

Corporate Committee Action Monitoring Log 2021/22

Meeting date	Description	Action	Owner	Due date
22.07.21	Internal Audit and Counter Fraud	A meeting with the Educations and School's department to discuss contract management.	Counter Fraud Manager and Interim Director of Legal and Governance	TBC
07.10.21	Key Risk Report Q2 2021-2022	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.	Risk Manager	31.03.22
02.12.21	Mazars External Audit Update	To liaise with officers from the Highways department to identify whether they were aware of Lambeth paying for drains within Thames Water land. Furthermore, whether work that had been undertaken by Lambeth contractors should have been paid for by Thames Water	Director of Finance and Property	14.01.22
02.12.21	Tower Hamlets Environmental Trust (Central Hill Estate) Update	The committee requested that the Assistant Director for Neighbourhood Housing checked whether the consultation institute could be involved in consultations moving forwards. In addition, to provide an email that was sent to a ward councillor which would provide further clarification on the fund.	Assistant Director for Neighbourhood Housing	14.01.22

Completed Actions

Meeting date	Description	Action	Outcome	Owner
25.03.21	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.	It was highlighted that yearly lessons learned would attend May and then be included in every report after. (Action has been placed on the work programme alongside the item)	Counter Fraud Manager
25.03.21	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 transcripts to the Director of Finance and Property on 09.04.21	Democratic Services
25.03.21	Counter Fraud Policies and Procedures	That the committee would look at one or two of the policies periodically to allow each policy to be analysed in detail.	Has been scheduled to attend committee in November 2021 and January & March 2022	Counter Fraud Manager
25.03.21	Procurement	The procurement team would report back to committee in Summer/Autumn, to provide an update that would include contract management procurement.	Has been scheduled in to attend committee in September 2021	Director of Finance and Property and Head of Procurement
25.03.21	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 by Democratic Services on 20.04.21	Director for Housing
25.03.2021	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	Held on 28 April 2021, 5PM	Democratic Services.
21.01.2021	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	This has been included alongside the item on the work programme to ensure this is picked up.	Director of Human Resources and Organisational Development

		were on. Further information was also requested on the process for setting salaries, when not appointed to the lowest point.		
25.03.2021	Corporate and Strategic Key Risk report Q4 2020-21	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.	This has been included alongside the item on the work programme to ensure this is picked up. Both individuals have been sent a meeting invite for September.	Risk Manager / Assistant Director of Community Safety
25.03.2021	Internal Audit Counter Fraud Progress	Officers agreed to send a breakdown of contract management reviews performed over the last two-three years.	Completed. Email was circulated to members by Democratic Services on 12.05.21.	Deputy Chief Audit Executive
17.09.2020	Audit Committee Effectiveness	To run a further self-assessment after training to help select an independent member.	Process complete.	Deputy Chief Audit Executive
25.03.2021	Audit Committee Effectiveness	A report based on the committee self-assessment results would be presented to the 20 May Corporate Committee meeting.	Action completed.	Deputy Chief Audit Executive
25.03.2021	Internal Audit and Counter Fraud Plan	To provide members with a written response on how Counter Fraud and Internal audit achieved combined assurance	Action completed; email circulated to members on 27.05.21	Deputy Chief Audit Executive
20.05.21	Corporate Committee Annual Report 2020/21	The actions written by the previous Chair; Cllr Garden to be circulated to all Committee Members	Action completed; circulated via email to members on 27.05.21	Internal Audit
25.03.2021	Internal Audit and Counter Fraud Progress	To hold a confidential meeting with Legal and Counter Fraud to discuss the dismissal of a headteacher employed by Lambeth Council, who had been subject to an investigation.	Action Complete. An additional meeting to be scheduled later in the year	Counter Fraud Manager and Interim Director of Legal and Governance
21.01.2021	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 by the Council concerning administration of the funds until: <ul style="list-style-type: none"> a. Consultation with stakeholders, covering residents, councillors' 	Action complete, to attend the November committee meeting. An update was sent to members on 22.07.21	Director of Housing and Contracts Lawyer

		and officers had been undertaken; and b. Findings from the consultation exercise (a. above) was shared with Corporate Committee.		
22.07.21	Work Programme and Action Monitoring	To circulate the job advert link for the Independent Member role.	Action completed; link circulated to all members on 28.07.21	Democratic Services
22.07.21	Internal Audit and Counter Fraud	To engage with ICT to request an update on their current position on recording equipment that staff held and would circulate the timetable on this which, was in the audit report. In addition, to identify whether the security policy dated 2017 would be updated as no officers from the service was present at the meeting.	Action completed; email circulated to all members on 03.08.21	Director of Finance and Property
22.07.21	The Annual Workforce and Equality & Diversity Report	That the results and trends based on the completed well-being pulse survey be circulated to members	Action completed; email circulated to all members on 03.08.21	Director of Human Resources and Organisational Development
22.07.21	Internal Audit and Counter Fraud	To circulate a briefing note to demonstrate work that had been done with revenues in relation to business rates grants paid as a result of the pandemic, what issues Counter Fraud identified and the number of cases that had to be progressed to recovery and those to be progressed through the courts	Action completed; email circulated to all members on 06.08.21	Counter Fraud Manager
22.07.21	Internal Audit and Counter Fraud	It was noted that Housing Scrutiny Sub Committee would arrange a disrepair's session with Housing, and they would invite Corporate Committee members to this.	Action completed; members were emailed on 08.09.21 two Housing Scrutiny Sub-committee dates for which they could request an invite to. These focused on disrepairs and repairs.	Democratic Services / Housing Scrutiny Sub-Committee
22.07.21	Children's Social Care – Risk Management	An update would be circulated on staff turnover and a briefing would be circulated to committee members which captured national and PAN London issues and current activities to tackle youth violence.	Action completed; an email was circulated to members on 10.09.21	Strategic Director of Children's Services

22.07.21	Children's Social Care – Complaints	To identify what NHS body would represent Lambeth in the integrated care system and whether Lambeth had assessed the impact of discharge to assess change. This would be shared with members.	Action completed; an email was circulated to members on 10.09.21	Director of Children's Social Care
22.07.21	Children's Social Care – Complaints	To circulate bench marking figures once Lambeth's statistical neighbours had received their data.	Action completed; an email was circulated to members on 10.09.21	Children's Social Care, Complaints Manager
14.11.2019	Complaints, Member's Enquiries and Fol 2018/19	To provide Councillors with complaints, ME and Fol training.	Discussed with the head of democratic services this will be part of the wider development member programme.	Head of Democratic Services
22.07.21	Risk Management Assurance for the HfL regeneration Programme	To circulate an amended report which included key risk data, in order for members to review the format. This would be circulated to committee members to ensure that a suitable format would be presented the next time this item attended the committee.	Template circulated to members on 14.09.21	Director of Regeneration and Housing Growth
07.10.21	Work Programme and Action Monitoring Log	It was requested that Democratic Services would recirculate the Internal Audit and Counter Fraud breakdown of contract management reviews performed over the past two to three years.	Recirculated by Democratic Services on 08.10.21	Democratic Services
07.10.21	Internal Audit and Counter Fraud Progress Report 2021-22	A more detailed response on why HfL was substituted as well as to identify when, in the next financial year this would be able to return to the Committee.	Email sent to member by the Chief Audit Executive on 10.10.21	Chief Audit Executive
07.10.21	Mazars External Audit Update 2020-21	A more detailed response from Mazars be circulated to set out to committee members the number of outstanding objections and the audit years that they referred to.	Email circulated by Democratic Services to members on 15.10.21	Partner at Mazars
07.10.21	Data Protection Act 2018 (DPA) Update Report	That a Data Protection Information Assessment (DPIA) could be performed to assess risks and put measures in place to mitigate risks. This was in relation to vulnerable individuals using communal	Email circulated by Democratic Services to members on 09.11.21 team would do a DPIA and provide outcomes on their next report which has been	Information Governance Lawyer

		computers within community hubs in order to do their online transactions.	flagged on the work programme.	
07.10.21	Internal Audit and Counter Fraud Progress Report 2021-22	To liaise with Housing to identify a precise number of individuals on the housing waiting list and the number of those who were bidding.	Email circulated by Democratic Services on 11.11.21 noting that this data would be in the IACF report 2 December 21.	Counter Fraud Manager
07.10.21	Internal Audit and Counter Fraud Progress Report 2021-22	If a member of staff resigned whilst under investigation it was understood that this would be highlighted in their reference. This would be confirmed with Human Resources (HR).	Email circulated with the above action by Democratic Services on 11.11.21.	Counter Fraud Manager
07.10.21	Adults Social Care Complaints Annual Report 2020-21	An explanation to be provided to committee members on Minnie Kidd House's complaints system. In addition, to identify whether families knew which organisation they would need to complain to.	Email circulated by Democratic Services on 17.11.21	Deputy Director of Adults and Health
25.03.21	Data Protection/Data Owners	Councillors would be responsible for the data they held. Training for Councillors would be implemented.	Discussed with the Head of Democratic Services, this will be part of the wider development member programme.	Information Governance Lawyer
07.10.21	Key Risk Report Q2 2021-2022	More information would be provided to members on Private Finance Initiative (PFI) schemes to identify if Lambeth was involved with the scheme and if so, what Lambeth's risks were.	Email circulated by Democratic Services on 19.11.21	Risk Manager
N/A	RIPA Policy Amendment and social media and Investigations	To report to Committee once the report had been completed and finalised	Under the January 2021 work programme.	Senior Prosecution Lawyer / Director of Human Resources and Organisational Development
07.10.21	Risk Management Strategy and Policy 2020-23 - Annual Review	Once the Venn Diagram exercise was completed it would be circulated to members for their comments.	Email circulated by Democratic Services on 10.12.21	Democratic Services
02.12.21	Mazars External Audit Update	Clarification on 'The suggested objection that a committee member referred to which included major works carried out by Lambeth properties including the Housing Revenue Accounts (HRA); although, it was explained	Email circulated by Democratic Services on 13.12.21	Director of Finance and Property

		that this was not related to any of the three 2018-19 objections'		
07.10.21	CIPFA Financial Management Code	A more detailed response circulated to members in regard to Lambeth and activity-based costing	Email circulated to members by Democratic Services on 16.12.21	Assistant Director for Corporate Finance
02.12.21	Risk Management Assurance for the HFL Regeneration Programme	To circulate to the committee the accumulated interest to date on the loan for Homes for Lambeth (HfL).	Email circulated to members by Democratic Services on 07.01.22	Head of Treasury and Pensions
07.10.21	Key Risk Report Q2 2021-2022	There was a detailed improvement plan in regard to the Independent Inquiry into Child Sexual Abuse (IICSA) risk. James Rimmington would ensure that lessons learned were circulated to committee members.	Email circulated to members by Democratic Services on 07.01.22	Risk Manager