

Appendix 3 - ACTION TRACKER
Audit and Performance Committee

24 July 2023		
Agenda Item	Action	Status/Follow Up
Item 5 Year End Performance Report	That the Committee will receive the draft damp and mould policies for both its own housing stock and that for temporary accommodation when they have been developed.	In progress
Item 6 Year End Finance Report	That the Committee will receive benchmarking data with other local authorities on Short Breaks, including SEN transport costs and costs.	In progress
	That the Committee will receive information on national planning policy, including any potential changes, timeframes and fees.	Complete
	That the Committee will receive definitions of 'major', 'minor' and 'other' in respect of planning applications and a breakdown of these.	Complete
	That the Committee will receive more information on parking income, particularly the issuing of marshal-issued PCNs; why more are being issued and in what areas of the City.	Complete
	That the Committee will receive detail on income shortfalls from a number of income streams including Massage, Street Trading, Advice Giving and Inspection Services.	Complete
Item 10 External Auditor's Audit Plan	That the Committee will receive information on the Council's contracting with PSAA for an audit firm and alternative approaches.	In progress

6 September 2023		
Agenda Item	Action	Status/Follow Up
Item 4 Matters Arising and Work Programme	That the Lead Policy and Scrutiny Advisor will liaise with officers regarding the calendar of meetings for 2024/25 to ensure the meetings are effective.	Complete
	That the Committee will receive an update the Mental Health Reablement Service.	Complete
Item 5 22/23 Year End Performance Report	That the Committee will receive information on the range of offences committed by the young people known to the Youth Offending Team.	Complete
	That the Committee will receive information on how many, if any, of the young people known to the Youth Offending Team were involved in the "Oxford Circus JD robbery" incident in August 2023.	Complete

	That the Committee will be kept updated on the review into the Council's Risk Management Strategy at relevant stages.	Officers agreed to consider this at the meeting and will be followed up at a later stage.
	That the risks presented in future Performance Reports will be proportionate and that the Risk Management Strategy review will also consider this.	Officers agreed to consider this at the meeting and will be followed up at a later stage.
	That the Committee will receive a breakdown of the demographic of Night Stars volunteers.	Complete
	That the outcome of the High Streets Programme consultation will be shared with the Committee when appropriate.	In progress
Item 6 Year End Finance Report	That officers will consider a target percentage for variance and slippage on Capital programmes.	Officers agreed to consider this at the meeting and will be followed up at a later stage.
Item 10 Contract and Supplier Performance Report	That officers will consider taking the information relating to Clause 52 of the Procurement Bill (the KPIs for each contract over £5m) to Audit and Performance when appropriate.	Officers agreed to consider this at the meeting and will be followed up at a later stage.

24 October 2023		
Agenda Item	Action	Status/Follow Up
Item 4 Matters Arising and Work Programme	That the extraordinary meeting scheduled for 2 November 2023 for the Audited Accounts and Final Statement of Accounts will be cancelled and the item added to the existing meeting on 28 November 2023.	Complete
	That the Chair of the Audit and Performance Committee, on behalf of the Committee will write a letter to Grant Thornton.	Complete
Item 5 Annual Complaints Report	That the Committee will receive information relating to the Waste Service and Council Tax complaints which have both increased by 35 percent, and the levels of both of these areas before the pandemic.	Complete
	That the Committee will receive information relating to the nature of the complaints received by the Waste Service.	Complete
	That increasing the sophistication of the complaints data analysis should be considered to reflect the	Officers agreed to consider this at the meeting.

	nuance and complexities of the 10-working day deadline.	
	That the results from the LGSCO will be shared with the relevant Policy and Scrutiny Committee as an opportunity for greater scrutiny.	This was agreed at the meeting and will be followed up at a later stage.
Item 6/7 Treasury Management Strategy	That the Committee will receive pension fund information in the Audited Accounts and Final Statement of Accounts at its next meeting on 28 November 2023.	Officers agreed this at the meeting.