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| Date & Min  | Recommendation  | Lead Member  | Lead Officer  | Accepted?  | Implemented?  | Completed?  | Progress/Comments  |
| 02/07/20Min 8.1 | The Council reviews its scheme of delegation to Members and Officers to clarify roles and responsibilities for decision-making, including documenting decisions and ensuring they are open and transparent.  | Leader of the Council | Chris Moister | Yes | No | No | The Scheme of Delegation is in the process of being reviewed as it is an action in the Annual Governance Statement action plan. The Panel will be kept updated on progress.  |
| 02/07/20Min 8.2 | A review of the process for bidding for and accepting external funding takes place to ensure that approvals are in place and risks are effectively managed.  | Finance, Property and Assets | James Thomson | Yes | No | No | An update will be provided to the next Panel meeting |
| 02/07/20Min 8.3 | The Project Management Framework is reviewed with a view to strengthening project approvals, monitoring and dealing with any deviations.  | Leader of the Council | Vicky Willett | Yes | Yes | No | The project management framework will be reviewed aligned to the review of the corporate plan and as part of developing the shared service. |
| 02/07/20Min 8.4 | Future reports agreeing the capital programme provide greater details of each project to ensure Members are making informed decisions.  | Finance, Property and Assets | James Thomson | Yes | No | No | The new Principal Management Accountant post was recruited to post on 4th September to help lead on this work. It was not possible to collate the additional information for Q1 monitoring, especially due to staff holidays in August, but more detail will be provided to Scrutiny for Q2. |
| 02/07/20Min 8.5 | Members are briefed and engaged in key the projects and activities taking place in their ward and local area. | Leader of the Council | Jennifer Mullin | Yes | Yes | Yes | Agreed that briefing updates of key projects are undertaken with members on activities and projects in their ward and local areas. |
| 02/07/20Min 8.6 | Greater links are established between the new My Neighbourhood Forums model and key projects as part of the Council’s commitment to putting communities at the heart of everything we do. | Community Engagement, Social Justice and Wealth Building | Jennifer Mullin | Yes | Yes | No | The new model was agreed at Cabinet and the new governance procedure agreed at Council. Meetings have not been held yet of the new hubs but it is agreed to establish greater links with key projects. |
| 02/07/20Min 8.7 | The Scrutiny Panel urges the Cabinet Member to re-visit the project and scale it down to make it more affordable whilst restoring the existing Coach House structure. | Health, Wellbeing and Leisure | Jennifer Mullin | Yes | Yes | No | The project has now been agreed at Council and the scope of the work with the Lottery. The tender award will have to be agreed at Cabinet prior to any works being undertaken.  |
| 02/07/20Min 8.8 | Any items committing the Council to significant costs or expenditure be approved by Cabinet or Council as appropriate.  | Finance, Property and Assets | James Thomson  | Yes | No | No | This process is being reviewed as part of the review of the constitution that will be taken to November Governance committee. The process is not simple as some grant bids require urgent sign off with others allowing more time to be taken through committees where applicable. |
| 03/08/20Min 13.2 | Further information on the reasons for the reduction in trade waste income be provided to the Panel.  | Environment | Jennifer Mullin | Yes | Yes | Yes | The reduction in trade waste income is due to market forces in the industry. A number of waste management companies work in this area and have been marketing their contracts with more favourable rates than the Council. |
| 03/08/20Min 13.4 | An update on the recruitment to vacant posts in Gateway be provided to the Panel. | Leader | Paul Hussey | Yes | Yes | Yes | The vacancies in Gateway were first advertised prior to lockdown in Feb 2020, and a shortlist of candidates were advised that due to lockdown the recruitment process would be suspended.  As a result of there being no requirement for a face to face service due to Covid-19 restrictions there has to date been no effect on service levels. All Gateway staff have continued to offer a service by working at home. Members will be aware that a limited reception service was resumed from early July 2020. This limited offer consists of a triage to online, telephone channels or if this is not appropriate an appointment only service with the relevant Council member of staff. We have utilised casual employees for the reception service. A permanent member of staff has also been on hand to assist where necessary. This has allowed all other permanent staff to deal with more complex customer enquiries.  The recruitment process was resumed in July. Interviews have taken place, offers made and accepted for all 3 vacant posts. (A grade2, grade 3 and a grade 4 position) We are currently obtaining references and a start date of early September is anticipated. |
| 03/08/20Min 13.5 | More in-depth narrative on progress with the capital projects be provided in future reports. | Finance | James Thomson | Yes | No | No | This process is being reviewed as part of the review of the constitution that will be taken to November Governance committee. The process is not simple as some grant bids require urgent sign off with others allowing more time to be taken through committees where applicable. |

