

Matters Arising from previous meetings of the Performance, Governance and Audit Committee

Meeting Date	Item (Title of Report)	Action	Lead Officer	Response / Update	Action response date
16-Jun-24	Infrastructure Funding Statement	Details regarding the allotments at Handley Green to be provided to Councillor J Driver	Head of Service - Planning Policy and Implementation	<p>Councillor Driver was emailed on 22 July 2024.</p> <p><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.</p> <p><u>29/10/25 Update</u> – The Head of Service - Planning Policy and Implementation advises that Maldon Town Council are / have adopted the allotments from the developer. Legal Services have confirmed that this is in accordance with the Section 106 Agreement. Councillor Driver has been informed of this.</p>	05/12/24 – The Chairperson requested that this item remained on the matters arising list.
17-Jul-25	Matters Arising	The Chairperson requested an update on the number of Members who had received General Data Protection Regulations (GDPR) training	Assistant Director - Resources	The Chairperson provided an update from the Assistant Director - Resources advising that 12 Members had completed training, and this would be evidenced on the Balance Scorecard for this month. The GDPR Boxphish course completions would be reported to the next meeting of the Committee.	Further update on GDPR BoxPhish training to come forward
18-Sep-25	Matters Arising	<u>Update on Members completing General Data Protection Regulations (GDPR)</u> - Details of GDPR Boxphish course	Chief Executive	Out of 31 Members, 16 have completed GDPR Training. The course was sent to Members again on 13 October 2025 allowing a further week for completion	24-Oct-25

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		completions to be reported to the next meeting of the Committee		Emailed to all Members	
18-Sep-25	Matters Arising	<u>Update on Members completing General Data Protection Regulations (GDPR)</u> - The Chief Executive suggested that an email from the Chairperson of this Committee and himself be sent to all Members as a gentle reminder to complete outstanding GDPR training.	Chief Executive	Email was sent to all Members on 10 October 2025 from the Chief Executive and Councillor W Stamp (Chairperson of the Committee) reminding them to complete their training	10-Oct-25
18-Sep-25	Matters Arising	<u>Infrastructure Funding Statement</u> - The Chairperson requested a further update on this matter arising from the meeting on 16 June 2024. In response Officers agreed to provide an update to the next meeting of the Committee.	Assistant Director - Planning and Implementation / Head of Service - Planning Policy and Implementation	Added to Committee tracker (01/10/25)	
18-Sep-25	Matters Arising	<u>Plan for the Audit of the Accounts for the Financial Year 2024 / 25</u> - The Chairperson asked the Chief Finance Officer to provide an update on the Leisure Contract to a future meeting of the Committee as it was important for the Committee to scrutinise this contract which she described as high risk to the Council.	Chief Finance Officer	Added to Committee tracker (01/10/25)	
18-Sep-25	Corporate Performance - Quarter 1	That the Assistant Director - Customer Services and Operations and her team are to meet with the Chief Finance	Chief Executive / Assistant Director - Customer Services and Operations /	The Assistant Director - Strategy, Partnerships and Communications met with the Chief Finance Officer and costs have been included in the growth template for	07-Oct-25

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		Officer and Chief Executive to discuss increasing budget levels in respect of marketing methods relating to business communication	Chief Finance Officer	2026 / 27. The Council is able to the Economic Development reserve during the year to promote the business newsletter and encourage sign-ups (Q3 and Q4).	
18-Sep-25	Corporate Performance - Quarter 1	<u>Support progress of Electric Vehicle (EV) charging</u> – The Assistant Director - Place and Community to confirm with the Technical Lead - Climate Action regarding the roadmap for the charging infrastructure and advise Members accordingly.	Assistant Director - Place and Community / Technical Lead Climate Action		
18-Sep-25	Corporate Performance - Quarter 1	<u>Support progress of Electric Vehicle (EV) charging</u> – The Chief Executive requested that Officers produce a short briefing, detailing the timescales on the levy projects, and funding etc. to provide further information for all Members on the current status. The Chairperson advised she would also speak to Councillor J C Stilts as she had also been dealing with Essex County Council.	Assistant Director - Place and Community / Technical Lead Climate Action / Chairperson of the Committee	An email was sent to Members of the Committee providing an update from Katie Pudney: Electric Vehicle and Charging Lead at Essex County Council	24-Oct-25
18-Sep-25	Corporate Performance - Quarter 1	<u>Affordable Housing units secured through planning policy</u> - It was noted that data was only available on a six monthly basis and it was agreed that Officers would discuss with the performance team regarding the missing data and presenting	Assistant Director - Place and Community / Assistant Director - Programmes, Performance and Governance	<u>Update from Head of Housing Operations:</u> Meeting scheduled with Performance Officer to review how affordable housing KPIs are presented in future reports to ensure clarity and consistency across text and visuals	21-Oct-25

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		reports differently to make it clearer where reporting was only every 6 months.			
18-Sep-25	Corporate Performance - Quarter 1	<u>Affordable Housing units secured through planning policy</u> - A Member requested details of the extant supply to project whether the Council was going to meet its needs against the Housing Register. (The Chairperson agreed that this would be noted)	Assistant Director - Place and Community	<u>Update from Head of Housing Operations:</u> Officers are currently reviewing the latest housing supply pipeline data and how this aligns with demand on the Housing Register. A briefing note will be produced to give Members a clearer picture of supply vs demand and how we're tracking against Local Plan and policy targets. Timelines TBC.	21-Oct-25
18-Sep-25	Corporate Performance - Quarter 1	<u>Affordable Housing units secured through planning policy</u> - Progress on bringing empty homes back onto the market would be reported to Members	Assistant Director - Customer Services and Operations	Officers are currently reviewing the latest housing supply pipeline data and how this aligns with demand on the Housing Register. A briefing note will be produced to give Members a clearer picture of supply vs demand and how we're tracking against Local Plan and policy targets. Timelines to be confirmed	21-Oct-25
18-Sep-25	Corporate Performance - Quarter 1	<u>Community Safety Partnership engagement and activities</u> - That Officers provide a presentation to the next meeting of the Committee regarding this and the contributions the Authority had made / was making to what areas of the District	Assistant Director - Customer Services and Operations	Added to Committee tracker (01/10/25)	
18-Sep-25	Corporate Performance - Quarter 1	<u>Knife Crime</u> - In response to comments regarding cutting the top off knives, the Chairperson advised that this comment would be noted and would be reviewed alongside into any	Assistant Director - Customer Services and Operations		

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		initiatives that have / could have happened in the District in respect of knives and knife crime			
18-Sep-25	Corporate Performance - Quarter 1	<u>Shellfish Sampling</u> - A short report / update would be brought to the next meeting on the samplings that had taken place to date.	Assistant Director - Place and Community	An update from the EH Commercial Manager was emailed to Members	24-Oct-25
18-Sep-25	Corporate Performance - Quarter 1	The Chief Executive agreed that for future reporting he would ensure that Officers would provide an updated to highlight if delivery was expected later within a year.	Chief Executive	Complete	10-Oct-25
18-Sep-25	Review of Corporate Risk - Quarter 1	<u>Risk 4 – Damage caused to the Council's reputation associated with delays to planned infrastructure delivery in the District by third parties which was due to mitigate approved development:</u> That future commentary of this risk would include any communications to identify where the Council was lobbying other organisations such as chasing delivery of the Heybridge health centre. Officers would also ensure that the Council's communications team were aware of these	Assistant Director - Planning and Implementation	Performance Officer has ensured with the risk owner that this has been considered as part of this risk when reviewing / updating each quarter going forward.	23-Oct-25
18-Sep-25	Review of Corporate Risk - Quarter 1	<u>Risk 4 – Damage caused to the Council's reputation associated with delays to planned infrastructure delivery in the</u>	Assistant Director - Planning and Implementation / Assistant Director -	<u>Update from Performance Officer / Head of Improvement and LGR:</u> The method hasn't changed nor criteria as to how we rate the risks. The policy refresh	22/10/2025

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		<u>District by third parties which was due to mitigate approved development:</u> The Chairperson requested that Officers discuss with the Assistant Director – Programmes, Performance and Governance whether the outcome of this risk changing may need reflecting in the Policy and its method, rather than the risk itself.	Programmes, Performance and Governance	at the beginning of the year triggered a register wide review and Risk 4 was one that was considered as a potential to be lowered. The impact was lowered to a 3, on the basis a 4 is national reputation coverage and 3 is local media and perception, and the likelihood lowered from a 5 to a 4 as the occurrence of reputational damage is not certain / constant	
18-Sep-25	Review of Corporate Risk - Quarter 1	<u>Risk 6 – Failure to meet the affordable housing need:</u> The Assistant Director agreed to discuss the comments raised with the Housing Team to see if there was a more accurate way of reflecting this Risk.	Assistant Director - Place and Community	This is being reviewed by the Head of Housing Operations / Director of Place, Planning and Growth. Any changes will be reflected in Quarter 2 reporting.	
18-Sep-25	Review of Corporate Risk - Quarter 1	<u>Risk 6 - Failure to meet the affordable housing need:</u> Further to the discussion, the Chairperson advised that Officers would review this risk and consider whether it should be split.	Assistant Director - Place and Community / Assistant Director - Planning and Implementation / Chief Executive	This is being reviewed by the Head of Housing Operations / Director of Place, Planning and Growth. Any changes will be reflected in Quarter 2 reporting.	
18-Sep-25	S106 Obligations and Infrastructure Funding Statement 2024 / 25	the Chief Executive advised that he met regularly with Tom Abell, Chief Executive of the Mid and South Essex Integrated Care Board and would ensure this matter was added to the agenda for their next meeting.	Chief Executive	Complete	10-Oct-25
18-Sep-25	S106 Obligations and Infrastructure Funding Statement	The Chief Executive agreed that a letter would be sent from the Council to the NHS to	Chief Executive		

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	2024 / 25	encourage spending of the S106 monies relating to health.			
18-Sep-25	Recommendation from the Overview and Scrutiny Committee - Planning Enforcement	That this matter be deferred to allow further consideration and reported back to the next meeting of this Committee for decision.	Assistant Director - Planning and Implementation / Corporate Governance Project Officer	Report being brought forward to the Performance, Governance and Audit Committee meeting on 13 November 2025	17-Oct-25