

Date of issue: Tuesday, 21 November 2023

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| <b>MEETING</b>  | <b>AUDIT AND CORPORATE GOVERNANCE COMMITTEE</b>               |
| <b>DATE AND TIME:</b>                                       | WEDNESDAY, 22ND NOVEMBER, 2023 AT 6.30 PM                     |
| <b>VENUE:</b>   | COUNCIL CHAMBER - OBSERVATORY HOUSE, 25 WINDSOR ROAD, SL1 2EL |
| <b>DEMOCRATIC SERVICES OFFICER:<br/>(for all enquiries)</b> | SHABANA KAUSER<br>07821 811 259                               |

### **SUPPLEMENTARY PAPERS**

The following Papers have been added to the agenda for the above meeting:-

\* Item 3 is an updated version of the papers circulated with the agenda.

#### **PART 1**

| <b><u>AGENDA<br/>ITEM</u></b> | <b><u>REPORT TITLE</u></b> | <b><u>PAGE</u></b> | <b><u>WARD</u></b> |
|-------------------------------|----------------------------|--------------------|--------------------|
| 3.                            | Action Progress Report     | 1 - 2              | All                |

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**SLOUGH BOROUGH COUNCIL**

**AUDIT & CORPORATE GOVERNANCE COMMITTEE**  
**ACTION PROGRESS REPORT**

13<sup>th</sup> September 2023

| <b>Minute reference</b> | <b>Agenda item and Action required</b>  | <b>Lead Officer</b>   | <b>Status / Comment</b>   |
|-------------------------|---|---|---|
| 16                      | <p><b>Minutes of the meeting held on 19<sup>th</sup> July 2023</b></p> <p>Meeting with Monitoring Officer, Group Leaders, Chair and Commissioners to be arranged re terms of reference/best practice.</p>   | Democratic Services to arrange.                             | <b>Completed.</b> Meeting held on 1 November 2023.  |
| 18                      | <p><b>Internal Audit Progress Report Quarter 2 2023/24</b></p> <p>Appendix B Overdue High Risk Actions: Fixed Penalty Notices - written reply detailing why this action is rated high</p> <p>Appendix to be updated for next meeting to include column with expected completion date, ensure all high outstanding actions are assigned, summary on all actions over a year old explaining why this is the case.</p> | <p>Head of Internal Audit</p> <p>Head of Internal Audit</p> | <p><b>Completed.</b> This was rated high in 9.21/22 Follow Up of Previous Management Actions - Quarter 2 as it was a repeat action from a prior audit. Furthermore, the action was again repeated in 26.21/22 Follow Up of Previous Management Actions- Quarter 3 where it was reclassified as a medium rated action as progress had been made to implement the action. The progress made relates to where “the Council has circulated the latest Fixed Penalty Notice (FPN) templates to relevant staff for use and ensure that dated versions are removed.”</p> <p><b>Completed.</b> See Agenda item 5.</p> |

