

**Action tracker - Overview and Scrutiny Committee 2020/21 – Updated 4 September 2020**

<b>Meeting 2020/21</b>	<b>Subject and request</b>	<b>Action</b>	<b>Who</b>	<b>When</b>	<b>Completed</b>
11 June 2020	Item 7 – Internal Audit 2019/20 – annual report and opinion	<b>Policies and procedures</b> – Members asked for a written answer on the management actions and timeline to complete these notes. It would liaise with the Audit Committee on this action.	Request to officers	Completed	Written response sent to Members on 20 August 2020.
11 June 2020	Item 8 – Quarterly Performance Report Q4 2019/20 and Provisional Budget Outturn Report Q4 2019/20	<b>Homelessness update</b> – Members asked for a written update to give more detailed costs on housing homeless people due to Covid-19.	Request to officers	Completed	Written response to Members sent on 23 June 2020.
11 June 2020	Item 8 – Quarterly Performance Report Q4 2019/20 and Provisional Budget Outturn Report Q4 2019/20	<b>Provisional Outturn Budget</b> – Members asked for a written answer giving a breakdown of the forecast financial impacts of the Covid-19 crisis to help Members understand the potential financial implications for the Council.	Request to officers	Completed	This was reported in the Medium-Term Financial Plan report to Executive on 28 July that is scheduled to be considered by O&S on 22 October.
11 June 2020	Item 8 – Quarterly Performance Report Q4 2019/20 and Provisional Budget Outturn Report Q4 2019/20	<b>Air Quality Monitoring budget</b> – Members asked for more information about the Air Quality Monitoring capital programme budget and why funds had been used to fund charging points instead of monitoring equipment.	Request to officers	Completed	This was addressed in the Quarter 1 Performance report (Capital Programme Monitoring) that is scheduled to be considered by O&S on 10 September
11 June 2020	Item 10 – Covid-19 – Response to Date and Recovery Workstreams	<b>Redeployment of staff</b> – Members asked how what services had been	Request to officers	Completed	Written response to Members sent on 23 June 2020.

		curtailed due to the pandemic and subsequent government guidance.			
11 June 2020	Item 10 – Covid-19 – Response to Date and Recovery Workstreams	<b>Recovery programmes and workstreams</b> – Members asked for more detail about the recovery programme and support for businesses and those facing redundancy.	Request to officers	Completed	Written response sent to Members sent on 23 June 2020.
17 Dec 2019	Item 5 – Budget Scrutiny Panel Report: Service and Financial Planning 2020/21	<b>Trust Funds</b> – Members asked officers to confirm the actions necessary to gain approval to spend capital sums relating to the Reigate Baths Trust Fund and Commons Trust. Officers to report back with the outcome and options.	Request to officers	Completed	Written response sent to Members on 3 September 2020.