

Appendix 1 – High and Medium rated actions outstanding

2021

ISSUE	Rating	Original Target Date	Who	When	Status	Status update
Debtors Management (25.20/21)						
The new finance training manual will be introduced in April 2021 and all staff using Agresso selfservice finance functions are to undertake relevant training, with completion rates reported to an appropriate forum. Exception reports of staff who have not completed the training will be forwarded onto managers with an instruction for relevant staff to complete the trainings.	Medium	31/07/2021	A Adewumi	31/10/2021	Not Due	This will be incorporated in the medium term review of Agresso Finance which will be addressed once the Payroll & HR development projects are agreed.
The Council will ensure a reminder is issued to staff and managers outlining the following requirements: • For all staff to add supporting documentation on Agresso when raising credit notes; and • For all managers approving credit notes to ensure such documentation has been uploaded prior to approval.	Medium	30/04/2021	A Adewumi	31/10/2021	Not Due	This was completed in January 2021. A contextual update has been sent to Agresso Support to update the Solution in the document
The issuing of debt reminders will be reinstated by the Accounts Receivable Team.	High	30/04/2021	A Adewumi	31/10/2021	Not Due	This was reinstated in January 2021
The Council will complete a review of parked invoices on a periodic basis, validating the reasons for parking amounts through the issuing of a parked debt report to relevant cost centre managers. The outcome of the reviews will be reported to the Service Lead Finance and escalated as appropriate.	Medium	31/07/2021	A Adewumi	31/10/2021	Not Due	A further update will follow, this has been delayed due to staff changes This will involve the analysis over 4,000 invoices that will need to be individually validated by cost centre managers.
The Council will complete the Income Collection and Debt Recovery Policy which will be subject to formal review and disseminated to relevant staff, including the Accounts Receivable team.	Medium	31/07/2021	A Adewumi	31/10/2021	Not Due	A further update will follow, this has been delayed due to staff changes
The dates that reconciliations have been reviewed by the Group Accountant will be recorded within the reconciliation spreadsheet. In addition to this, where hard copy reconciliations are unable to be signed off a digital signature will be applied to the reconciliation spreadsheet once it has been reviewed by the Group Accountant.	Medium	30/04/2021	A Adewumi	31/10/2021	Not Due	A further update will follow, this has been delayed due to staff changes

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Treasury Management (33.20/21)						
The Group Accountant - Corporate (Capital, Treasury & SUR) will ensure that interest amounts and calculations for money market investments are reviewed and reconciled for accuracy on a rolling basis.	Medium	30/09/2021	K Ind	31/10/2021	Not Due	Update to follow subsequent to discussions with Treasury
The calculations and interest information relating to money market investments will be made accessible to the auditors during future reviews.	Medium	30/09/2021	K Ind	31/10/2021	Not Due	Update to follow subsequent to discussions with Treasury
The Group Accountant - Corporate (Capital, Treasury & SUR) will ensure that all CHAPS reports, and the associated approvals, are retained on file. This may include saving and filing email approvals rather than retaining these in inboxes.	High	31/08/2021	K Ind	31/10/2021	Not Due	Update to follow subsequent to discussions with Treasury
The Group Accountant-Corporate (Capital, Treasury & SUR) will liaise with Logotech to produce a report including forecasted and actual cashflows. This report will then be monitored to identify significant variances.	Medium	30/09/2021	K Ind	31/10/2021	Not Due	Update to follow subsequent to discussions with Treasury
We will ensure that treasury management activity is internally reported and discussed at an operational level by an appropriate forum/group on a formal basis.	High	31/08/2021	K Ind	31/10/2021	Not Due	Update to follow subsequent to discussions with Treasury
We will review the level of training offered to Councillors with regards to treasury management, with a focus on ensuring this is provided to members of the Cabinet Commercial Sub-Committee as a minimum requirement.	Medium	30/09/2021	K Ind	31/10/2021	Not Due	This will be developed and initially rolled out to Officers and then Members
Payroll (34.20/21)						
The Agresso Project Team will complete periodic reviews of individuals with access to the Payroll system to ensure the system is only accessed by appropriate staff	High	30/06/2021	Nicky Dear - Head of THR and Payroll	TBC	TBC	This action is in progress with reports being provided to Payroll to review
A reminder will be sent to Budget Holders informing them to only approve expenses relating to the purchase of goods and services should receipts be attached to the claim.	Medium	01/08/2021	Surjit Nagra – Associate Director - Customer	TBC	TBC	

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Temporary Accommodation Strategy (29.20/21)						
In line with current plans, the Council will ensure that an up to date Housing Strategy is created. Additionally, progress against the action plan will be periodically monitored by an appropriate forum.	Medium	31/12/2022	Richard West – Executive Director Customer and Community	01/09/2022	Not Due	Action to be led by Associate Director - Place Strategy and Infrastructure. Periodic monitoring could be by the Customer & Community Scrutiny Panel
Following completion of the corporate restructure, a new performance mechanism will be developed to reflect the new service. This will include periodic consideration of Temporary Accommodation related performance indicators.	Medium	31/12/2021	Ian Blake - Group Manager - Accommodation	TBC	TBC	Analysis underway and an appropriate mechanism is being designed
The Arrears and Investigations Manager will ensure that all approvals relating to TA, including spot placements are received. Furthermore, all documentation relating to the TA process will be uploaded onto the DIP.	Medium	01/07/2021	Ian Blake - Group Manager - Accommodation	TBC	TBC	Under the new structure the post of Arrears and Investigation manager has been deleted. Temporary Accommodation reports directly to the Group Manager Accommodation who is currently carrying out a root and branch review of how the service works and how it can be improved
The timeliness of homelessness decisions will be included within the monthly Housing performance reports. Time periods exceeding 56 days will be highlighted and appropriately reviewed by either the TA Team or the Housing Demand Team.	High	01/07/2021	Julie Render – Housing Demand Manager	TBC	TBC	This is now reported as part of the Monthly Housing Performance Report which is to become an Appendix in a new monthly Housing Management Report The first report will be produced in early October to reflect on the performance of September 2021 in the context of 3 years data.
Health & Safety (22.20/21)						
Directorates will ensure that health and safety self-audits are completed across all service lines on an annual basis. The completion of these audits will be reported to the health and safety team and a log of self-audits completed will be maintained	Medium	31/03/2021	Surjit Nagra Service Lead People	31/12/2022 (for completion of first round audits)	Not Due	<p>Audits are not currently occurring due to COVID as team risk assessments are the priority for highlighting the change of operation. Risk assessments are being reviewed by the Health & Safety (H&S) team as part of Workforce Safety Group.</p> <p>A new Audit program is being presented to the H&S Board on the 23rd September. This will incorporate self audits of low risk areas and deep dive audits by the H&S Team of high risk areas (TBC). Schools will continue to be audited by the H&S Team as this is part of their SLA.</p> <p>A new COP for Auditing has been generated, along with an updated Audit form and other supporting documentation.</p>

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						<p>A schedule for H&S auditing will be launched once the new process is agreed.</p> <p>Once complete managers will be required to forward their audits for review and monitoring to the H&S Committee and H&S Board.</p> <p>High risk issues and actions that cannot be resolved locally will be escalated to the Executive Board as per the proposed procedure, to improve governance.</p>
Asset Management (19.20/21)						
<p>The Principle Asset Manager will undertake a review of the current Asset Management Procedure to determine the responsibilities of all involved departments and staff. The procedure will be updated to outline:</p> <ul style="list-style-type: none"> • How to identify assets; • Responsibility of staff in reporting new assets and disposals to the Finance team, the Legal team and the Asset Management team; • Documentation to be held for assets owned by the Council; • Timeliness and responsibility of reconciliations between the asset values in the Asset Register and the general ledger; • Timeliness and responsibilities for all involved teams within the asset revaluation process and updating of results; and • The process for disposals and acquisitions of assets. <p>Upon review the document will be made available to members of the Asset Management, Finance and Legal Teams</p>	Medium	31/10/2021	Stuart Aislabie – Principal Asset Manager	31/10/2021	Not Due	Existing procedures are currently being reviewed and updated to reflect restructure and arrangements with HB Public Law. On course/time.
<p>The Principle Asset Manager will ensure periodic reconciliations are performed around:</p> <ul style="list-style-type: none"> • The reconciliation between the Land Registry and the Asset Register; and • Legal notices and the Asset Register. 	High	31/12/2021	Stuart Aislabie – Principal Asset Manager	31/12/2021	Not Due	Procedure/process being considered/finalised with a view to conducting reconciliation prior to the deadline. On course/time.

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The Group Accountant Corporate will fully document the verification / valuation process performed on Council assets. This will include documentation around the frequency with which various asset classes are verified / revalued, roles and responsibilities of key individuals as well as any other asset verification processes.	Medium	31/12/2021	Peter Worth	Ongoing	Not Due	This will be progressed as part of the work related to the Council's Statement of Accounts
Section 106 Funds (38.20/21)						
A terms of reference will be developed for the monitoring group to document the remit of the group, including details such as; • Required members of the group • Roles and responsibilities of the group (including the review and assessment of the s106 process, receiving reports of all new developments and assess these against the legislated criteria and development of SMART remedial actions) • Required meeting frequencies • Reporting requirements of the group (including updates on the level of funds and key fund movements).	Medium	01/11/2021	Daniel Ray - Group Manager - Planning	31/12/2021	Not Due	
The Planning Department will review the developer guidance documents made available on the SBC website and update where required taking account of recent changes in requirements as a result of the Covid-19 pandemic and the Infrastructure Funding Statement, with updates reported to the Planning Committee.	Medium	31/01/2022	Pippa Hopkins – Group Manager – Place Strategy	31/03/2022	Not Due	
We will ensure that a timeframe is developed for the invoicing of s106 funds following completion of agreements and a formal s106 monitoring officer will be assigned with the responsibility of overseeing the s106 function.	High	31/09/2021	Pippa Hopkins – Group Manager – Place Strategy	31/12/2021	Not Due	
Discussions will be held between Finance and Planning to agree how the monitoring function will operate, however this will include in-year reporting of the total number of invoices expected to be sent and the total number of invoices that have been sent, as well as the monetary values associated with both. (This will be incorporated into the review of Funding Statements as per action six).	Medium	31/09/2021	Pippa Hopkins – Group Manager – Place Strategy	31/12/2021	Not Due	

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We will ensure that guidance is reviewed within Infrastructure Funding statements and the Council will take appropriate action to ensure the level of funds are kept under regular review and the Funding Statements will be reviewed by the Planning committee. This will include monitoring of invoices expected to be sent and those actually sent for the year.	Medium	01/11/2021	Pippa Hopkins – Group Manager – Place Strategy	31/03/2022	Not Due	
Follow Up Quarter 3						
Conflicts of Interest - The establishment list utilised within the Declarations of Interest Monitoring spreadsheet will be escalated to CMT where responses are not received.	Medium	31/07/2021	Surjit Nagra - Service Lead People	TBC	TBC	
James Elliman Homes - The Council will seek assurance that the plans have been approved by JV Partner members prior to the planning of projects. SUR will create a shared drive (restricted to relevant personnel) to enable access to legal documentation.	Medium	30/06/2021	Stephen Gibson - Executive Director - Regeneration	TBC	TBC	
Council Subsidiary Companies Review						
James Elliman Homes - JEH						
Gross Rental Income - Conduct a budget profiling exercise to ensure accurate alignment between budget and actual outturn.	High	TBD by 16/9/21	C Booth	31/10/2021	Not Due	Update to be provided in December
SLA For Support Staff - Conduct a budget profiling exercise to ensure accurate alignment between budget and actual outturn.	Medium	TBD by 16/9/21	C Booth	31/10/2021	Not Due	The signing of the SLA will be reviewed at the Board's meeting on 30/09
Review all properties rented to ensure that rental income is maximised, and rates are in line with the Business Plan, and where a shortfall is identified, consideration should be given for additional funding requirements from the Council to meet the plans.	High	TBD by 16/9/21	C Booth	31/03/2022	Not Due	All rates are agreed with the Council in advance - but rates are not in line with the original Business Plan and there are more rentals below market rates. An Options Review is about to be commissioned to consider how best to discharge the Council duties in this area and to consider value for money. JEH asset values are less than loan value - the Options Review will be a key part of the Council's financial review and potential way forward to realise disposal proceeds. Work expected to be commissioned in October and completed in Q4.

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Review the bad debt provisions to ensure these are in line with forecasts within the business plan and undertake corrective action to align with the plan.	High	TBD by 16/9/21	C Booth	31/12/2021	Not Due	Update to be provided in December
Management should develop a Scheme of Delegation and accompanying set of Standing Financial Instructions based upon information contained within the ToR's, SLA, Articles of Association and Financial Procedure Note.	Medium	TBD by 16/9/21	C Booth	TBC	TBC	This is dependent on the appointment of a new board of directors
Management should update the risk register to ensure this is reflective of current operating conditions to enhance risk assessment and mitigation.	Medium	TBD by 16/9/21	C Booth	31/10/2021	Not Due	Update to be provided in December
Review the current reporting arrangement to ensure this remains reflective of the Councils information needs.	High	TBD by 16/9/21	C Booth	31/12/2021	Not Due	All Company reporting to be reviewed and updated - Quarter 3
Slough Urban Renewal - SUR						<p>An additional piece of work was commissioned (undertaken by Local Partnerships in July 2021) to investigate some of these issues further. In addition, all of the Council's companies are being reviewed as part of the consideration of the Council's financial position (ongoing piece of work throughout FY21/22).</p> <p>An Options Review has been commissioned (undertaken by Montague Evans) to consider options on a site by site basis and at a Partnership level. This will consider options for site disposal and ongoing Council investment and engagement. This work started in August and reported to Cabinet in September (1st Phase) - 2nd Phase has commenced which will include soft market testing on a site by site basis to realise disposal proceeds and achieve Best Value.</p>
Ensure that the planning application addresses concerns raised by residents regarding the proposed development.	Medium	TBD by 16/9/21	C Booth	31/10/2021	Not Due	This matter requires follow up - Carmel Booth to action

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Develop a standalone Scheme of Delegation based on Schedule 6 and elements contained within the LABV that clearly sets out who has the authority to make decisions within SUR.	Medium	TBD by 16/9/21	C Booth	31/12/2021	Not Due	The Local Partnerships Review identified a number of governance and decision making issues - a separate tracker has been established re decision making powers within the Council. The new Corporate Oversight Board has been established to oversee activity, performance and decision making. A Scheme of Delegation is outstanding and will be produced in Quarter 3 - this risk is mitigated by having the key elements of the SoD within the Partnership Agreement.
Develop a standalone set of Standing Financial Instructions based on Schedule 6 and elements contained within the LABV which clearly explains the financial responsibilities, policies and Procedures to be followed by the organisation.	Medium	TBD by 16/9/21	C Booth	31/12/2021	Not Due	Same as above
A management accounts summary should be incorporated into the main body of the SUR Board report with associated narrative on key financial variances	Medium	TBD by 16/9/21	C Booth	31/12/2021	Not Due	This could take place - but this isn't how the SUR Board operate and Directors (MUSE and Council) are satisfied with the existing arrangements of papers and presentation/discussion. However, it is recognised that the internal reporting arrangements within the Council can be improved - Council to monitor the effectiveness of its own reporting and consider whether additional information/narrative would be beneficial. Review of Q3 Reporting to take place by COB.
See Management Action re Scheme of Delegation.	Medium	TBD by 16/9/21	C Booth	31/12/2021	Not Due	
DISH (Development Initiative for Slough Housing Company)						
Tenant Bad Debt Provision - Review bad debt provision and increase if necessary – JEH set at 2% per annum.	Medium	TBD by 16/9/21	C Booth	31/10/2021	Not Due	The collection of all DISH rents, the management of tenancies, and the calculation and setting of the bad debt provision is all managed by SBC and should follow the same policies as applied to the Council's HRA properties.
COVID Bad Debt provision - Review bad debt provision and increase if necessary – JEH set at 2% per annum.	Medium	TBD by 16/9/21	C Booth	31/10/2021	Not Due	
Management should develop a Scheme of Delegation to clarify the financial authority delegated to key members of DISH such as the Company Secretary and Board of Directors.	Medium	TBD by 16/9/21	C Booth	31/12/2021	Not Due	Local Partnerships undertook a review of all housing companies and identified a series of common themes across all companies in relation to decision making, role of directors, SLAs and risks.

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Management should develop a set of Standing Financial Instructions to complement the Scheme of Delegation and to ensure financial transactions are compliant with the Councils objectives regarding DISH.	Medium	TBD by 16/9/21	C Booth	31/12/2021	Not Due	These have not been prioritised for DISH in Quarter 2 but will be followed up as part of a comprehensive plan across the companies by the end of Q3. A new DISH Action Plan will be produced building upon the Local Partnerships work, Internal Audit comments and specific issues identified.
The Council would benefit from a formal risk register to identify specific risks, assess, prioritise and develop corresponding responses / mitigations associated with the 54 properties.	Medium	TBD by 16/9/21	C Booth	31/10/2021	Not Due	
The Council should develop an SLA which includes the support services provided to DISH and the methodology for attributing cost.	Medium	TBD by 16/9/21	C Booth	31/12/2021	Not Due	
The Council must identify a suitable replacement for the role of DISH Company Secretary to ensure governance activities are carried out in line with the Articles of Association.	Medium	TBD by 16/9/21	C Booth	31/12/2021	Not Due	
DISH RP (Development Initiative for Slough Housing Company)						
Review the agreement between the Council and DISH RP to ensure that the terms are feasible and contribute towards achieving the Council's and DISH RP's objectives.	Medium	TBD by 16/9/21	C Booth	No longer relevant	Not Due	This is a dormant company and all planned activities have been placed on hold due to the Council's financial challenges. Risk no longer applicable.
The Board should ensure that the Scheme of Delegation is clearly marked as so and includes the authority limits of DISH RP officers / members and should be stored with the Financial Regulations to ensure both documents complement each other.	Medium	TBD by 16/9/21	C Booth	No longer relevant	Not Due	This is a dormant company and all planned activities have been placed on hold due to the Council's financial challenges. Risk no longer applicable.
The Board should develop a financial reporting template to ensure it meets their information needs. This will promote the consistency of financial information received and support with comparability.	Medium	TBD by 16/9/21	C Booth	No longer relevant	Not Due	This is a dormant company and all planned activities have been placed on hold due to the Council's financial challenges. Risk no longer applicable.
The Board should commence identification of a suitable permanent Chair as DISH RP progresses through registration with the Housing Regulator. This will ensure a full set of Board Members upon registration.	Medium	TBD by 16/9/21	C Booth	No longer relevant	Not Due	This is a dormant company and all planned activities have been placed on hold due to the Council's financial challenges. Risk no longer applicable.
GRE5 (Ground Rent Estates 5)						
GRE5 should develop a Scheme of Delegation to ensure Members and employees clarity over decision authority.	Medium	TBD by 16/9/21	C Booth	31/12/2021	Not Due	The Local Partnerships (LP) review made a series of recommendations re decision making and authorities. A GRE5 shareholder group has been established (Senior Responsible Owner, legal and

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GRE5 would benefit from incorporating elements regarding financial conduct into standalone SFIs to complement a Scheme of Delegation.	Medium	TBD by 16/9/21	C Booth	31/12/2021	Not Due	finance representatives) and key decisions will be taken by the new Corporate Oversight Board (a key recommendation of the LP work). Further work will be done (end of Quarter 3) to update Scheme of Delegation, financial governance and processing arrangements given recent Council approval for a loan and a change to the Treasury Management Strategy
GRE5 should include the risk date and current progress field to ensure risks are followed up on a timely basis and the register is kept up to date.	Medium	TBD by 16/9/21	C Booth	31/12/2021	Not Due	Risk management is active and a priority. However given recent staff changes (incl CEO/lead Director) - risk mgt will remain a live issue to ensure that the register is updated on a regular basis and risks are followed up. New Directors to have responsibility for risk.
As sole shareholder, the Council should develop/issue a Board Constitution including Terms of Reference to ensure GRE5 Board Members are clear on expectations regarding their roles and duties. The Council need to ensure that there are suitable members for the GRE5 Board in place and should consider whether sufficient training has been provided to allow Board members to undertake their roles in line with the requirements of being a director of a limited company	Medium	TBD by 16/9/21	C Booth	31/12/2021	Not Due	This is a consistent theme across all companies and not just GRE5. Board training is a key consideration - however there are more critical Director issues that need to be addressed before training. This includes the recruitment of Directors across all companies, including GRE5 - most companies are under resourced/at high risk of having no directors. A role description has been established and interviews are underway for 2-3 Director posts (interviews w/c 6/9 and 13/9)

Previous Years

Year	Rating	Issue	Way Forward	Who	Original target date	When	Status	Status update
16/17	High	Business Continuity Planning Arrangements	"The Council will establish and maintain a documented process for undertaking business impact analysis and risk assessments at Service, Directorate and Council-wide level that; <ul style="list-style-type: none"> • Establishes the context of the assessment and defines the criteria for evaluating the potential impact of a disruptive incident; • Takes into account legal and other commitments; • Includes systematic analysis and prioritisation of risk treatments; • Defines the required output from the business impact analysis and risk assessment; and • Specifies the requirements for this 	Surjit Nagra	31/07/2021	31/07/2021	Overdue	This action will be addressed by the Business Continuity and Emergency Planning actions from 2020/21 discussed below

Year	Rating	Issue	Way Forward	Who	Original target date	When	Status	Status update
			<p>information to be kept up-to-date. The business impact analysis will include;</p> <ul style="list-style-type: none"> Identifying activities that support the provision of services; Assessing the impacts over time of not performing these activities; Setting prioritised timeframes for resuming these activities at a specified minimum acceptable level (RTO - Recovery Time Objective), taking into consideration the time within which the impacts of not resuming them would become unacceptable (MTPD - Maximum Tolerable Period of Disruption); and Identifying dependencies and supporting resources for these activities, including suppliers and outsource partners. <p>The risk assessment will include;</p> <ul style="list-style-type: none"> Identifying risks of disruption to the Council's prioritised activities and the processes, systems and resources that support them; Systematically analysing risks in line with the Council's risk management methodology; Evaluating which risks require treatment/mitigation; and Identifying treatments/mitigations in line with business continuity objectives and the Council's risk appetite. <p>The processes will be documented within the Council's overarching Business Continuity Management Policy. risk appetite. The processes will be documented within the Council's overarching Business Continuity Management Policy.</p>					
16/17	High	Business Continuity Planning Arrangements	<p>The Council will develop an overarching Business Continuity Management (BCM) Policy covering the framework for BCM in the organisation. The policy will set out;</p> <ul style="list-style-type: none"> Scope, aims and objectives of BCM in the Council; The Council's commitment to BCM; The activities that will be required to deliver these; and 	Surjit Nagra	31/07/2021	31/07/2021	Overdue	This action will be addressed by the Business Continuity and Emergency Planning actions from 2020/21 discussed below

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			<ul style="list-style-type: none"> •Roles and responsibilities of staff in relation to BCM. •Version control to state approval details and next planned review date. Once finalised, the policy will be subject to ratification by CMT and communicated to staff.					
17/18	Medium	Holy Family Catholic School	The School will ensure where a DBS check confirmation is not obtained prior to an employee start date, an appropriate risk assessment is undertaken on the employee to ensure they are fit for service.	Tina Tushingham	31/07/2017	31/07/2017	Overdue	
17/18	Medium	Holy Family Catholic School	The School will ensure annual inventory checks are taking place with any discrepancies being investigated. Those discrepancies identified over a predetermined sum will be reported to the Governing Body. To coincide with Asset Tagging.	Tina Tushingham	30/09/2017	30/09/2017	Overdue	
17/18	Medium	Management of Housing Stock	The Tenancy Strategy and Policy will be reviewed and updated to ensure it is aligned to the strategic priorities set out within the Five Year Plan. The strategy will then be issued to CMT and Cabinet for approval, and subject to the required consultation. Once finalised, it will be updated on the Council website and then reviewed annually thereafter.	Tony Turnbull	31/03/2017	31/03/2017	Overdue	This Tenancy and Strategy Policy is now out of date and therefore obsolete. Verifying if action can be closed with Internal Auditors
17/18	Medium	School Reviews - St Bernard's Catholic Grammar	The School will send guidance to staff to ensure are aware of the desired practices upon receipt of goods that are classified as fixed assets. The School will also perform an exercise to ensure that all assets purchased since the last inventory check (11 April 2017) have been added to the asset register. Additionally, upon receipt of goods that are defined as fixed assets, the School will devise a mechanism that ensures the individual who checks the asset demonstrates when the asset had been added to the register and who by	Paul Kassapain	31/03/2019	31/03/2019	Overdue	
17/18	Medium	Special Educational Needs Funding	The Council will ensure the Local Offer is updated annually with the new SEN Information Report for all schools. In line with the above, the Governing Bodies of	Ranvir Chahal	31/12/2017	31/12/2017	Overdue	

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			each school will ensure their schools are annually reviewing the SEN Information Report, and will ensure review dates for SEN funding information are clear.					
17/18	Medium	Special Educational Needs Funding	The Council will ensure the Local Offer is updated annually with the new SEN Information Report for all schools. In line with the above, the Governing Bodies of each school will ensure their schools are annually reviewing the SEN Information Report, and will ensure review dates for SEN funding information are clear.	Jacqueline Laver	31/12/2017	31/12/2017	Overdue	
17/18	Medium	Voids	Whilst contractual matters are discussed with Osbourne around the recharges process, the Council will review current recharge policy with a view to finding ways of implementing a revised recharge system. This will include the retention of supporting evidence to ensure that recharges are supported as appropriate.	Ian Stone	31/12/2020	31/03/2021	Overdue	New process has been implemented, very few voids are pre-inspected especially during COVID. As the service is moving to a new Housing System, Northgate, Capita is still not receiving recharge details, the identification of recharges will be added in when Northgate is rolled out. Notification of works won't slow down the void process, in reality 99% of void recharges happen retrospectively and the tenants are then sent details of recharges they owe to SBC.
18/19	Medium	Adult Social Care - Management of Income (17.18/19)	Social workers will be provided information with regards to the importance of completing the financial assessments and ensuring the agreement is undertaken by someone with appropriate capacity. Furthermore, the Client and 3rd Party forms will be standard along with the financial assessments and required to be completed should another individual be listed as responsible for the finances.	Marc Gadsby	30/09/2019	30/09/2019	Overdue	Operational teams have all of the Financial Assessment documentation required, including 3 rd party forms and Managers have been reminded several times with the last few months of the importance of Financial Assessment in a timely manner and importance of assuring agreement is undertaken by a person with the appropriate capacity.
18/19	High	Adult Social Care - Management of Income (17.18/19)	Before an invoice is parked this will be agreed by the relevant management individual at the Council. A listing will be maintained of all individuals with parked invoices which lists the dates of chasing and correspondence, and arvato will ensure ContrOCC is updated with the detail and evidence around any chasing or updates related to the cases.	Marc Gadsby	01/05/2020	01/05/2020	Overdue	AD has a weekly meeting with the Manager of the Financial Assessment Team – All officers are clear that no invoicing is to be parked without a clearly presented/auditable rationale and approval by AD– a weekly update in terms of the overall activity of Social Care and Financial Assessment and Charging Teams. This includes all aspects of communication on cases, invoicing and progress of system updates (IAS and ContrOCC)
18/19	High	Adult Social Care - Management of Income (17.18/19)	A procedure document will be drafted that details the deferred payment agreement process detailing the steps that must be followed, and the individuals with	Marc Gadsby	30/09/2019	30/09/2019	Overdue	All of these documents are in place and are being used by Social Care and Financial Assessment. Templates and supporting procedural documents are available to all officers.

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			responsibility for each step: <ul style="list-style-type: none"> •Agreement in principle •Property valuation •Land registry check •Consent form •Charge on property / other form of security •Charge on a property •Confirmation of charge return •Tracking the deferred payments so that a revaluation is obtained at 50 percent depletion. 					
18/19	Medium	Housing Revenue Account (40.18/19)	The Council will ensure that a review of the HRA Business Plan is undertaken to review current practices, including reference to the HRA Asset Management Strategy. Following review, the business plan will be presented to Cabinet for formal review and approval	Ian Blake	31/03/2021	31/03/2021	Overdue	
19/20	Medium	Debtors Management (28.19/20)	The Council will explore the possibility of adding approval requirements to the Agresso system when parking and unparking invoices. In lieu of this, access to park invoices will be the sole responsibility of the Accounts Receivable team. Staff requiring invoices to be parked will contact the team and a decision will be made as to whether this is a valid request or if additional information/approval is required.	A Adewumi	30/10/2020	31/10/2021	Not due	This will be incorporated in the medium term review of Agresso Finance which will be addressed once the Payroll & HR development projects are agreed.
20/21	Medium	Business Continuity and Emergency Planning (8.20/21)	The business continuity plan will consider the following for Slough Children's Services Trust: <ul style="list-style-type: none"> •The process for contacting and communicating with key personnel upon the occurrence of an event; •The provision of resources upon the occurrence of an event; and •The impact scores for the Trust's services, ensuring that these are ranked with Council services rather than separate. 	Surjit Nagra	31/07/2021	31/07/2021	Overdue	This has been superseded with the formation of Slough Children First – currently the SLA is being signed off as part of the new contract
20/21	Medium	Business Continuity and Emergency Planning (8.20/21)	The Council will develop/finalise a disaster recovery plan to include the following: <ul style="list-style-type: none"> •The recovery time objective and recovery point objective; •An inventory of all hardware and software and identification of sensitive/essential data; 	Alexander Cowen	31/12/2021	31/03/2022	Not due	A draft Business Continuity /Disaster Recovery (BC/DR) audit was signed off 7/9/21 which has provided up to date timescales for the actions here relating to BC/DR.

Year	Rating	Issue	Way Forward	Who	Original target date	When	Status	Status update
			<ul style="list-style-type: none"> •The back-up solutions for all data; •Disaster recovery key contacts and staff communication plan; •The disaster recovery sites; •A third-party contact list, including hardware vendors, software vendors and data centres; and •Network diagrams and directions, including standard procedures to be adhered to in emergency instances. <p>The coverage of the plan will extend to the Slough Children's Service Trust and will be reviewed and approved by an appropriate forum.</p>					
20/21	Medium	Business Continuity and Emergency Planning (8.20/21)	<p>All parts of the business continuity plan will be updated and finalised following the return of all service business impact assessments, the return of all service recovery plans and the management restructure.</p> <p>The plan will then be subject to appropriate formal review and approval, both when first finalised and as per an agreed frequency.</p>	Surjit Nagra	31/03/2021	31/03/2021	Overdue	Due to the pandemic and ongoing impacts of restriction, a revised target completion date is being developed
20/21	Medium	Business Continuity and Emergency Planning (8.20/21)	<p>An overview of resources expected to be required in the event of specific incidents will be prepared and added to the major incident plan.</p> <p>This will be used by the Council to determine whether it has access to/can access these as part of training exercises.</p> <p>Where resources are physically held by the Council, the frequencies of inventory checks will be agreed. Checks will cover the number of resources and condition.</p>	Deann Trussler	31/07/2021	31/07/2021	Overdue	The resources that are required will depend on the nature of the emergency and the team have a list of contacts and links with other local LA 's for any support, if required.
20/21	Medium	Business Continuity and Emergency Planning (8.20/21)	<p>The Council will develop, agree and implement a testing schedule in order to assess the effectiveness and robustness of the preparations outlined in the plan for ensuring business continuity.</p> <p>The following will be considered as part of the development of testing schedules:</p> <ul style="list-style-type: none"> •Paper walk-through testing, which involves working through the plans and identifying areas that have been overlooked or processes that may not work; •Component testing, which involves testing different sections or stages of the plan for 	Deann Trussler	31/07/2021	30/11/2021	Overdue	<p>A new plan is being developed and it will contain a testing procedure.</p> <p>Two incidents have occurred during the last year – floods and evacuation of a building with COVID implications – both managed well with no issues.</p>

Year	Rating	Issue	Way Forward	Who	Original target date	When	Status	Status update
			<p>practicableness, such as restore procedures, backup procedures and contacting stakeholder;</p> <ul style="list-style-type: none"> •Full testing, which involves running through the plan in its entirety so as to assess its effectiveness in recovering lost information and continuing business as usual; •The intervals at which the above types of testing will be conducted; and •The reporting of outcomes and lessons learned. 					
20/21	Medium	Business Continuity and Emergency Planning (8.20/21)	<p>Once the roles and responsibilities for emergency planning and business continuity matters have been formally agreed and assigned, the Council will review the current skills and knowledge of its workforce in light of these expectations.</p> <p>Where training needs are identified, the Council will ensure that training is administered to relevant individuals to ensure that staff have the necessary understanding and capability to appropriately undertake their duties.</p>	Deann Trussler	31/07/2021	31/07/2021	TBC	This is an on-going process as leavers and starters are recruited. A process is in place to provide training
20/21	Medium	Business Continuity and Emergency Planning (8.20/21)	<p>The draft major incident plan will be completed, with all updates made including the finalisation of the 'Contact Lists' (section four of the document).</p> <p>The plan will then be subject to appropriate formal review, first by the Health and Safety Manager/Emergency Planning and Business Continuity Manager, followed by CMT.</p> <p>Review will occur at least every two years.</p> <p>This plan will replace the outdated plan and be shared with relevant staff members either via the Resilience Direct Portal, digitally or hard copy.</p>	Deann Trussler	31/07/2021	30/11/2021	Overdue	This is being reviewed and updated.
20/21	Medium	Council Tax (17.20/21)	<p>The Revenues Manager will undertake a review of current Council Tax arrears cases in order to identify cases where debts cannot be chased.</p> <p>These cases will be recommended for write off.</p>	Jacqueline Adams	31/03/2021	31/03/2022	Not due	This is currently with finance to reconcile. The system needs to be reconciled and this is currently with Finance to reconcile - approximately 30,000 accounts will be worked through to be completed by December 2021
20/21	Medium	Creditors - 23.20/21	<p>The Council will introduce a process for logging amendments made to supplier accounts. This may include:</p> <ul style="list-style-type: none"> •Maintaining a separate record of changes 	A Adewumi	30/09/2021	31/10/2021	Not due	This will be incorporated in the medium term review of Agresso Finance which will be addressed once the Payroll & HR development projects are agreed.

Year	Rating	Issue	Way Forward	Who	Original target date	When	Status	Status update
			made; <ul style="list-style-type: none"> •Enabling the amendment logging function on Agresso; •Restricting supplier account changes to specific individuals; or •Requiring evidence to be uploaded onto Agresso for all changes made. 					
20/21	High	Council Tax (17.20/21)	The Council will undertake an investigation into the £2,516,195 unreconciled difference identified via the Council Tax Direct Debit reconciliations, in order to identify reasoning for this. The Council will also ensure that all variances are completed and investigated within a timely manner and completed reconciliations are shared with Finance.	A Adewumi	31/03/2021	31/12/2021	Not due	All reconciliations, rents, council tax and NNDR are being addressed, a full plan will be developed by December to address the discrepancies and improve processes
20/21	Medium	Our Lady of Peace Catholic Primary School (12.20/21)	The school will agree with the Governing Body the expectations and processes to be followed with regards to the following: <ul style="list-style-type: none"> •The renewal of DBS checks and offering of grace periods; •The completion of risk assessments where DBS checks are not renewed/grace periods are offered; and •The review of DBS checks and update of the single central record for external staff, such as those within the miscellaneous tab. The agreed expectations and processes will be updated within the relevant Safeguarding/Recruitment and Retention policy and shared with relevant staff.	Linda Shoard	31/03/2021	31/03/2021	Overdue	
20/21	Medium	Our Lady of Peace Catholic Primary School (12.20/21)	Where DBS checks have not been received prior to commencement dates, the Business Manager will ensure that risk assessments are carried out by the Headteacher and retained within personnel files.	Linda Shoard	31/03/2021	31/03/2021	Overdue	
20/21	Medium	Our Lady of Peace Catholic Primary School (12.20/21)	The Business Manager will ensure that an annual inventory check is completed via the 'scan and trace' method, with a record maintained of the checker, reviewer and date of completion. The outcomes of the inventory checks will then be included within the Premises Report to be shared at the Leadership and Management Committee.	Linda Shoard	31/03/2021	31/03/2021	Overdue	

Year	Rating	Issue	Way Forward	Who	Original target date	When	Status	Status update
20/21	Medium	Risk Management (6.20/21)	Training sessions will be provided to SMT (made up of Directors and Service Leads) periodically. The sessions will focus on the following areas: •Risk descriptions and consequences; and •Residual and target risk scoring.	Clare Priest	31/12/2020	30/11/2021	Not due	Review of training options is being undertaken and a report is going to Risk and Audit board on 9th September. Agreed to implement solution on Cornerstone
20/21	Medium	9.20/21 - Safety Advisory Group	Following the review of core membership (Action 1), members will be reminded of their duty to attend/send representation to all SAG meetings. In instances of unavoidable absence, members will be asked to submit points for consideration to the Chair. Where continuous non-attendance is noted, the Chair of the group will liaise directly with the core member to resolve the issue.	Dean Trussler	31/03/2021	30/11/2021	Overdue	Due to the reorganisation and the lack of events taking place due to Covid this action was put on hold but has now been resurrected.
20/21	Medium	9.20/21 - Safety Advisory Group	The information provided on the Slough Borough Council website will be updated to cover the following: •The process of organising events, including the advanced notice to be provided to the Council and the timescale of the SAG process; •Links to the SAG Policy; and •Access to event booking form, event plan and risk assessment templates.	Kate Pratt	31/03/2021	31/03/2021	Overdue	
20/21	High	31.20/21 - Discretionary Business Grants	In the event that the LADGF is reopened, the Council will devise a points-based system to prioritise applicants and fairly disseminate available funds based on a formally agreed criteria.	Karen Ind	31/03/2022	31/03/2022	Not due	
20/21	Medium	31.20/21 - Discretionary Business Grants	Owners of active grant funds will be reminded of their responsibilities in relation to compliance with the corporate standard. In particular, to respond to communications within ten working days.	Karen Ind	31/12/2021	31/12/2021	Not due	
20/21	Medium	Creditors - 23.20/21	An exercise will be completed to review and remove all potential duplicate supplier accounts as identified via our data analytics testing.	A Adewumi	14/08/2021	31/10/2021	Not due	This will be incorporated in the medium term review of Agresso Finance which will be addressed once the Payroll & HR development projects are agreed.
20/21	Medium	Creditors - 23.20/21	The Council will ensure that the handbook is updated to reflect current processes by the Agresso Team and to provide step-by-step instruction for raising requisitions and receipting goods. This will be then be uploaded onto the	A Adewumi	30/09/2021	31/10/2021	Not due	This will be incorporated in the medium term review of Agresso Finance which will be addressed once the Payroll & HR development projects are agreed.

Year	Rating	Issue	Way Forward	Who	Original target date	When	Status	Status update
			intranet and staff informed of its location via all staff email.					
20/21	Medium	Creditors - 23.20/21	Slough Borough Council will ensure that the Agresso Finance and Procurement training is updated and made available to staff. Furthermore, a training register will be introduced to monitor all Agresso training completed. Where training is overdue, this will be communicated to line management to ensure training is completed by staff.	A Adewumi	30/09/2021	31/10/2021	Not due	This will be incorporated in the medium term review of Agresso Finance which will be addressed once the Payroll & HR development projects are agreed.
20/21	Medium	General Ledger (21.20/21)	The Council will review the password functions within Agresso to ensure that they: •Require changing on a periodic basis; and •Acceptable passwords will be subject to rules (certain lengths and unique characters to strengthen them and minimise the possibility of a security breach.	A Adewumi	30/09/2021	31/10/2021	Not due	This will be incorporated in the medium term review of Agresso Finance which will be addressed once the Payroll & HR development projects are agreed.
20/21	Medium	General Ledger (21.20/21)	The Group Accountant will date and sign the Control Account Reconciliations (including the clearing of the suspense account) within the reconciliation spreadsheet to evidence that they have been reviewed. The reconciler, the Accountancy Assistant, will also sign and correctly date the reconciliations. A digital signature will be applied when hard copy reconciliations are not possible.	A Adewumi	30/09/2021	31/10/2021	Not due	This will be incorporated in the medium term review of Agresso Finance which will be addressed once the Payroll & HR development projects are agreed.
20/21	Medium	General Ledger (21.20/21)	The Financial Systems Accountant will correct erroneous journals identified as part of this audit, where both capital and revenues codes have been used for the same transaction. Following this, on a monthly basis a report of such journals will be produced, with these rectified in a timely manner. This activity will also be included within the Month-end Closedown Timetable.	A Adewumi	30/09/2021	31/10/2021	Not due	This will be incorporated in the medium term review of Agresso Finance which will be addressed once the Payroll & HR development projects are agreed.
20/21	Medium	General Ledger (21.20/21)	The Agresso Project Team will agree the timescales regarding the General Accounting Handbook's review and will monitor the progress of this. The Handbook will be updated to remove outdated references to arvato, outdated positions (following the restructure) and will include the process and rules relating to the setup, amendment and removal of budget	A Adewumi	30/09/2021	31/10/2021	Not due	This will be incorporated in the medium term review of Agresso Finance which will be addressed once the Payroll & HR development projects are agreed.

Year	Rating	Issue	Way Forward	Who	Original target date	When	Status	Status update
			codes After completion, the handbook will become available to staff via the Council's e-learning site and its location will be communicated to all staff.					
20/21	Medium	James Elliman Homes (11.20/21)	The chair of the JEH Board will ensure that the SLA is formally signed by authorised representatives from the company and the Council.	C Booth	31/08/2021	31/12/2021	TBC	The SLA has been produced and is operational – it has not been signed by a Director. The SLA will be reviewed and updated as part of the forthcoming Options Review.
20/21	Medium	James Elliman Homes (11.20/21)	Where JEH Directors are unable to attend Board meetings, they will provide any opinions or comments to attendees via email before the meeting dates.	C Booth	31/08/2021	31/10/2021	TBC	Will be communicated to Directors and will form a part of the new Director specification/responsibilities.
20/21	Medium	James Elliman Homes (11.20/21)	In collaboration with the Council, the Company will formalise a succession planning process to be adopted by the organisation. The process will consider the required expertise of Board members, the commitment that must be given to the role and the potential consideration and appointment of independent Directors.	C Booth	31/08/2021	31/03/2022	Completed	Director appointments be discussed at next JEH Board (end of September 2021). In addition, an options review will be commissioned in Q3 to consider future arrangements which may have an impact on governance requirements.
20/21	Medium	Leaseholder Service Charges (16.20/21)	The Council will complete an exercise to ascertain whether costs associated with major works to leasehold properties are recharged to leaseholders.	C Booth	31/08/2021	31/03/2022	Overdue	This will be considered as part of the Options Review. The original Business Plan refers to the requirement for Council "top-up" payments to JEH (to be reviewed).
20/21	Medium	Leaseholder Service Charges (16.20/21)	The Council will establish an accurate and reliable means of identifying costs associated with grounds maintenance.	C Booth	31/08/2021	31/03/2022	Overdue	This will be considered as part of the Options Review. The original Business Plan refers to the requirement for Council "top-up" payments to JEH (to be reviewed).
20/21	Medium	Leaseholder Service Charges (16.20/21)	A formal policy with regards to the apportionment of service charges will be developed. This will include a clear methodology for the apportionment methods to be utilised and when they should be used.	C Booth	31/08/2021	31/03/2022	Overdue	This will be considered as part of the Options Review. The original Business Plan refers to the requirement for Council "top-up" payments to JEH (to be reviewed).
20/21	Medium	Leaseholder Service Charges (16.20/21)	The Council will agree a means of monitoring levels of service charge recovery. This will include periodic review of recovery levels, with action taken as appropriate to rectify any issues identified.	C Booth	31/08/2021	31/03/2022	Overdue	This will be considered as part of the Options Review. The original Business Plan refers to the requirement for Council "top-up" payments to JEH (to be reviewed).
20/21	Medium	Leaseholder Service Charges (16.20/21)	As part of the annual billing process (September 20), an exercise will be performed to ensure that all costs incurred relating to leaseholders are billed through service charges.	C Booth	31/08/2021	31/03/2022	Overdue	This will be considered as part of the Options Review. The original Business Plan refers to the requirement for Council "top-up" payments to JEH (to be reviewed).

Year	Rating	Issue	Way Forward	Who	Original target date	When	Status	Status update
20/21	Medium	Planning – Statutory Response Times (36.20/21)	Guidance will be issued to the Planning Department, advising them of what correspondence and information should be retained via the shared network drive. Sample checking of retained files will also be carried out by the Group Manager – Planning periodically, with evidence of this maintained.	Daniel Ray	31/12/2021	31/12/2021	Not due	
20/21	Medium	Planning – Statutory Response Times (36.20/21)	The Council will complete a review of their planning consultation methodology, with this including consideration over the communication lines in place between internal and external consultees.	Daniel Ray	30/09/2021	30/09/2021	Not due	
20/21	Medium	Planning – Statutory Response Times (36.20/21)	The Planning Team will develop a register of EoT usage. This will be used to track where EoTs are utilised, including an explanation over why the EoT was used.	Daniel Ray	28/02/2022	28/02/2022	Not due	
20/21	Medium	Planning Performance Agreements (28.20/21)	The Planning Team will begin quarterly reporting to the Planning Manager regarding the progression and status of all current PPAs. Consideration will also be made for the escalated reporting required to senior Council staff following the restructure.	Daniel Ray	30/09/2021	30/09/2021	Not due	
20/21	Medium	Planning Performance Agreements (28.20/21)	The Planning Manager will request for an electronic document management system/method to be put in place to securely retain PPA related documentation. The system/method may include: •Implementing a tailored system; or •The use of password protected shared folders.	Daniel Ray	30/09/2021	30/09/2021	Not due	
20/21	Medium	Planning Performance Agreements (28.20/21)	A procedure document will be prepared to outline the expected processes to be followed when preparing PPAs and resourcing agreements. This will include, but not be limited to, the following guidance: •The information required from applicants in order to prepare agreements; •The Council services that may need to be contacted and involved, including example situations; •External consultants that may need to be contacted and involved, including example situations; •The agreement of fees and meeting schedules; and	Daniel Ray	30/09/2021	30/09/2021	Not due	

Year	Rating	Issue	Way Forward	Who	Original target date	When	Status	Status update
			<p>•The process for making amendments to agreed terms, including bringing forward or pushing back planned presentation at the Planning Committee. Once finalised the document will be shared with the Planning Team.</p>					
20/21	Medium	Planning Performance Agreements (28.20/21)	The Planning Manager will agree and confirm the procedure for dealing with significant deviations to agreements and confirm when amendments should be made to PPAs. This will be communicated with all relevant staff.	Daniel Ray	30/09/2021	30/09/2021	Not due	
20/21	Medium	Planning Performance Agreements (28.20/21)	Where there are any deviations to estimated standard charges, including charge rates, hours worked and weeks worked, these will be clearly explained within resourcing agreements and the Council will ensure that applicants are aware and understand these.	Daniel Ray	30/09/2021	30/09/2021	Not due	
20/21	Medium	Rent Accounts (30.20/21)	The Group Accountant will ensure that an investigation is completed to identify the reason for the stock reconciliation variance. The relevant system(s) will be updated to reflect the outcome of the investigation.	A Campbell	01/10/2021	TBC	TBC	The source data used in the audit work has been requested so where the variances are can be checked.
20/21	Medium	Rent Accounts (30.20/21)	<p>The Tenancy Commencement and Sign-Up Policy will be subject to review and update, including the removal of out-dated references and processes. This review will also incorporate any significant amendments made to the 'Fact Sheets' (as per finding two).</p> <p>The updated policy will then be approved by an appropriate committee following the restructure and then disseminated to all relevant staff, including the Rent Accounts team.</p>	Liz Jones	01/10/2021	TBC	TBC	Reassigned to Liz Jones
20/21	Medium	Rent Arrears Recovery (14.20/21)	Periodic updates will be made to both CMT and the Neighbourhoods and Community Services Scrutiny Panel with these outlining levels of current and former arrears, supporting narrative as well as relevant KPIs.	Jacqueline Adams	31/08/2021	31/10/2021	Not due	Reporting to the Customer and Community Scrutiny panel with further clarification on the information being reported after the first meeting in October
20/21	Medium	Rent Arrears Recovery (14.20/21)	The Council will develop an approach to monitoring and managing former tenant arrears case which are below £3,000 in value.	A Campbell	31/08/2021	30/11/2021	Not due	The team have been systematically going through all pre 2017 tenancy end cases , and those over six months old where death was the reason and assess the chances of getting repayment and put for 'write off' those with little chance of success.

Year	Rating	Issue	Way Forward	Who	Original target date	When	Status	Status update
								<p>This was partially successful in reducing cases and debt. The Service lead monitors all arrears over £2500's while the FTA officer (30 hours) concentrates on the lower debt. The process of write offs is also under review - see benefits and Council Tax above and a process will be in place in the next 6-8 weeks</p> <p>There are a number of issues around temporary housing, given the large turnover of occupants many of whom do not go on to permanent housing , arrears for a much smaller group of properties are disproportionately high.</p>
20/21	Medium	School Audits – St Mary's CE School (20.20/21)	We will ensure that a tender waiver process is developed and implemented for use. In addition, we will also ensure that this is stated within the next update of the Financial Regulations.	Pamela O'Brien	30/09/2021	30/09/2021	Not due	
20/21	Medium	Social Lettings Team (27.20/21)	We will ensure that where there is any deviation from the Landlord Incentive Package, the reasons for this are to be recorded and retained on the authorisation form at the point of approval by the Group Manager Accommodation (The Social Lettings Team Leader post was made redundant under the restructure with effect from 1 April 2021) to evidence that this has been considered as part of the authorisation process.	Ian Blake	01/10/2021	01/10/2021	Not due	
20/21	Medium	Social Lettings Team (27.20/21)	We will ensure that expenditure against budgets for incentives relating to the Private Rented Sector are reported to CMT on a periodic basis for oversight and scrutiny by senior management within the Council.	Ian Blake	01/10/2021	01/10/2021	Not due	