

Please ask for:

Linda Coote

Direct dial:

(023) 9254 5340

Fax:

(023) 9254 5587

E-mail:

11 September 2024

S U M M O N S

MEETING: Standards & Audit Sub Board
DATE: 19 September 2024
TIME: 6.00 pm
PLACE: Committee Room 1
Democratic Services contact: Linda Coote

Peter Baulf
BOROUGH SOLICITOR AND MONITORING OFFICER

MEMBERS OF THE BOARD

Councillor Cox
Councillor Mrs Cully
Councillor Hutchison

Councillor Hylands
Councillor Raffaelli

FIRE PRECAUTIONS

(To be read by the Mayor if members of the public are present)

In the event of the fire alarm sounding, please leave the room immediately. Proceed downstairs by way of the main stairs or as directed by GBC staff, follow any of the emergency exit signs. People with disability or mobility issues please identify yourself to GBC staff who will assist in your evacuation of the building.

IMPORTANT NOTICE:

- If you are in a wheelchair or have difficulty in walking and require access to the Committee Room on the First Floor of the Town Hall for this meeting, assistance can be provided by Town Hall staff on request.

If you require any of the services detailed above please ring the Direct Line for the Democratic Services Officer listed on the Summons (first page).

NOTE:

- i. Councillors are requested to note that, if any Councillor who is not a Member of the Board wishes to speak at the Board meeting, then the Borough Solicitor is required to receive not less than 24 hours prior notice in writing or electronically and such notice shall indicate the agenda item or items on which the member wishes to speak.
- ii. Please note that mobile phones should be switched off or switched to silent for the duration of the meeting.
- iii. This meeting may be filmed or otherwise recorded. By attending this meeting, you are consenting to any broadcast of your image and being recorded.

AGENDA

1. APOLOGIES FOR NON ATTENDANCE
2. DECLARATIONS OF INTEREST
3. MINUTES OF THE MEETING OF THE SUB BOARD HELD ON 20 JUNE 2024 (Pages 5 - 8)
4. DEPUTATIONS- STANDING ORDER 3.4

(NOTE: The Board is required to receive a deputation(s) on a matter which is before the meeting of the Board provided that notice of the intended deputation and its object shall have been received by the Borough Solicitor by 12 noon on Tuesday 17 September 2024. The total time for deputations in favour and against a proposal shall not exceed 10 minutes)

5. PUBLIC QUESTIONS - STANDING ORDER 3.5

(NOTE: The Board is required to allow a total of 15 minutes for questions from Members of the public on matters within the terms of reference of the Board provided that notice of such Question(s) shall have been submitted to the Borough Solicitor by 12 noon on Tuesday 17 September 2024)

6. AUDIT PROGRESS REPORT (Pages 9 - 20)

To update the sub board on the progress of the Audit Plan 2024/25, agreed (March 2024), to the Members with responsibility for governance.

7. RISK MANAGEMENT POLICY AND STRATEGIC RISK REGISTER (Pages 21 - 32)

To seek approval from Members in regards to the Risk Policy 2024, following a review and update.
To present the Strategic Risk register, for noting, as at August 2024, in line with the Risk Management Policy.

8. FACILITIES MANAGEMENT UPDATE (Pages 33 - 34)

This report sets out the actions taken so far by the Town Hall security officer group and its forward plan.

9. LOCAL GOVERNMENT OMBUDSMAN REVIEW 2023/2024 (Pages 35 - 42)

To advise the Sub Board of the Annual Review Letter 2024 received from the Local Government Ombudsman.

10. HOUSING SERVICE ANNUAL COMPLAINTS PERFORMANCE AND SERVICE IMPROVEMENT REPORT 2023/2024 (Pages 43 - 86)

The purpose of this report is to present the

- Housing Services annual complaints performance and service improvement report for the period 01 April 2023 to 31 March 2024, in accordance with the Housing Service Complaints Policy and the Housing Ombudsman Complaint Handling Code.
- The annual Self-Assessment Form against the Housing Ombudsman Complaint Handling Code

11. FREEDOM OF INFORMATION PERFORMANCE JULY 1ST 2023- JUNE 30TH 2024 (Pages 87 - 94)

To report to the Sub Board on the performance of the administration of Freedom of Information (FOI) requests.

12. GIFTS & HOSPITALITY RETURN FOR COUNCIL STAFF (Pages 95 - 96)

To advise the Sub Board of the Gifts and Hospitality declared by Council Staff for the period April 2023-March 2024

13. ANY OTHER ITEMS