

COMMITTEE ACTION TRACKER
ACTIONS: 5 February 2019

ACTION	OUTCOME	LEAD OFFICER
FINANCE PERIOD 8 MONITORING REPORT		
The Committee noted the distinction between funding from the City Council and third parties, and requested that future reports include a breakdown on the sources of funding for major projects such as Hanover Square and Jermyn Street.	This will be reflected in future reports.	David Hodgkinson - Assistant City Treasurer
QUARTER 2 PERFORMANCE REPORT		
1. That an analysis be provided on drainage conditions and defects in Westminster; and on targets for outcomes and jobs completed.	This information was circulated on 7 March	Kevin Goad - Director of City Highways
2. That a breakdown be provided by age group of the total participants in sport, leisure and wellbeing activities provided by the City Council. acknowledged the request for action.	This information was circulated on 7 March	Richard Barker - Director of Community Services
3. That details of budget deficits being developed by schools be included in future performance reports from Q3, together with details of any mitigation.	This information was circulated on 7 March	John O'Sullivan - Head of Children's Business Intelligence & Strategy
4. That more detail be provided on why the levels for sundry debtors since Q3 are still significantly higher than the ideal target of 5%; together with more detail on how this is managed and migrated to ideal levels.	This information was circulated on 7 March	Martin Hinkley - Assistant Director: Revenues & Benefits
5. That details be given of the total number of Homes of Multiple Occupation in Westminster; together with a breakdown by Ward and confirmation whether new properties were being assessed or discovered.	This information was circulated on 7 March	Twila Grower – CMC Business & Performance Manager
6. That a briefing be given on the City Council's contractual agreements when Westminster's statutory housing duty is discharged into the private rented sector, in view of Westminster paying a big initial fee to landlords where, which is then reduced in subsequent years.	This information was circulated on 7 March	Ian Clarke – Performance Manager
7. That an update be provided on the review of the Amey contracts.	This information was circulated on 7 March	Ian Clarke – Performance Manager

8. That an update be provided on Public Health grant reductions, together with the nature of the risks and possible consequences.	This information was circulated on 7 March	Gary Hamilton – Head of Programme Management, Adult Social Care
9. That more detail be provided on the Thrive Tribe service provider and its role in supporting the Integrated Healthy Lifestyle Service.	This information was circulated on 7 March	Gary Hamilton – Head of Programme Management, Adult Social Care
10. That the following items be added to the Committee Work Programme for future monitoring: <ul style="list-style-type: none"> To monitor and report back on the performance of CityWest Homes 6 months after the transition to an in-house service, and in the year-end performance report and again in the Q2 2020 report. To monitor and report back on the performance of the Police Basic Command Unit for Westminster 6 months after implementation, and in the year-end performance report and again in the Q2 2020 report. 	Initial response circulated on 7 March This will be reflected in future reports. Initial response circulated on 7 March This will be reflected in future reports.	Mo Rahman and Damian Highwood – Evaluation & Performance Twila Grower - CMC Business & Performance Manager
HOUSING DIRECTORATE PERFORMANCE UPDATE		
1. That future reports include details of repair performance in numbers, as well as percentages rather than percentages.	This will be reflected in future reports.	Tom McGregor - Interim Managing Director CWH
2. That details be provided of the number of properties in estates, compared to the number of properties in non-estate locations.	Response sent.	Tom McGregor - Interim Managing Director CWH
3. That the Committee receive an update on progress in implementing the 'Clean and Clear' policy for balconies.	Response sent.	Tom McGregor - Interim Managing Director CWH
4. That a further update be given on the performance of the Housing Directorate.	Added to the work programme.	Tom McGregor - Interim Managing Director CWH
HAMPSHIRE COUNTY COUNCIL PARTNERSHIP		
That a letter be sent to the Leader of the City Council and Chief Executive, commending the work that had been done by the City Treasurer's Department and the LCF team.	Letter sent 11 ^h February.	Andrew Palmer – Senior Committee & Governance Officer
PROCUREMENT UPDATE		
That a further report be submitted in six months, which provides a further review of progress in the new structure and work programme, and which considers key performance indicators for the new operating model.	Added to the Work Programme for 19 September.	Kevin Goad - Director, City Highways

INTERNAL AUDIT PLAN 2019/20		
1. That the annual report include comparative details of timelines and days expended in Corporate Anti-Fraud Service activity, together with the outcome, to establish whether the figures were similar to those anticipated.	Added to the Work Programme for 10 July.	Andrew Hyatt – Shared Services Head of Fraud
2. That a briefing be provided of whether there had been any evidence of weakness to fraud, or of fraud occurring, in relation to only 47% of Westminster’s current contracts being on the City Council’s Procurement Register.	Briefing to be provided.	Moirra Mackie – Senior Internal Audit Manager
3. That a proactive review of weakness to fraud also be applied to the transition of CityWest Homes, before the processes around the management of housing become fixed.	Added to the Work Programme for 10 July.	Moirra Mackie – Senior Internal Audit Manager