| 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 budget monitoring and budget setting 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 in 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 8.6 | 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 13.5 | More in-depth narrative on progress with the capital projects be provided in future reports. | Finance | James Thomson | Yes | Yes  | Yes | Reports to committees involving capital expenditure will provide the necessary financial information for members to make informed decisions. |
| 14/09/20Min 19.2 | The Panel looks forward to receiving a copy of the Benefits Realisation Plan once complete. | Leader of the Council | Paul Hussey | Yes | Yes | No | The Draft Digital Strategy Benefits Realisation Action Plan is going to Leader’s brief on 28th September.  |
| 14/09/20Min 19.4 | The evaluation of ‘Active Streets’ and any details of any further roll-out be provided to members. | Health, Leisure and Wellbeing | Jennifer Mullin | Yes | Yes | Yes | An update has been sent to the Portfolio holder and Scrutiny Panel. Further active streets are going to take place in the half term which includes diversionary activities subject to the COVID restrictions. |
| 14/09/20Min 19.5 | Information on progress with the Leyland Loop be provided to members of the Panel. | Health, Leisure and Wellbeing | Jennifer Mullin | Yes  | Yes | Yes | An update has been prepared which includes a MAP of the green links which will be delivered this financial year.Additional information on Green Links was provided to Panel members by email in September 2020.  |
| 14/09/20Min 20.2 | The draft Corporate Strategy be reviewed to ensure it is in plain English | Leader of the Council | Vicky Willett | Yes | Yes | Yes | The final version of the corporate strategy was reviewed to address areas of plain English and this was implemented and the final version was approved at Council 30th September. |
| 14/09/20Min 21.2 | The Cabinet Member’s commitment to review the level of earmarked reserves be welcomed.  | Finance | James Thomson | Yes  | No | No | The review of reserves will be undertaken alongside the quarterly budget monitoring and annual budget setting process. |

