

Annex B-Corporate Committee Action Log – Corporate Committee Action Monitoring

Awaiting and Overdue

No.	Due Date	Updated Date	Meeting Date	Agenda Item	Description	Action	Comments	Owner
1	21.01.21	25.03.21	17.09.20	5	Audit Committee Effectiveness	To run a further self-assessment after training to help select an independent member.	<p>Self-assessments have now been returned and work is underway to complete the analysis.</p> <p>A verbal update on next steps will be provided at the 25/03/2021 meeting. Report at this meeting self-assessments had been completed.</p> <p>A next steps report would be coming to 20/05/2021.</p>	Deputy Chief Audit Executive
2	20.05.21	09.04.21	25.03.21	3	Work Programme 2021/22	To hold a workshop, with officers, before 20 May 2021 to help develop the Corporate Committee Work Programme for 2021/22.	A date is currently in the diary for 28 April.	Democratic Services
3	20.05.21	-	25.03.21	6	Internal Audit and Counter Fraud Plan	Officers agreed to provide Members with a written response on how Counter Fraud and Internal audit achieved combined assurance.		Internal Audit

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4	TBC	-	25.03.21	5	Internal Audit and Counter Fraud Progress	Committee Members requested a confidential meeting with Legal and Counter Fraud to discuss the dismissal of a headteacher employed by Lambeth Council		Counter Fraud Manager and Director for Legal and Governance
5	TBC	-	25.03.21	5	Internal Audit and Counter Fraud Progress	Officers agreed to send a breakdown of contract management reviews performed over the last two-three years.		Deputy Chief Audit Executive
6	September 2021	-	25.03.21	7	Corporate and Strategic Key risk	one member of the committee requested that the relevant Cabinet Member and Head of Service for Youth Violence attended the next risk discussion, as the Corporate Youth Violence risk had remained very high for a long period of time.	To be attend the meeting.	Risk Manager / Assistant Director of Community Safety.

Future Agenda Items and Challenge Session

No.	Due Date	Updated Date	Meeting Date	Agenda Item	Description	Action	Comments	Owner
1	Nov 2021	-	25.11.20	5	Adult Social Care – Annual Complaints	To detail specific problems, mitigations and effects; in addition to providing a breakdown of timeframes Lambeth responded within.	To be included in future reports	Deputy Director of Adult Social Care
2	20.05.21	-	25.11.20	10	Corporate Complaints – Six-monthly Update	To report back on the Corporate Complaints Unit's Improvement Plan	To be included in future reports	Head of Customer Resolution and Improvement
3	20.05.21	-	25.11.20	10	Corporate Complaints – Six-monthly Update	To provide a comprehensive study of Member's Enquiries.	To be included in future reports	Head of Customer Resolution and Improvement
4	TBC	-	21.01.21	11	Administration of funds held in trust in connection with THET (Central Hill Estate)	To request the Strategic Director of Resident Services' recommendations on the administration of the trust be presented at a future meeting of Corporate Committee and that no steps be taken	To be included in a future report An update was circulated to	Director of Housing and Contracts Lawyer

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						by the Council concerning administration of the funds until: a. Consultation with stakeholders, covering residents, councillors' and officers had been undertaken; and b. Findings from the consultation exercise (a. above) was shared with Corporate Committee.	members 20.04.2021. A further update will be sent mid-june.	
6	January 2022 (TBC)	-	21.01.21	9	Pay Policy Statement	For future reports, the Committee requested additional statistics to make clear what proportion of staff were not on the lowest point of their paygrade, including what point they were on. Further information was also requested on the process for setting salaries, when not appointed to the lowest point.	To be included in future reports	Director of Human Resources and Organisational Development
7	TBC	-	-	-	RIPA Policy Amendment and Social Media and investigations	To report to committee once the report has been completed and finalised.	To attend committee	Senior Prosecution Lawyer and Director of Human Resources and Organisational Development.
8	20.05.21	-	25.03.21	3	Audit Effectiveness Committee	A report based on the committee self-assessment results would attend the 20 May Corporate Committee meeting.	To attend committee	Deputy Chief Audit Executive

Training

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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	Head of Customer Resolution & Improvement
2	TBC	-	25.03.21	9	Data Protection/Data Owners	As a data owner Councillors would be responsible for the data they held. Training for Councillors would be implemented.	To arrange training	Information Governance Lawyer

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

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6	19.03.20	13.07.20	23.01.20	4	Pay Statement Policy	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 Statement Policy	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 FoI 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
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

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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
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	Provided via email on 22.10.20	Risk Manager and Director of

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						reputation or legal action for HfL; and that HfL were content that the identified risks sufficiently covered a failure to deliver estate regeneration.		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
26	21.01.21	04.12.20	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).	Response provided on 03.12.20	Committee Members
27	12.11.20	15.12.20	22.07.20	3	Work Programme and Action Monitoring	To formally respond to questions raised on the cancelled March 2020 meeting.	Provided via email on 15.12.20	Democratic Services

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28	21.01.21	15.12.20	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.	Provided via email on 15.12.20	Children's Social Care Director
29	21.01.21	16.12.20	25.11.20	7	Audit and Investigations Update	To send the mandatory staff Counter Fraud e-learning exercise to Committee Members.	Provided via email on 16.12.20	Counter Fraud Manager
30	21.01.21	21.01.21	25.11.20	7	Audit and Investigations Update	The Chair requested that a graph was included for counter-fraud targets.	Provided in 21.01.21 meeting	Counter Fraud Manager
31	25.11.21	25.11.21	17.09.20	13	GDPR Risk Update	To regularly update Committee Members on the delivery of the iCasework system.	Provided in 25.11.20 agenda (pages 268-9) and in future reports	Head of Customer Resolution & Improvement
32	21.01.21	17.12.20	22.07.20	3	Work Programme and Action Monitoring	To circulate the HfL governance review to Committee Members.	Provided via email on 17.12.20	Director of Legal and Governance
33	21.01.21	18.12.20	17.09.20	11	Annual Workforce Metrics and Annual Equalities	The work output from the EDI Board would be made available to Members.	Provided via email on 18.12.20	Director for HR and Organisational Development
34	21.01.21	11.01.21	25.11.20	7	Audit and Investigations Update	The TRA-finance allegations referred to would be reviewed by the Counter Fraud Manager.	Update provided via email on 11.01.21	Counter Fraud Manager
35	19.03.20	12.01.21	14.11.19	8	Rush Common Annual Report	To provide a summary of the Church on 101-3 Brixton Hill after its review.	Update provided via email on 12.01.21 with work programme updated.	Area Team Manager

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36	21.01.21	21.01.21	25.11.20	7	Audit and Investigations Update	To invite the Head of Service (ICT) to future meetings and comments to be provided to Members outside the meeting on the IT Performance Management and Disaster Recover management actions.	Head of ICT addended Committee on 25.01.21 to provide an update / answer questions.	Audit and Democratic Services
37	21.01.21	26.01.21	25.11.20	9	Treasury Management Performance	Officers to confirm the Council's average cost of capital in terms of internal capital or the Public Works Loan Board sourcing.	Information provided via email on 26.01.21	Director of Finance and Property
38	21.01.21	21.01.21	25.11.20	6	Adult Social Care – Covid-19 Response Plan	There was an overarching Recovery Plan, which officers would send to Committee Members.	Information provided via email to Committee Members on 26.01.21	Executive Director Adult Social Care
39	21.01.21	29.01.21	25.11.20	8	Statement of Accounts 2019/20 and Annual External Audit	Committee Members to ask further questions on the Statements of Accounts and for replies to be consolidated by Democratic Services.	Responses to questions from Cllr Ainslie and Cllr Garden were circulated to Committee Members via email on 29.01.21	Finance and Democratic Services
40	21.01.21	22.02.21	22.07.20	6	2019/20 Annual Audit Progress Report	To submit the MoreUK HfL audit to Committee Members.	Information provided via email on 22.02.21	Assistant Director of Corporate Finance

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41	Dec 2020	02.02.21	25.07.19	3	Work Programme and Action Monitoring	To add Homes for Lambeth (HfL) to future challenge sessions, with programme management also noted for a future session.	Challenge Session held on 02.02.21	Democratic Services
42	Dec 2020	02.02.21	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 held on 02.02.21	Director of Legal and Governance
43	21.01.21	08.03.21	25.11.20	8	Statement of Accounts 2019/20 and Annual External Audit	To update the Committee with the final Statement of Accounts	Information provided via email on 08.03.21	Director of Finance and Property
44	25.03.21	25.03.21	21.01.21	4	Audit and Investigations Update (Fraud)	The Committee also asked for further information, on lessons learned in relation to fraud cases and counter fraud, to be included in future reports.	Information provided at 25.03.21 Yearly lesson learned to attend May and then to be included in every report after.	Counter Fraud Manager
45	20.05.21	09.04.21	25.03.21	6	Corporate and Strategic Key Risk report Q4 2020-21	James Haddock was advised that both transcripts from Cabinet and Corporate Committee would be circulated by Democratic Services to the Director of Finance and Property. These would be reviewed alongside any additional statements. Once reviewed appropriate actions would take place.	Emailed both transcripts to the Director of Finance and Property on 09.04.21.	Democratic Services

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46	May 2022	19.04.2021	25.03.21	8	Counter Fraud and Policies Procedures 2021/22	that references to officers were to be anonymised and listed in an appendix each year and in future the committee should look at one or two of the policies periodically to allow each policy to be analysed in detail.	To be included in future reports and attend committee. Has been scheduled to attend CC in November 2021 and January & March 2021.	Counter Fraud Manager
47	TBC Summer/Autumn	19.04.2021	25.03.21	5	Procurement	The procurement team would report back to committee in Summer/Autumn, to provide an update that would include contract management procurement.	To attend committee Has been scheduled to attend CC in September	Director of Finance and Property and Head of Procurement
48	20.05.21	20.04.2021	25.03.21	3	Administration of funds held in trust in connection with THET (Central Hill Estate)	A written update would be provided by the Director for Housing Services to demonstrate what the next steps would be and when the item would return to Corporate Committee.	Update circulated to members on 20.04.2021.	Director for Housing