

## PERFORMANCE GOVERNANCE AND AUDIT COMMITTEE

### MATTERS ARISING FROM THE MINUTES

**18 JUNE 2024:**

<b>Minute Number</b>	<b>Minute Title</b>	<b>Action</b>	<b>Action By</b>	<b>Completion Date / Update</b>
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:**

<b>Minute Number</b>	<b>Minute Title</b>	<b>Action</b>	<b>Action By</b>	<b>Completion Date / Update</b>
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>  <u>16/01/25 – Follow-up meeting with Deputy Chief Executive and Chairperson is being arranged</u>

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**5 DECEMBER 2024:**

Minute Number	Minute Title	Action	Action By	Completion Date / Update
499	Health and Safety Update – Quarter 2 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 Policy will be considered at a future meeting of the Strategy and Resources Committee. Compliance and Governance in respect of the Policy will be reported through quarterly Health and Safety reports.
		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	<ul style="list-style-type: none"> <li>• An events checklist has been completed by Maldon District Council's (MDC) H&amp;S officer.</li> <li>• Elements of the checklist will be added to the booking form for all future events.</li> <li>• Any items not included on the booking form will be subject to the checklist.</li> <li>• The checklist and booking form will further support the Safety Advisory Group (SAG) meeting.</li> <li>• As part of the Amphora agreement MDC events utilise the Events500 online portal for event planning. H&amp;S checks are included within this platform with frequent reminders sent ahead of any events.</li> </ul>

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				<ul style="list-style-type: none"><li>Officers will continue to assess all detailed risk assessments that are provided by all events / concessions before coming onto the Council's parks and open spaces</li></ul>

### **16 JANUARY 2025:**

<b>Minute Number</b>	<b>Minute Title</b>	<b>Action</b>	<b>Action By</b>	<b>Completion Date / Update</b>
	Apologies for absence and Substitution Notice	Independent Person was missing from the Summons letter – this needs to be corrected	Committee Services	17/01/25 Summons letter templates has been amended
	Corporate Performance – Quarter 2	Assistant Director – Place and Community to confirm that the Council was delivering against affordable homes targets.	Assistant Director – Place and Community	Sent to Members 24/01/25