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

Meeting Date	Minute No.	Item (Title of Report)	Action	Lead Officer	Response / Update
16-Jul-26	160	Matters Arising	Regarding the action relating to installation of a green roof in Burnham-on-Crouch, the Chairperson requested that the matter be referred to the Environmental and Sustainability Working Group, particularly the suggestion to explore options other than a green roof to attract wildlife, such as planting an area of buddleia plants within Riverside Park	Director of Neighbourhood Services and Communities	The Environmental and Sustainability Working Group (the Working Group) will be asked to consider this matter and explore a range of options to enhance biodiversity and attract wildlife within Riverside Park, including but not limited to the planting of buddleia and other wildlife-friendly species. Any proposals arising from this work will be considered through the appropriate governance processes. 17 September 2026: The Chairperson requested an update on when the Working Group would consider the matter. **September 2026:** This matter has been added to the agenda for the Working Group meeting scheduled on 25 January - an update after this meeting will be sent to the Chairperson.
16-Jul-26	163	Internal Audit Reports - IT Governance Final Report (April 2026)	The Chief Executive advised that Officers were progressing a procurement process for a new IT system within the Council Chamber which included microphones and that further information would be provided to Members when available.	~~Chief Executive~~ / Director of Strategy and Improvement	Options have been presented to the Senior Leadership Team with accompanying demonstrations of the equipment being used by other Councils. The preferred option, based on functionality, cost, and improvements, has been shared with the Leader and Chairman of the Council and a briefing scheduled with the Process Improvement Champions Working Group (Councillors N D Spenceley and M E Thompson) on 3 September 2026. Replacement commenced over the summer period, including improvements made to the décor, and full completion is due week commencing 5 October 2026. 17 September 2026: The Chairperson requested that this remained on the matters arising list. **22 October 2026:** Implementation of new Chamber equipment is now completed and operational. It is recommended that this action be closed.

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Meeting Date	Minute No.	Item (Title of Report)	Action	Lead Officer	Response / Update
16-Jul-26	163	Internal Audit Reports - IT Governance Final Report (April 2026)	It was queried why the Council had stopped using Member nameplates. In response, the Chairperson requested that these be reinstated and made available at each meeting for Members to collect upon entering the chamber.	Committee Services / Facilities Team	Actioned. **17 September 2026:** The Chairperson requested that this remained on the matters arising list. It is recommended that this action be closed as new technology in Chamber complete.
16-Jul-26	163	Internal Audit Reports - Accounts Payable Final Report (June 2026)	In response to a question, the Director of Finance advised that target implementation date for the recommendation highlighted in the Internal Audit report was 31 October 2026. He agreed to provide feedback to Members on progress made against the recommendation and would take forward Members' comments regarding the need to undertake regular checks to identify duplicate accounts and ensure that no payments were being in error.	Director of Finance	Work to review the supplier master file and identify records that are inactive, duplicate or obsolete is ongoing. The target date for full completion remains 31 October 2026 due to the volume of data to work through. Supplier details on each weekly payment run continue to be verified and checked to ensure the correct accounts are being used for payments. **17 September 2026:** The Chairperson requested that this remained on the matters arising list.
17-Sep-26		Matters Arising	In respect of the installation of a green roof at Burnham-on-Crouch, the Chairperson requested an update on when the Environmental and Sustainability Working Group would consider the matter so that the Committee could receive a further update	Director of Neighbourhood Services and Communities	The Environmental and Sustainability Working Group (the Working Group) will be asked to consider this matter and explore a range of options to enhance biodiversity and attract wildlife within Riverside Park, including but not limited to the planting of buddleia and other wildlife-friendly species. Any proposals arising from this work will be considered through the appropriate governance processes. 17 September 2026: The Chairperson requested an update on when the Working Group would consider the matter. **September 2026:** This matter has been added to the agenda for the Working Group meeting scheduled on 25 January. It is recommended that this action be

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					closed as ownership sits with The Environmental and Sustainability Working Group now.
17-Sep-26		Health and Safety Update - Quarter One 2026 / 27	The Director of Finance highlighted that an update to the departmental defined performance data set out in the report was now available (as at 17 September) and provided some detail of where there were changes. He advised that an updated table would be circulated to the Committee outside of the meeting.	Director of Finance	
17-Sep-26		Health and Safety Update - Quarter One 2026 / 27	Confirmation was given that clarification would be sought from the Principal Assets Manager to ensure that the transition between Legionella contractors was seamless. The Chairperson requested that Officers provide an update to Councillor R G Pratt regarding concerns raised over areas of the building not being used and whether these would cause a possible increase in Legionella risk. The Health and Safety Manager advised that the new contractor would be carrying out a full assessment of the Council's system.	Corporate Health and Safety Manager / Director of Neighbourhood Services and Communities	**26 October 2026** - The new contractor is now in place, and they have commenced surveys and inspections at the offices and elsewhere with the intention of completing updated risk assessments. At the Council offices the contractor has installed a telemetry monitoring system for checking water temperatures remotely. This will be trialled, along with another site, before a decision will be made on more widespread use. At the main offices, Facilities Officers continue to carry out flushing of low-use water outlets as they did with the previous contractor. Facilities Officers will be updated on any changes that are required in their maintenance regimes as a result of the updated risk assessments, once they are completed.
17-Sep-26		Health and Safety Update - Quarter One 2026 / 27	The Head of Assets, Countryside and Coast had spoken to the Council's asbestos contractor and a further update on this would be requested. Members were reassured that if required, a reassessment of an area would take place.	Corporate Health and Safety Manager / Director of Neighbourhood Services and Communities / Head of Assets, Countryside and Coast	**26 October 2026** - Post the incident, the asbestos survey report was amended and re-issued by the contractor. The report was reviewed internally and considered fit for purpose; however, a decision was taken to strengthen the management of contractors and staff who may be involved with maintenance and/or refurbishment tasks and to implement a more robust system for periodic inspection.

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17-Sep-26		Leisure Contract Update	The Chairperson requested that details of membership numbers across the leisure centres be provided to the Committee in future reports.	Director of Strategy and Improvement / Head of Health Integration and Wellbeing	**22 October 2026** - Request noted and these figures will be included in future reports.
17-Sep-26		Leisure Contract Update	The Chairperson requested that, where tables containing figures were included in reports, consideration be given to their presentation, particularly in relation to text size and the readability of figures.	Director of Strategy and Improvement / Head of Health Integration and Wellbeing	**22 October 2026** - Request noted and these figures will be included in future reports.
17-Sep-26		Leisure Contract Update	The Chairperson advised that she had previously raised a query regarding Disabled Athletics training for the Olympics and whether they could be offered a reduced or concessionary subscription rate due to their training commitments. Officers were asked to follow up this enquiry and advise the Chairperson accordingly.	Director of Strategy and Improvement / Head of Health Integration and Wellbeing	**22 October 2026** - Officers have confirmed the individual would be provided with a free year's membership to support their selection for the Invictus Games, this offer is awaiting acceptance.