

Corporate Committee Action Monitoring Log

Awaiting and Overdue

No.	Due Date	Updated Date	Meeting Date	Agenda Item	Description	Action	Comments	Owner
1	19.03.20	-	14.11.19	8	Rush Common Annual Report	To provide a summary of the Church on 101-3 Brixton Hill after its review.	To be provided outside the meeting	Area Team Manager
2	21.01.21	-	22.07.20	3	Work Programme and Action Monitoring	To circulate the HfL governance review to Committee Members.	To be provided outside the meeting	Director of Legal and Governance
3	12.11.20	-	22.07.20	3	Work Programme and Action Monitoring	To formally respond to questions raised on the cancelled March 2020 meeting.	To be provided outside the meeting	Democratic Services
4	21.01.21	-	22.07.20	6	2019/20 Annual Audit Progress Report	To submit the MoreUK HfL audit to Committee Members.	To be provided outside the meeting	Assistant Director of Corporate Finance
5	21.01.21	-	22.07.20	8	Children's Social Care – Risk Management	Members requested sight of plans to meet the high cost of placement budgets and care packages and improvements to the payments processes.	To be provided outside the meeting	Children's Social Care Director
6	21.01.21	-	17.09.20	5	Audit Committee Effectiveness	To run a further self-assessment after training to help select an independent member.	To be provided outside the meeting	Head of Internal Audit and Counter Fraud
7	21.01.21	-	17.09.20	11	Annual Workforce Metrics and Annual Equalities	The work output from the EDI Board would be made available to Members.	To be provided outside the meeting	Director for HR and Organisational Development

Future Agenda Items and Challenge Session

No.	Due Date	Updated Date	Meeting Date	Agenda Item	Description	Action	Comments	Owner
1	Dec 2020	23.01.20	25.07.19	3	Work Programme and Action Monitoring	To add <i>Homes for Lambeth</i> (HfL) to future challenge sessions, with programme management also noted for a future session.	Challenge Session	Democratic Services
2	19.03.20	14.02.20 22.07.20	23.01.20	7	Corporate Complaints – six-monthly update	To provide further feedback on the complaints report format so that it was tailored to provide suitable information and focus (whether on trends and volumes, or performance and responses).	For future agendas	Democratic Services
3	Dec 2020	-	17.09.20	10	Public Inspection	A legal opinion on HfL transparency and other HfL matters could be provided and would form part of the upcoming Challenge Session.	Challenge Session	Director of HR and OD
4	Ongoing	-	17.09.20	13	GDPR Risk Update	To regularly update Committee Members on the delivery of the iCasework system.	To be provided outside the meeting and in future reports	Interim Project Manager

Training

No.	Due Date	Updated Date	Meeting Date	Agenda Item	Description	Action	Comments	Owner
1	19.03.20	23.01.20	14.11.19	5	Complaints, Member's Enquiries and Fol 2018/19	To provide Councillors with complaints, ME and Fol training.	To arrange training	Interim Deputy Director for Resident Experience

Implemented/Finished

No.	Due Date	Completed Date	Meeting Date	Agenda Item	Description	Action	Outcome	Owner
1	19.03.20	14.02.20	30.01.20	3	Calculations of Council Tax Base and National non-Domestic Rates Return 2018/19	To send the original decision report for the CTS in 2018/19 (included full equalities impact assessment).	Provided via email on 14.02.20	Director of Finance and Property
2	23.01.20	19.03.20 agenda pack	14.11.19	11	Audit and Investigations Update	To report back on Jessop Stockwell Federation audit.	Provided via email on 08.01.20	Head of Internal Audit and Counter Fraud
3	19.03.20	06.07.20	19.12.19	5	Adult Social Care - Annual Complaints	Officers would provide a breakdown of complaints received orally – Table 2 (agenda pack, page 61) – outside the meeting, with Members noting that constituents often found their complaints were not rectified until they wrote in.	Provided via email on 06.07.20	Deputy Director for Adult Social Care
4	23.01.20	06.07.20	14.11.19	7	Corporate and Strategic Risk	To provide an outcome of the <i>Governance and Compliance</i> risk on inadequate governance and control of purchase cards and control measures.	Provided via email on 06.07.20	Director of Finance and Property
5	22.07.20	06.07.20	23.01.20	6	Procurement Update	To provide further information on the Social Value Corporate Group and the common approach across the Council and its partners.	Provided via email on 06.07.20	Head of Procurement
6	19.03.20	13.07.20	23.01.20	4	Pay Policy Statement	To provide further information on the payment of employers' pensions contributions of other public sector employers.	Provided via email on 13.07.20	Director of Human Resources and Organisational Development
7	19.03.20	13.07.20	23.01.20	4	Pay Policy Statement	To detail the reason why trainees, apprentices and school crossing patrol officers were excluded from payment information (agenda pack, page 33).	Provided via email on 13.07.20	Director of Human Resources and Organisational Development
8	19.03.20	22.07.20	14.11.19	5	Complaints, Member's Enquiries and Fol 2018/19	To ensure system handled data in line with regulations.	Provided as an agenda item on 22.07.20 meeting.	Interim Deputy Director for Resident Experience

No.	Due Date	Completed Date	Meeting Date	Agenda Item	Description	Action	Outcome	Owner
9	19.03.20	22.07.20	14.11.19	12	Risk Update on GDPR	To provide an update of iCasework system migration.	Provided as an agenda item on 22.07.20 meeting.	Interim Deputy Director for Resident Experience
10	26.09.19	22.07.20	25.07.19	10	Children's Social Care – Risk Management	To report back with further data on numbers of children in care compared to other local authorities.	Provided at 22.07.20 meeting	Director for Children's Social Care
11	19.03.20	22.07.20	14.11.19	12	Risk Update on GDPR	iCasework Review Update on issues affecting case management system.	Provided in 22.07.20 meeting	Head of Information Governance
12	17.09.20	23.07.20	22.07.20	3	Work Programme and Action Monitoring	To circulate the investigation into the criminal investigation of former Lambeth employee to Committee Members.	Provided via email on 23.07.20	Director of Legal and Governance
13	12.11.20	21.10.20	17.09.20	10	Public Inspection	To circulate external auditors' progress report to Members.	Provided via email on 21.10.20	Assistant Director for Corporate Finance
14	17.09.20	23.07.20	22.07.20	9	Complaints, Member's Enquiries and Freedom of Information Act Requests	To send Committee Members the Local Government Ombudsman (LGO)'s annual report.	Provided via email on 23.07.20	Interim Head of Customer Resolution and Improvement
15	19.03.20	01.09.20	19.12.19	8	Annual HR and OD Metrics Workforce Report	To hold a challenge session on Patrick Vernon's final report in March or once it was completed and recommendations had been made.	Challenge Session held on 01.09.20	Democratic Services
16	19.03.20	17.09.20	19.12.19	8	Annual HR and OD Metrics Workforce Report	A breakdown of detail in the report along race/ethnic, age, gender, and other protected characteristics would be circulated to Members and provided in future iterations of the report.	Provided in 17.09.20 meeting	Director of HR and OD
17	19.03.20	Training dates: 30.09.20, 27.10.20, 12.11.20, and 01.12.20	14.11.19	10	Audit Committee Effectiveness	Committee to undertake training to improve Members' skills and for Committee members to consider co-optee recruitment.	Training arranged	Head of Internal Audit and Counter Fraud and Corporate Committee Members

No.	Due Date	Completed Date	Meeting Date	Agenda Item	Description	Action	Outcome	Owner
18	19.03.20	01.12.20	14.11.19	13	Treasury Management Performance Report	To add Treasury management and financial performance to future training courses.	Training arranged	Director of Finance and Property
19	Post-Sept 2020	22.10.20	N/A	N/A	N/A	To provide Members with an update of the outcome of Sir Tony Redmond's review of external audit after its publication in September.	Provided via email on 22.10.20	Director of Finance and Property
20	12.11.20	22.10.20	17.09.20	7	Corporate and Strategic Risk	To confirm whether failure to adhere to the Homes for Lambeth (HfL) key guarantees could result in further risks to Lambeth's reputation or legal action for HfL; and that HfL were content that the identified risks sufficiently covered a failure to deliver estate regeneration.	Provided via email on 22.10.20	Risk Manager and Director of Legal and Governance
21	12.11.20	22.10.20	17.09.20	7	Corporate and Strategic Risk	To detail both internal and external carbon reduction strategic risks and send to Members in the interim.	Provided via email on 22.10.20 and in future reports	Risk Manager
22	22.07.20	23.10.20	23.01.20	5	Calculations of Council Tax Base and National non-Domestic Rates Return 2018/19	To provide a link to the discount policies listed on the Council's website and valuation office.	Provided via email on 17.11.20	Director of Finance and Property
23	25.11.20	17.11.20	27.10.20	N/A	Risk Management Training	To send Members the Risk Management training slides.	Provided via email on 17.11.20	Risk Manager
24	19.03.20	17.11.20	14.11.19	4	LGO Report – Parking Complaint	To provide the training course for parking staff and on making reasonable adjustment.	Provided via email on 17.11.20	Service Improvement Manager
25	23.01.20	17.11.20	14.11.19	4	LGO Report – Parking Complaint	To send measures on follow-up lessons learnt for all staff.	Provided via email on 17.11.20	Service Improvement Manager