for 10.12.20 meeting. Meeting held on 08.02.21. |
| 43. | Schedule of Activity – Councillors' Code of Conduct Training to be provided to councillors detailing the Standards Complaints Process. | Monitoring Officer | Completed. Training scheduled for 09 March 2021. |
| 44. | Schedule of Activity – Councillors' Code of Conduct Monitoring Officer to examine whether the Code of Conduct could be amended to reflect that any findings of breaches to the Code of Conduct be published. | Monitoring Officer | Completed. Agenda item 4 for 04.03.21 explicitly addresses this issue. |
| 46 | Members Performance Report Future performance reports to include details on whether Members' were using the electronic dashboard system for casework queries; and that officers consider any other appropriate measures to be used to report on Members performance. | Monitoring Officer | Completed. Refer to agenda item 6 for 04.03.21 meeting. |

Note: Actions to be removed from the log after being reported as 'completed' to the Committee.