

SLOUGH BOROUGH COUNCIL
AUDIT & CORPORATE GOVERNANCE COMMITTEE
ACTION PROGRESS REPORT

Actions Arising from Meetings

9th December 2021

Minute:	Agenda item and Action:	For:	Status / Comment
	<p>Action Progress Report</p> <p>Update on outstanding S106 funds due and amounts collected to date.</p>	Director of Finance	<p>Update on amount collected to date from £1.35m reported to Committee at last meeting £987k received to date, £313k outstanding; balance of £49k awaiting legal conclusions or no longer collectible</p> <p>Overall Position as of 31st December 2021 £1.28m of schemes have reached their trigger points & have been invoiced from a total potential value of £19.077m</p>
	<p>Fly tipping -number of prosecutions, fines and advisory letters that have been issued now service fully staffed</p>	Executive Director, Customer & Community	<p>Completed. Written response sent to members of the committee with papers</p>
	<p>DISH – memorandum and articles of association – details/web link to be circulated to Committee</p>	Director of Finance	<p>Completed. Email sent to committee members on 10.12.21</p>
	<p>Report detailing SUR arrangements regarding partnership related to Moxy hotel development and value of units sold to be provided for the next scheduled meeting.</p>	Director of Finance	<p>SUR Moxy and Apartments Apartments. The apartment scheme next to the Moxy Hotel is also known as the Old Library Site (Resi) Scheme and/or the Novus Apartments. This is a SUR Site Scheme (JV between the Council and SUR) which means that the land was opted to</p>

			<p>SUR and is owned by the Partnership. In line with the Partnership Agreement, the Partnership funds the costs of the development with any profits distributed 50:50 between both partners at the end of the scheme when all units are sold. The scheme comprises 64 apartments and commercial space beneath the apartments. The apartments have been valued at £17m (RICS independent valuation in summer 2021).</p> <p>The scheme was approved in early 2019 and completed in mid 2021. The first sales started in Summer 2021 and as at the end of January 2022, there have been 14 apartment sales and 4 are reserved (total sales value of £4.4m). 20 homes have been successful in securing First Homes status under a new pilot scheme announced by Homes England which means that first-time buyers will be offered discounts against the market value (the gap is fully funded by Homes England). This is expected to launch in February/March 2022, following the signing of the GFA and is anticipated that the scheme will result in additional sales to (a) first time buyers for the 20 units approved as part of the pilot and (b) other buyers as a result of increased market interest and marketing.</p> <p>A monthly marketing and sales report is provided by SUR to the Council. In addition, the SUR Board receives a quarterly progress update on Novus apartments – this includes a summary of marketing activity, markets explored (national and international), enquiries, offers, completions. It should be noted that the SUR Board includes representatives from the Council. The last update was received in December 2021. The SUR Board (including Council representatives) agreed to consider progress at its next meeting in March when it should be possible to assess the early impact of the Homes England First Funding pilot scheme.</p>
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	<p>List of outstanding member DBS checks to be sent to respective political leaders.</p> <p>Q2 internal audit report - negative opinions relating to Stephen Gibson's area – update to be provided at the next scheduled meeting.</p>	<p>Associate Director, Customer</p> <p>Executive Director, Customer & Community</p>	<p>Hotel. The hotel development is a different arrangement to the Novus Apartments – this is not a SUR Partnership scheme whereby the partners own the site, fund the scheme and share in any profits. The hotel was (and remains) a Council-led scheme which was built on Council-owned land and was fully funded by the Council. The design and build element of the hotel was delivered via SUR, with Morgan Sindall as the main build contractor, on a fixed fee basis. The ownership of this scheme remains with the Council.</p> <p>The Council has just completed a three month procurement exercise to appoint a strategic partner to advise it on its asset review and disposals programme. All investment properties are included as part of that review, including the hotel.</p> <p>Completed. Surjit Nagra contacted respective group leaders and Cllr Bedi on 14 December 21 As at 7th February, out of 42 councillors, 26 were complete, 1 in progress. A further reminder was sent to members week commencing 7th February</p> <p>Completed. Written response sent to members of the committee with papers</p>
	<p>Revised Terms of Reference</p> <p>Extraordinary meeting arranged to consider revised terms of reference incorporating Member and Commissioner comments.</p>	<p>Democratic Services</p>	<p>Completed. Meeting arranged 18.01.22. Revised Terms of Reference approved by Council on 27.01.22. Articles 9 and 9A of the constitution updated.</p>
	<p>Member Training Programme</p> <p>Revised report to be submitted to the extraordinary meeting and to include:</p>	<p>Democratic Services</p>	<p>Completed. Meeting arranged 18.01.22</p>

	<p>Training programme to include bespoke training for Chair/Vice-Chair of Committees</p> <p>Mandatory training for all Councillors regarding the accounts to be considered.</p> <p>Consideration be given to Members being appointed for a term of two years to the Committee to provide stability and greater understanding of issues.</p> <p>Cyber security training to be included in the training programme.</p>		
	<p>Local Government and Social Care Ombudsman - Complaints, Findings and Outcomes</p> <p>Committee to be updated on whether training on standards and behaviours completed by 27th September and induction by 11 October following the complaint had been delivered.</p>	<p>Monitoring Officer.</p>	<p>Completed. Training delivered 22.10.21.</p>
	<p>Internal Audit Update Quarter 3 2021/22</p> <p>Appendix A</p> <p>Children Missing Education - details of when comprehensive list of children not receiving suitable education, being monitored by the appropriate forum, to be reported to the next meeting.</p>	<p>Executive Director (Children)</p>	<p>Completed. Confirmation received on 14.12.21 that measures are in place:</p> <ul style="list-style-type: none"> • A comprehensive list of children not receiving a suitable education is produced and shared at the CME/EHE Forum • Active monitoring of such cases takes place within the CME/EHE forum

	<p>Debtors Management (page 185) - appendix amended to ensure end date of 31.03.22 not 21.</p> <p>Report on Commercial/Subsidiary Companies - including status of DISH to be scheduled for next ordinary meeting.</p> <p>Safety advisory group – no information for residents on website.</p> <p>JEH gross rental income / SLA for support staff – details to be included in report to March meeting</p>	<p>Director of Finance</p> <p>Director of Finance</p> <p>Director of Finance</p> <p>Director of Finance</p>	<p>Completed. Action complete and date updated to 31 March 2022</p> <p>Completed. Refer to agenda item 7</p> <p>Completed. Information is available on the council website via the following link: Advice to event organisers – Slough Borough Council</p> <p>JEH gross rental income Monthly monitoring reports and monthly management accounts are now prepared and reported to the Board. At the January Board meeting, results for the month of December were presented, including year to date and budget income vs actual. The Board has requested a range of information on a per-property basis – previously reported at a ward level – including rental gross income, actual income, arrears, tenancy type etc. This will be reviewed again at the February/March Board meetings and will be kept under regular review to ensure that the Board is providing with timely, relevant and high quality data to oversee the business.</p> <p>The budget for 2022/23 has been prepared and was presented for approval at the 20th January Board meeting. Directors have asked for more detail on all costs and this will be brought back to a further meeting on 17th February. This will also include a consideration of scenarios to inform financial viability assessments.</p>
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			<p>SLA for support staff</p> <p>An SLA has been in place since JEH was established which covers the key services provided by the Council – JEH does not employ any staff and all services are provided by Council teams. The existing SLA also provide details on the basis for charges, which are considered to be reasonable. However the SLA could be further strengthened to improve service delivery and performance and improved decision making. e.g. minimum services standards, KPIs, performance reporting standards, financial analysis and commentary and issues log reporting.</p> <p>A revised SLA was presented to the JEH Board in January however this was not approved by the Board and requires further changes to be incorporated. It also needs to align with the outcomes of the housing service team review and the outcome of the Options Review. The Board has requested that as a minimum, the SLA should be updated to provide more clarity on a number of critical before the end of FY 21/22. However it is recognised that the SLA may require updating again in early FY 22/23 based upon the Options Review and housing services review.</p> <p>The Council’s basis and accuracy of coding costs to JEH-related activities should be considered further to examine if actual costs are in line with costs charged to JEH. Subject to the outcome of the Options Review, this will be a separate piece of work in FY 22/23.</p> <p>As noted above, the budget for 2022/23 has been prepared and was presented for approval at the 20th January Board meeting. Directors have asked for further clarity, specifically around SLA costs and the budget will be represented at the February Board meeting for approval. This includes consideration of the costs of providing services to JEH.</p>
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	<p>Risk Management Update Quarter 3 2021/22</p> <p>Temporary accommodation –details of how many residents have been evicted since ban was lifted and does the council have register of landlords for residents and asylum seekers</p> <p>Refer to Customer and Community Scrutiny Panel to examine in depth.</p>	<p>Executive Director, Customer & Community</p> <p>Democratic Services</p>	<p>Completed. Written response sent to members of the committee with papers</p> <p>Completed. Referred to Panel.</p>
	<p>Internal Audit Progress Report Q3 2021/22</p> <p>IA plan 21/22 - Follow Up on Management Actions Q1 and Q2 - explanation as to why not been completed & finalise quarterly follow ups.</p>	<p>Director of Finance</p>	<p>In progress. See agenda item 8</p>
	<p>Structure of Internal Audit Options Appraisal</p> <p>Report updated to include implementation timeline and to be scheduled for the next ordinary meeting.</p>	<p>Director of Finance</p>	<p>Completed. See agenda item 6</p>

30th September 2021

Minute:	Agenda item and Action:	For:	Status / Comment
	<p>Action Progress Report</p> <p>Committee to be provided with an update on the implementation of Flood Action Plan to December meeting.</p>	<p>Director of Finance</p>	<p>Order raised with the Environment Agency on 9th November to undertake the assessment. Awaiting timeline from them for completion - the Environment Agency have some resource constraints and we expect this to be complete within the next 6 months</p>
	<p>Internal Audit Progress Report</p> <p>IT Business Continuity Audit – Update on whether the Disaster Recovery Plan was in place.</p>	<p>Director of Finance / Group Manager IT</p>	<p>The Council is aiming to implement its formal approach for the testing of business continuity and disaster recovery in line with the original target date of 31 /3/2022. In the interim and in order to manage the risks, priority has been given to ensuring data backups are tested.</p> <p>Update 15/2/22 - Sizing tool to determine sizing requirements was installed w/e 28/1/22, data collection and monitoring completed on 14/2/22. This data gathering will be used to support the procurement. It is proposed that procurement and testing will be February and March.</p>

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