

## COMMITTEE ACTION TRACKER

**ACTIONS: 17 September 2015**

ACTION	OUTCOME	LEAD OFFICER
<b>REPORT ON STAFFING MATTERS IN RELATION TO AGENCY STAFF AND TURNOVER</b>		
1. Provide the Committee with an update on staff turnover and the use of TAC in six months time to establish whether the mitigation actions have delivered results. A breakdown of the reason for resignations should include numbers by department and where possible details of ages	This has been added to the committee's agenda for the 12 May meeting	<b>Carolyn Beech, Director of HR</b>  <b>Reuben Segal, Committee &amp; Governance Services</b>
2. Provide figures by department on the number of TACs that have worked for the Council for more than two years on a quarterly basis	Briefing notes were sent to committee members on 16 <sup>th</sup> November.	<b>Carolyn Beech, Director of HR</b>
3. Provide the Committee with the headline results from the current Your Voice Survey and a more comprehensive report at its meetings in December and February	These items have been included in the committee's work programme	<b>Carolyn Beech, Director of HR</b>  <b>Reuben Segal, Committee &amp; Governance Services</b>
<b>FINANCE (PERIOD 4) AND PERFORMANCE BUSINESS PLAN (QUARTER 1) MONITORING REPORT</b>		
1. Requested analysis around the rise in the number of Unaccompanied Asylum Seeking Children (UASC) in Westminster (hotspots, age groups, estimates, demographics) and the impact on children coming into care. What can Children's Services do to plan for meeting rising demands of UASC children?	This information was circulated to the Committee in a briefing note on 21 October 2015.	<b>Mohibur Rahman, Strategic Performance Team</b>
2. Requested analysis on the numbers of freedom passes against population cohort of those that are eligible in Westminster.	This information was circulated to the Committee in a briefing note on 21 October 2015.	
3. In respect of the extension of Right to Buy, officers are asked to validate statement that "Kensington and Chelsea Council may lose 97% of its social housing stock". What are the impacts to Westminster's HRA housing stock (quantify, provide estimates and numbers, how many lost etc.)	This information was circulated to the Committee in a briefing note on 21 October 2015.	

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4. How are asylum seekers likely be treated by the Local Authority in terms of access to social housing – how would local connection requirements be handled?	This information was circulated to the Committee in a briefing note on 21 October 2015.	
5. What would the impacts of rising asylum seeker numbers be on short term accommodation arrangements?	This information was circulated to the Committee in a briefing note on 21 October 2015.	
6. Provide more information on Operation Neon and enforcement operations being delivered including whether this includes Pedicabs in Westminster.	This information was circulated to the Committee in a briefing note on 21 October 2015.	
7. Provide more detail on the HTMA contracts – what do the findings of the report (that our indexation method doesn't reflect current prices within M25) mean for the service?	This information was circulated to the Committee in a briefing note on 21 October 2015.	
8. Provide results of benchmarking analysis of CMC indicators (against London, statistically similar, neighbouring councils) particularly Waste & Parks, Parking, Transport, Highways, Community services indicators.	This information was circulated to the Committee in a briefing note on 21 October 2015.	
9. Provide an explanation of performance in terms of response time against lighting and highways – has the restructure has had an impact?	This information was circulated to the Committee in a briefing note on 21 October 2015.	
10. Requested clarification over use of the new iPad in libraries for scanning, with photos automatically uploaded to the online parking portal form	This information was circulated to the Committee in a briefing note on 21 October 2015.	
11. Queried how the Council will ensure that the recent incident at the Dean Street sexual health clinic (where personal contact details were accidentally released) won't deter people from accessing the service.	This information was circulated to the Committee in a briefing note on 21 October 2015.	
<b>INTERNAL AUDIT PROGRESS REPORT</b>		
That a report be submitted to the Committee within the next 12 months on work undertaken by the Internal Audit Service with CityWest Homes in respect of TMOs and whether recommendations made have been implemented and are producing results.	This will be added to the committee's work programme for 2016-17.	<b>Moira Mackie, Senior Audit Manager</b>  <b>Reuben Segal, Committee &amp; Governance Services</b>

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<b>COUNTER FRAUD 2015-16 - PROGRESS REPORT</b>		
Investigate and provide a response to Councillor Warner on the concerns raised regarding commercial vehicles using residents parking permit in St Peter's, Eaton Square.	The matter is subject to investigation and once concluded the conclusions will be discussed directly with Councillor Warner.	<b>Andy Hyatt, Tri-borough Head of Fraud)</b>
<b>STRATEGIC RISK REPORT</b>		
Provide the Committee with access to the SharePoint site containing the risk registers Provide the Committee with details of past risks scoring the highest ratings	This information was circulated to the Committee in a briefing note on 21 October 2015.	<b>Mo Rahman, Planning and Performance Manager</b>
Clarify the risks associated with the waste disposal contract re-let	This information was circulated to the Committee in a briefing note on 21 October 2015.	<b>Mo Rahman, Planning and Performance Manager</b>
<b>CHANGE TO THE COUNCIL'S AUDITOR</b>		
That the above mentioned issue be shared with the Standards Committee to ensure that all Members are aware of this potential conflict of interest.	This is in progress following consultation with Councillor Warner as chairman of the Standards Committee.	<b>Mick Steward, Head of Committee and Governance Services</b>

## COMMITTEE ACTION TRACKER

**ACTIONS: 3 November 2015**

<b>ACTION</b>	<b>OUTCOME</b>	<b>LEAD OFFICER</b>
Provide the committee with a note on the other local authorities that the Council shares financial information with	This information will be provided prior to the 2 December meeting.	<b>Steve Mair, City Treasurer)</b>
Provide the committee with details of the due diligence undertaken in relation to the procurement of the Managed Services Programme including the period over which this occurred and how this compares to other similar projects	This information was circulated on 24 <sup>th</sup> of November 2015	<b>Nick Dawe, Interim Bi-borough Executive Director of Corporate Services).</b>
Provide details of how current WCC payroll accuracy compares to accuracy prior to the introduction of the Managed Services Programme	This information was circulated on 24 <sup>th</sup> of November 2015	<b>Nick Dawe, Interim Bi-borough Executive Director of Corporate Services).</b>
Schedule an additional Committee meeting in the second week of December to enable members to monitor progress on resolving outstanding issues and delivering programme stabilisation	This has been scheduled for Thursday 10 <sup>th</sup> December	<b>Reuben Segal, Committee &amp; Governance Services).</b>