

**PERFORMANCE GOVERNANCE AND AUDIT COMMITTEE – 19 JANUARY 2023 APPENDIX 1**

**MATTERS ARISING FROM THE MINUTES**

<b>Minute Number</b>	<b>Minute Title</b>	<b>Request</b>	<b>Action By</b>	<b>Completion Date</b>
491	Audit Progress Update	<ul style="list-style-type: none"> <li>That in the report template a summary be provided under Section 6 Implications.</li> </ul>	Director of Resources	From next report.
492	Review of Corporate Performance	<ul style="list-style-type: none"> <li>Place – Flytipping - That data on fly tipping costs, including investigation and enforcement costs together with locations would be circulated to Members outside of the meeting.</li> </ul>	Director of Service Delivery (DoSD)	Item on PGA Agenda -15 June 2023.
		<ul style="list-style-type: none"> <li>Fixed Penalty Notices in relation to Flytipping - that the issue of how best to collate fixed penalty notices data would be investigated and reported to the Committee when available</li> </ul>	(DoSD)	Item on PGA Agenda -15 June 2023.
		<ul style="list-style-type: none"> <li>AQMA - a report will be brought back to Committee and the results of the Destination Survey will be shared with both the Maldon High Street Focus Group and the Committee outside of the meeting.</li> </ul>	DoSD/Lead Specialist: Community	Destination Survey Results - 20 February 2023. Report -Quarter 3
		<ul style="list-style-type: none"> <li>UKSPF – that a list of the projects to be funded be circulated to Committee outside of the meeting.</li> </ul>	Director of Strategy, Performance and Governance (DoSPG)	20 February 2023.
		<ul style="list-style-type: none"> <li>Recycling - that the soft packaging recycling trial locations be circulated to Members outside of the meeting.</li> </ul>	DoSD	15 February 2023.
		<ul style="list-style-type: none"> <li>Tree Planting – the appointed Coast and Countryside Officer to collate tree planting data and circulate to Members outside of meeting.</li> </ul>	DoSD	20 February 2023.
		<ul style="list-style-type: none"> <li>Business Satisfaction Rates - That a full report will be circulated to all Members on the results from the Resident and Business survey which will inform revised business satisfaction rates. That future reports will contain response rates.</li> </ul>	DoSD/Programmes, Performance and Governance Manager (PPGManager)	20 February 2023.
		<ul style="list-style-type: none"> <li>Tourism - that officers will look at the events that have been discontinued and determine if that impacted on Tourism levels and report back.</li> </ul>	Specialist: Tourism	20 February 2023.
		<ul style="list-style-type: none"> <li>Tourism – that there was data through Visit Essex and when available this would be circulated outside of the meeting or reported in the next quarter.</li> </ul>	Specialist: Tourism	20 February 2023.

**MATTERS ARISING FROM THE MINUTES**

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492	Review of Corporate Performance <b>continued</b>	<ul style="list-style-type: none"> <li>Health &amp; Wellbeing – that the Community Lead Officer will circulate grant information to Committee Members outside of the meeting.</li> </ul>	DoSPG	Link sent to all Members 17 February 2023.
		<ul style="list-style-type: none"> <li>Pontoon – an update to be circulated on status of the schedule of work.</li> </ul>	DoSPG/Strategic Theme Lead - Community	20 February 2023.
		<ul style="list-style-type: none"> <li>Commercial Projects - that going forward the Commercial Projects part of the performance report be considered under Private and Confidential to afford a full discussion. Officers advised that a Members’ Seminar was also scheduled to discuss these projects further.</li> </ul>	PPGManager	On agenda Quarter 3
493	Review of Corporate Risk	<ul style="list-style-type: none"> <li>RI – Failure to Safeguard Children and Vulnerable Adults- Councillor Stilts proposal that the Safeguarding of Children and Vulnerable Adults be referred to Overview &amp; Scrutiny Committee for review to ensure that the Council is supporting this area of work appropriately together with the Officers undertaking the actual work.</li> </ul>	Clerk	Noted under AOB at O&S on 24 January 2023 and now being actioned by the Working Group with a report to next O&S Committee 28/3/23
		<ul style="list-style-type: none"> <li>That the methodology around risk assessment be reviewed.</li> </ul>	PPGManager	Has been recently addressed through the updated risk management policy, roll out training to staff is in hand.
494	Annual Governance Actions Update	<ul style="list-style-type: none"> <li>No matters to follow up</li> </ul>	As aside	