

**POLICY, FINANCE AND DEVELOPMENT COMMITTEE**

**ACTION LIST**

**Arising from the Meeting held on Tuesday, 27 November 2018**

<b>No.</b>	<b>Minute Ref. / Item of Business</b>	<b>*Action Details / Action Due Date</b>	<b>Responsible Officer(s)' Initials</b>	<b>Action Status</b>
<b>1.</b>	<b>38 – Internal Audit Progress Report (Q2 2018-19)</b>	Follow-up reviews in respect of Taxi Licensing and Food Safety to be added to the 2019/20 Audit Plan.  <i>Due by Ongoing</i>	<b>StHi</b>	On Target to Complete
		These will be included in the Internal Audit Plan which will be presented to the Committee at its next meeting on 26 March.		
<b>2.</b>	<b>38 – Internal Audit Progress Report (Q2 2018-19)</b>	Remaining two 'Housing Repairs & Maintenance' recommendations from the 2016/17 Audit to be progressed with the ambition to achieve sign-off by the date of the next Committee.  <i>Due by Mar-19</i>	<b>AdTh</b>	Ongoing
		An update was sent by email to all Members of the Committee on 25 January.		
<b>3.</b>	<b>39 &amp; 40 – Proposed Adult &amp; Child Safeguarding Policies</b>	Up-to-date, accessible contact information for the relevant Safeguarding Officer(s) to be circulated to all Members as soon as possible following adoption of the policies.  <i>Due by Dec-18</i>	<b>MaSm</b>	Complete
		The Safeguarding contacts list and referral form were emailed to all Councillors on 05 December 2018.		
<b>4.</b>	<b>41 – Financial Outturn Report (Q2 2018/2019)</b>	Clarification to be provided on how many CCTV cameras have been ordered and installed, how many are awaiting installation, and confirmation whether the reported underspend of £23,470 is accurate. Reasons for any delays to the project to be reported back to the next Committee.  <i>Due by Feb-19</i>	<b>ChRa</b>	Report Update (Service Delivery Committee)

		A CCTV update was provided at paragraph 5.2 of the Health, Wellbeing and Leisure Services Update (Q3 2018/19) presented to Service Delivery Committee on 29 January.		
5.	<b>45 – Third Sector and Community Support Funding Requests (Q2 2018/19)</b>	Any Resident Forum funding requests shown as 'not yet commenced' to be supplemented with additional narrative on future reports.  <i>Due by Feb-19</i>	<b>ChRa</b>	Report Update (Agenda Item 11)
		The report format has been amended accordingly.		
6.	<b>45 – Third Sector and Community Support Funding Requests (Q2 2018/19)</b>	Clarification to be provided on whether funding requests agreed by Wigston Residents Forum for United Reformed Church and Friends of Peace Memorial Park have been followed up with the required application form.  <i>Due by Feb-19</i>	<b>ChRa</b>	Ongoing
		The Community Engagement Officer is continuing to liaise with these groups and has sent the relevant forms to enable these requests to be formalised, forms have been sent to both parties.		
7.	<b>47 – Proposed Changes to Council Tax Discounts</b>	Key Performance Indicators to be introduced from April 2019, to monitor void turnaround times and the total additional costs incurred on the Housing Revenue Account once the current 28-day discount is discontinued.  <i>Due by Apr-19</i>	<b>StHi</b>	Ongoing
		New KPI's will come into effect in April 2019.		
8.	<b>49 – Proposed Drone and Model Aircraft Policy</b>	Signage to be arranged for the Council's parks and open spaces to alert members of the public to the new restrictions.  <i>Due by Feb-19</i>	<b>DaGi BrKe</b>	On Target to Complete
		Signage has been approved and printed. Notices will be erected by Operational and Street Scene staff during the next quarter.		

\* | All actions listed are those which are informally raised by Members during the course of debate upon a given item of business which do not form part of - but may be additional, incidental or ancillary to - any motion(s) carried. These actions are for the attention of the responsible Officer(s).