

SLOUGH BOROUGH COUNCIL
AUDIT & CORPORATE GOVERNANCE COMMITTEE
ACTION PROGRESS REPORT

Actions Arising from Meetings

4th March 2021

Minute:	Agenda item and Action:	For:	Status / Comment
34	<p>Members Performance Report - May 2020 to February 2021</p> <p>Item withdrawn.</p>	Interim Head of Democratic Services	29.7.21 meeting - agenda item 6.
35	<p>Internal Audit Progress Report - Quarter 4 2020/21</p> <p>Progress on implementation of high risk recommendations on IT Patch Management Operating Systems</p> <p>Debt Collection Agencies – details of the number of agencies being used and whether they held a proper contract with the Council to be included in the next committee report.</p>	<p>Vijay McGuire Associate Director – Business Services</p> <p>Steven Mair Section 151 Officer</p>	<p>Policy has now been developed and agreed at Information Governance Board, policy has now been introduced to IT policy library and is live</p> <p>The Council does not use debt collection agencies but it does use Enforcement Agents via a contract for Ctax / NNDR/ Accounts Receivable/ Rents (mainly for evictions) and it uses an Enforcement Agent on a separate contract for HB Overpayments</p> <p>It also uses the Court Enforcement Agents for Accounts Receivable which are allocated based on the debt</p> <p>The Council also uses Tracing Agents</p>

	Information whether cyber attacks had an affect on the Council's public liability insurance.	Vijay McGuire Associate Director – Business Services	Cyber risks are excluded from the Council's liability policies
39	<p>Audit Findings Report 2018/19</p> <p>That an extraordinary meeting to be scheduled prior to the municipal year 2021/22 to consider the Financial Statements 2018/19 and that the Leader of the Council/Cabinet Member for Regeneration & Strategy be invited to the meeting.</p>	Democratic Services	Completed. Extraordinary meeting held on 18.05.21.
40	<p>Internal Audit Actions Progress Report</p> <p>Clarification to be provided as to why the majority of the Outstanding Medium risk actions (as contained in appendix 1 to the report) were showing a target completion date of 30th July 2021.</p>	Steven Mair Section 151 Officer	The review of Internal Audit actions were reviewed by the Risk & Audit board on 9 th July and the process for review is being re-energised. The Board will report back to the next Audit and Corporate Governance Committee on progress of the actions
41	<p>General Data Protection Regulation Update</p> <p>Details of percentage of staff that had completed the mandatory GDPR training to be circulated to the Committee.</p> <p>Internal Audit to include whether adequate training and support for staff relating to GDPR was provided as part of the GDPR Post Implementation Audit scheduled for September 2021.</p>	Steven Mair Section 151 Officer RSM	<p>As at 29 June 2021 83% of staff had completed mandatory GDPR training. CMT and directors monitor via access to the dashboard reports and managers have access to their team training completion reports to pick review at team meetings and 1:1s.</p> <p>GDPR post implementation Audit is on the 2021 Audit plan</p>

10th December 2020

Minute:	Agenda item and Action:	For:	Status / Comment
21	<p>Internal Audit Progress Report – Quarter 3 2020/21</p> <p>Contract Management Everyone Active 19/20. Details of monies overpaid to EA to be circulated to the Committee.</p> <p>Implementation of a Flood Action Plan and for this to be in place as a priority.</p>	<p>RSM</p> <p>Executive Director, Corporate Operations</p>	<p>Completed. Leisure Development and Client Manager has developed a spend tracker to manage both commercial and non commercial spend and this has been evidence has been sent to RSM.</p> <p>In progress: Subsequent to the December A&G Meeting the Council had to deal with substantial flooding in Colnbrook. The EP/BC Manager is aware that the development of an overarching plan is a priority.</p>

3rd August 2020

Minute:	Agenda item and Action:	For:	Status / Comment
4.	<p>LGA Peer Review of Governance Arrangements</p> <p>To confirm the appointment of the Monitoring Officer.</p>	Chief Executive	Completed. Appointment of MO considered at Council meeting on 22.07.21
4.	<p>LGA Peer Review of Governance Arrangements</p> <p>To carry out a lessons learned review regarding the delay in external audit of the financial statements 2018/19.</p>	Steven Mair Section 151 Officer	This has been superceded by the response to the Grant Thornton recommendations on the 2018/19 accounts

Note: Actions to be removed from the log after being reported as ‘completed’ to the Committee.