

**SLOUGH BOROUGH COUNCIL**  
**AUDIT & CORPORATE GOVERNANCE COMMITTEE**  
**ACTION PROGRESS REPORT**

**Actions Arising from Meetings**

**30<sup>th</sup> September 2021**

<b>Minute:</b>	<b>Agenda item and Action:</b>	<b>For:</b>	<b>Status / Comment</b>
<b>22</b>	<p><b>Action Progress Report</b></p> <p>Details of Member DBS checks carried out to date to be reported to December meeting.</p> <p>Committee to be provided with an update on the implementation of Flood Action Plan to December meeting.</p> <p>Clarification on the role of tracing agents and enforcement agents to be circulated to the Committee</p>	<p>Associate Director, Customer</p> <p>Director of Finance</p> <p>Director of Finance</p>	<p>DBS checks are in progress, as at 10/11/2021 10 clearances out of 42 have been received. Awaiting documentation from all other members to progress.</p> <p>Order raised with the Environment Agency on 9<sup>th</sup> November to undertake the assessment. Awaiting timeline from them for completion - the Environment Agency have some resource constraints and we expect this to be complete within the next 6 months</p> <p>The 2020/21 Audit relating to Rent Arrears recovery referred to Debt Collection Agencies, it was clarified at the last meeting that the Council uses external tracing agents and enforcement agents. Tracing agents are used to gain information on debtors current address so that collection action</p>

	<p>Details of the amount of monies recouped in relation to the 20% of staff expense payments made without relevant receipts to be reported to the December meeting.</p>	<p>Associate Director, Customer</p>	<p>can be taken at the correct address. This is then passed to the Enforcement agents who are used to pursue debt collection from residents and businesses that have defaulted and been subject to court action and an order issued against them. Their actions are governed by specific legislation which also specifies the level of fees they can charge debtors</p> <p>No monies have been recouped as the two items were required for Council business and had been separately approved by the line managers of the officers claiming the expenses outside of the agreed procedures. The officers and managers have been reminded of the need to obtain valid receipts and to record these on the system.</p> <p>In addition, guidance was issued to staff on 1 July 2021 regarding the procedures for obtaining and recording expenses payments. A further reminder was sent to all staff on 22<sup>nd</sup> November.</p>
<p><b>23</b></p>	<p><b>Members Performance Report 2020/21</b></p> <p>Officers to explore whether outcomes on submitted casework could be provided to the Committee.</p>	<p>Corporate Complaints Manager</p>	<p>Finbar McSweeney has made contact with Councillor Jemma Davis who raised the query at the committee to show her what</p>

	<p>Fly-tipping: Number of enforcement officers / vacant posts to be provided. To ensure the reporting process for fly-tipping was prominent and easily accessible on the council's website</p>	<p>Executive Director, Customer &amp; Community.</p>	<p>information can be provided from the casework system. The Councillor was unable to attend the meeting arranged. Following Finbar McSweeney's attendance at a recent Executive Leadership Team it has been proposed that reports will now be provided quarterly for members.</p> <p>1 level 8 team lead 4 level 7 supervisors 6 level 6 senior officers No vacant posts Reporting process is prominent and can be found on <a href="#">our website</a></p>
<b>24</b>	<p><b>Risk Management Update Quarter 2 2021/22</b></p> <p>Subsidiary Companies to be included as a new risk on the Corporate Risk Register.</p> <p>Member training details to be circulated to the Committee.</p> <p>Details of the number of sales at the Moxy Hotel site / SBC percentage partnership at the site</p>	<p>Director of Finance</p> <p>Director of Finance</p> <p>Executive Director, Customer &amp; Community.</p>	<p>On the agenda for 09.12.21</p> <p>On the agenda for 09.12.21</p> <p>There have been 10 sales out of 64 units at the Old Library Site (called Novus Apartments). The development is within SUR which is a 50:50 joint venture with Muse and the Council.</p>

<p><b>25</b></p>	<p><b>Internal Audit Update Quarter 2 2021/22</b></p> <p><b>Appendix 1:</b></p> <p>Our Lady of Peace Catholic Primary School – rating to be changed from medium to high risk</p> <p>Clarity regarding the completion dates for recommendations relating to Holy Family Catholic School (30.09.17) and SEN Funding (31.12.17)</p> <p>DISH - Details provided outlining role and responsibilities of Members appointed to DISH.</p>	<p>Director of Finance</p> <p>Director of Finance</p> <p>Director of Finance</p>	<p>The action rating was changed and the recommendation has been completed and confirmed as closed by the school and noted as such on the revised tracker</p> <p>Actions related to Holy Family Catholic School were confirmed as closed on 22<sup>nd</sup> October and SEN Funding was confirmed as closed on 8<sup>th</sup> October. , Evidence of completion was received for all of these recommendations.</p> <p>The roles and responsibilities of the Directors of DISH are set out in the Memorandum and Articles of Association signed in 1988 which can be viewed via the Companies House website.</p>
<p><b>26</b></p>	<p><b>Internal Audit Progress Report</b></p> <p><b>Children Missing Education Audit</b> - Update on recommendation 8 to be provided at the December meeting.</p>	<p>Associate Director, Education &amp; Inclusion</p>	<p>The new admission code was implemented in September 2021. This stipulates the processes and timescales within which schools and the LA action school admissions procedures. Reporting systems have been developed and implemented on the Capita system within which all admissions related data can be collated.</p>

	<p><b>Rent Arrears Recovery Audit</b> – Completion target date 30.09.21. Confirmation whether recommendations completed and if not, further details to be provided.</p> <p><b>IT Business Continuity Audit</b> – Update on whether the Disaster Recovery Plan was in place.</p>	<p>Executive Director, Customer &amp; Communities</p> <p>Director of Finance / Group Manager IT</p>	<p>Actions relating to the Former Tenants procedure and Housing Recovery Team meetings have been implemented and are now closed on the action tracker.</p> <p>The Council is aiming to implement its formal approach for the testing of business continuity and disaster recovery in line with the original target date of 31 /3/2022. In the interim and in order to manage the risks, priority has been given to ensuring data backups are tested. A programme of work is being designed and procured for testing during January and February 2022.</p>
	<p><b>ANY OTHER BUSINESS</b></p> <p><b>LGA Governance Review Working Group</b> – The Chair to be provided with an update on establishment of the WG</p>	<p>Director of Finance</p>	<p>The need for a working group on this specific topic has been superseded by the publication of the Grant Thornton report, CIPFA report and DLUHC Governance Review, as well as the Secretary of State’s “minded to” letter. Work to address all of the action points identified in those reports is being closely monitored and reported to each <a href="#">Council meeting</a>. Council is therefore performing the role which it had been envisaged would be carried out by the working group.</p>

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