

SLOUGH BOROUGH COUNCIL
AUDIT & CORPORATE GOVERNANCE COMMITTEE
ACTION PROGRESS REPORT

14th March 2023

Minute reference	Agenda item and Action required	Lead Officer	Status / Comment
48	<p>Internal Audit Action Tracking Report Q4</p> <p>Assistant Director, Housing, be invited to attend the July Committee meeting to discuss implementation of actions as set out in the report, including progress on developing a strategy to identify households which are no longer owed a duty to be accommodated under the Housing Act 1996.</p>	Executive Director Property & Housing/ AD Housing	Deferred to September committee meeting.
49	<p>Risk Management Update Q4</p> <p>Risk 12 - Governance and financial implications of the council companies: Confirmation that no further loans are being given to SUR</p> <p>Risk 4 – Impact of Cost of Living Crisis: RM update to include impact of increase in food costs in cost analysis</p>	<p>Executive Director Finance & Commercial</p> <p>Executive Director Finance & Commercial</p>	<p>Completed. Confirmed no further loans to SUR</p> <p>Completed. Risk register to be reviewed at meeting on 19/7/23</p>
50	<p>Counter Fraud Policy</p> <p>Annual Counter Fraud Report – schedule for July Committee.</p> <p>New Homes Bonus (empty properties initiative) - information relating to activity for 22/23 to be provided.</p>	<p>Head of Financial Governance (Internal Audit)</p> <p>Head of Financial Governance (Internal Audit)</p>	<p>Completed. On agenda for 19/7/23.</p> <p>Approval obtained for 23/24, the Counter Fraud Team are out on visits 19th and 20th July (254 visits on list). No approval for 22/23 from Senior Management.</p>

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	<p>Reporting fraud - Fraud Policy details on the website to be updated to reflect Observatory House address and not St Martin's Place.</p> <p>Future report to include fraudulent activity in areas relating to housing tenancy/sub-letting, council tax reduction, single person tax, business rates and COVID grants fraud.</p>	<p>Head of Financial Governance (Internal Audit)</p> <p>Head of Financial Governance (Internal Audit)</p>	<p>Completed – website updated.</p> <p>Completed. On agenda for 19/7/23</p>
51	<p>Slough Children First Governance Review - Update on Progress</p> <p>OFSTED report to be circulated to the Committee when published.</p>	Executive Director People (Children)	Completed. Email sent 23.03.23
52	<p>Internal Audit Progress Report</p> <p><u>Appendix A -</u></p> <p>General Ledger – 21/22 details of number of issues identified that remained outstanding</p> <p>Health and Safety training - details be provided re figures relating to non-completion of mandatory training</p>	<p>Head of Financial Governance (Internal Audit)</p> <p>Executive Director Strategy & Improvement</p>	<p>Completed: 22/23 review 8 High, 4 Medium, 2 Low 21/22 review 6 high, 4 medium, 1 low</p> <p>H&S Mandatory Training update:</p> <ul style="list-style-type: none"> • Intro to H&S – 59% compliance • DSE – 75% compliance • Risk Assessment (managers training) – 85% compliance • Accident Investigation (managers training) – 80% -compliance <p>H&S continue to work with managers to increase the compliance rates.</p>

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	Workforce Recruitment & Retention – “no formally agreed and monitored approach for performance management....and no retention policy.” Update be provided	Executive Director Strategy & Improvement	HR are working through an improvement plan which focuses on getting the basics rights i.e. processes, systems and procedures. The performance management systems have been created to record appraisals and will be rolled out alongside the new Corporate Plan. There is a recruitment policy that has been drafted but now needs to be reviewed as part of the implementation of a new Applicant Tracking System being developed for recruitment purposes.