

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. Update given in February 2024.

27 February 2024		
Agenda Item	Action	Status/Follow Up
Item 5 Q3 Performance Report	That the Committee will receive an update of the response to the new Planning Guarantee in a future Performance Report, once the monitoring framework has been fully worked up.	In progress

18 July 2024		
Agenda Item	Action	Status/Follow Up
Item 6 Q4 Performance Report	That the Committee will receive a separate report on Temporary Accommodation at its meeting on 5 September, and officers from the Housing, Strategy and Intelligence and Finance teams will work jointly on this.	Completed
	That the Committee will receive feedback on ReportIt in due course, particularly in relation to that of noise complains which tend to be more complex to resolve.	In progress
Item 8 Draft Statement of Accounts	That the Committee will receive information relating to long-term debts and the associated due diligence.	An update on this will be given at the meeting on 22 October.

5 September 2024		
Agenda Item	Action	Status/Follow Up
Item 4	That the Committee will be provided with information relating to the next three-yearly actuarial review and subsequent Pension Fund Strategy review.	Completed

Matters Arising and Work Programme	That the Quarter Two Finance Monitor will set out the General Fund reserves and the Capital Programme in greater detail.	This will be included in the Q2 Finance Monitor due at the meeting on 25 November.
Item 5 Q1 Performance Report	That the Committee will receive information on the cost and benefits of using Savills in the Behind Every Door project.	In progress
	That the Committee will receive data on serious youth violence across the City.	In progress
Item 6 Q1 Finance Monitor	That the Committee will examine a selection of individual cases in the Capital Programme in more detail.	In progress
	That the Quarter Two Finance Monitor will include more detail on waste cleansing costs.	This will be included in the Q2 Finance Monitor due at the meeting on 25 November.
Item 7 Contract and Supplier Performance Report	That the Committee will receive information regarding standard Council Terms and Conditions, and the range of reasons regarding work taking place by suppliers before signed contracts are in place.	Completed
Item 8 General Procurement Update	That the Committee will receive the monetary values for the items on the forward plan.	Completed

Audit and Performance Committee - Review of Effectiveness - Action Plan

No	Proposed Action	Target date	Status
1	The Committee's Terms of Reference has been reviewed in light of the Self-Assessment and in light of the CIPFA Position Statement and will be presented to the Committee for comments before going on to General Purposes Committee (as part of the wider review of the Council's Constitution) and then for approval by Full Council.	July 2024 (APC) By March 2025 (Full Council)	In progress. This is planned to be submitted at the General Purposes Cttee meeting on 29 January 2025.
2	Further briefings for the Committee have been identified through the self-assessment workshop and will be delivered as part of the Committee's Work Programme for 2024/25, including: <ul style="list-style-type: none"> i. Risk Management arrangements and Risk Management Strategy ii. Information security and cyber security arrangements iii. New Global Internal Audit Standards to be introduced from 2025 iv. The respective roles of Scrutiny and Audit committees v. The CIPFA Financial Management Code vi. Committee Members would also be encouraged to attend sessions for Audit Committees run by CIPFA and the London Chairs of Audit Committees Forum. 	Committee Work Programme for 2024/25	There has been action taken on this and it will be ongoing.
3	The Annual Report of the Committee to Full Council will include an assessment of the Committee's performance and a summary of the review of effectiveness and the actions arising from that review.	July 2024 (APC) Sept 2024 (Council)	This report went to APC on 18 July 2024, Full Council on 18 September 2024.
4	An informal briefing on the Annual Accounts provided to the Committee will include a briefing on the Annual Governance Statement.	September 2024 and annually	The arrangements for this are in progress.
5	An annual meeting will be scheduled between the Committee and the External Auditor immediately before the meeting held to consider the external auditor's Annual Report on the Council's Accounts.	September 2024 and annually	Completed for 2024
6	The Committee will continue to seek feedback from its Independent Member, the external auditor, from senior Council officers and from Councillors (through the presentation of the Annual Report of the Committee to Full Council).	July 2024 and ongoing	In progress
7	The Action Tracker will continue to be presented at each meeting to demonstrate that actions recommended by the Committee have been taken or followed up where this is not the case.	July 2024 and ongoing	This will be ongoing.
8	This action plan will be incorporated into the Action Tracker for future meetings to ensure all actions are completed.	September 2024 and ongoing	Completed
9	To undertake a light touch review of the self-assessment in twelve months' time to inform the 2024/25 Annual Report of the Committee.	June 2025	In progress.