

RECORD OF ACTION POINTS:

Performance and Governance Committee

Date: 28 June 2011

<u>Action</u>	<u>Description of Action</u>	<u>Response from Responsible officer</u>
ACTION 1	With regard to paragraph 3(a) of the Committee's Terms of Reference, it was agreed that the Committee would receive regular reports from the Finance Advisory Group in the form of the Group's minutes.	This has been added as a standing item on the Committee's agenda.
ACTION 2	In response to a suggestion, the Corporate Resources Director undertook to investigate whether it was possible to include more Officer commentaries and notes for items on Covalent.	With the current resources available across the Council it is difficult to prioritise the provision of commentaries more frequently than quarterly. However, taking the concerns of Members on board, Officers will ensure that up to date commentaries are provided before each meeting date. So if the most recent data to be reported is August and therefore not a quarter, commentaries will be provided for the data at that point. Commentaries will continue to be provided for Red and Amber indicators only.
ACTION 3	In response to a query, the Corporate Resources Director undertook to inform the Licensing Partnership Manager of Members' concern regarding taxi enforcement checks and enquire about whether the Council could be held responsible if the target was not fulfilled.	The targets set for this indicator are set locally by Sevenoaks District Council. There is no national legislation controlling or monitoring the number of enforcement checks on Hackney Carriage or Private Hire Vehicles and therefore no liability on the Council if 100% of checks are not completed.

Performance and Governance Committee – 27 September 2011

ACTION 4	Officers undertook to include in the commentary on the performance indicators the number of staff on long term sick leave as well as the average number of days lost.	Officers will now include additional, relevant data within the commentaries provided for sickness absence. Data is available on the number of staff unable to work due to illness and this will be included.
ACTION 5	In response to a suggestion, the Corporate Resources Director undertook to include target trends in the performance monitoring.	Officers have reviewed the layout and detail included within the performance reports received by the Committee. As a result of Member feedback the layout of the report has been amended to include a chart showing the recent performance for each indicator allowing trends to be illustrated and assessed.
ACTION 6	When the Constitution was next amended, the Corporate Resources Director undertook to update the Committee's Terms of Reference to take into account their extended remit with relation to Audit, Risk and Anti-Fraud.	This item has been noted by Democratic Services and will be considered as part of the next general review of the Constitution.
ACTION 7	The Corporate Resources Director undertook to investigate, in consultation with the Head of Legal and Democratic Services, the issue of complaints being forwarded on to local Members and to bring a response back to a future meeting of the Performance and Governance Committee.	A report will be presented to the Committee at its meeting on 27 September 2011.
ACTION 8	In response to a suggestion, the Audit, Risk and Anti-Fraud Manager undertook to include, for comparison, the previous year's review opinions in the table set out in Annex 2 of the Appendix to the report.	This will be actioned in time for the next annual report. In the meantime all final reports of reviews reported to the committee will incorporate the previous review opinion where appropriate.