

PERFORMANCE GOVERNANCE AND AUDIT COMMITTEE

MATTERS ARISING FROM THE MINUTES

18 JUNE 2024:

Minute Number	Minute Title	Action	Action By	Completion Date / Update
16	Infrastructure Funding Statement	Details regarding the allotments at Handley Green to be provided to Councillor J Driver.	Head of Service - Planning Policy and Implementation	Councillor Driver was emailed on 22 July 2024. <u>November 2024 update</u> – Officers have written twice to the developer for an update on the allotments. The allotments should be delivered when the housing is complete on Phase 1 (the phase in which the allotments lie). As the housing is well on the way to be delivered Officers will continue to pursue this for the delivery timetable and who will be taking over the management of the allotments. <u>05/12/24 – The Chairperson requested that this item remains on the matters arising list.</u>

19 SEPTEMBER 2024:

Minute Number	Minute Title	Action	Action By	Completion Date / Update
288	Minutes of the last meeting	A further update on Audit fees would be brought to a future meeting of the Committee	Chief Finance Officer	Deloitte should provide an update on fees as part of the 2021 / 22 and 2022 / 23 audit sign off at the Performance, Governance and Audit

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Minute Number	Minute Title	Action	Action By	Completion Date / Update
				Committee meeting on 5 December 2024. <u>05/12/24 – The Interim Chief Finance Officer advised that the External Auditors would provide an update as part of their report later on the agenda.</u>
		Officers would have an offline discussion with the Independent Person (Mr Smith) regarding some of the queries he raised.	Director of Strategy and Resources / Chief Finance Officer	The Director of Strategy and Resources and Councillor Stamp met with Mr Smith on 25/11/24 to discuss his queries and provide further background and understanding of the Council's constitution and the role of Performance Governance and Audit Committee. <u>05/12/24 Deputy Chief Executive and Chairperson met with Mr Smith and a further meeting would be arranged to provide further guidance.</u>

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Minute Number	Minute Title	Action	Action By	Completion Date / Update
295	Annual Governance Statement Actions Update	Councillor R Pratt referred to the induction programme and suggested there were some areas for further development. In response the Chairperson suggested that the Assistant Director – Programmes, Performance and Governance or the Chairperson of the Working Group speak with Councillor Pratt regarding this.	Assistant Director – Programmes, Performance and Governance or the Chairperson of the Working Group	<p>Assistant Director - Programmes, Performance and Governance has met with Councillors L J Haywood and R G Pratt. The Member Training Working Group is due to meet on 5 November 2024 to discuss training records, the plan for 2025 / 26 and identifying any additional training needs.</p> <p><u>05/12/24</u> <u>Councillor R Pratt provided an update on the discussions that had taken place.</u></p> <p><u>The Chairperson requested that this remains on the matters arising list and that the Assistant Director - Programmes, Performance and Governance provide an update to the Committee.</u></p>

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5 DECEMBER 2024:

Minute Number	Minute Title	Action	Action By	Completion Date / Update
	Apologies for Absence	The Assistant Director - Strategy, Partnerships and Communications to circulate a copy of Officer responses to the questions raised by the Independent Person.	Assistant Director - Strategy, Partnerships and Communications	<u>Circulated to Members via email on 13/12/24</u>
	Health and Safety 2024 / 25	That the draft Health and Safety Policy be brought back to a future meeting of the Committee to review on a performance basis.	Corporate Health and Safety Manager	
		The Health and Safety Quarterly report to the January 2025 Committee be expanded to include further clarification in respect of the basic standard checklist, as suggested by the Auditors.	Assistant Director - Place and Community / Corporate Health and Safety Manager	
	Report of the External Auditor on the Audit of Financial Years 2021 / 22 and 2022 / 23	A copy of the Chartered Institute of Public Finance and Accountancy Audit Committee document - The Local Audit Backstop: Key Questions Answered for Audit Committees be circulated to all Committee Members.	Interim Chief Finance Officer	<u>Circulated to Members via email on 17/12/24</u>