

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 feedback on ReportIt in due course, particularly in relation to that of noise complains which tend to be more complex to resolve.	In progress

5 September 2024		
Agenda Item	Action	Status/Follow Up
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.	Completed
Item 6 Q1 Finance Monitor	That the Committee will examine a selection of individual cases in the Capital Programme in more detail.	In progress

22 October 2024		
Agenda Item	Action	Status/Follow Up
Item 5 Temporary Accommodation	That, when appropriate, the Committee will receive information relating to projections and data of TA, including the impact on the General Fund, Capital spending, tracking and assessment of outcomes and how actions feed through to reducing the cost of TA.	This will be reported on in Q2 in 2025/26 and has been included on the work programme.
	That the Committee will receive information relating to benchmarking TA provision in other local authorities as well as joint commissioning proposals.	As above.
Item 6 Annual Complaints Report	That the Committee will receive a written response setting out the reasons for the Environment and Communities directorate's complaints results and the mitigations to improve performance.	Completed.
	That officers will consider the location of the Corporate Complaints portfolio.	Officers agreed that this would be considered.
Item 7 Accounts and AFR (Council)	That the Committee will receive an update on progress with the valuers to ensure the process is correct and the data issues have been resolved.	This will be given with the draft accounts in July 2025.
	That the Committee will receive information on impairment of debt, who the Council's largest debtors are and how the figure of £104m for impairment was derived.	In progress
Item 8 Accounts and AFR (Pension Fund)	That officers would look into compiling a report including comment from investment consultants and actuaries to provide context to the Pension Fund accounts before sign-off is required.	This will be given with the Audited Annual Accounts in October 2025.
Item 9 Auditor's Annual Report	That the Committee will receive a report setting out a thematic review of audits across other local authorities from Grant Thornton.	In progress

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.