

PUBLIC INTEREST REPORT COMMITTEE – 8th JUNE 2023

DETAILED ACTION PLAN in Response to the Public Interest Report

The Public Interest Report Committee has prepared this Action Plan in response to the recommendations provided in the Auditor's Public Interest Report. Progress will be reviewed at subsequent PIR Committee and Parish Council meetings until such time as all the actions have been implemented.

| Ref Number | External Auditor's Recommendation | Current Status Red / Amber / Green | Public Interest Report Committee's Recommendation to Full Council | Date Completed |
|------------|---|---------------------------------------|---|----------------|
| R1 | We recommend that the Council ensures that it complies fully with its obligations on publication of minutes and details of decisions taken under delegated authority | AMBER | <ol style="list-style-type: none"> 1) Publish decisions made by the Clerk under delegated authority at the outset of the Covid-19 emergency. 2) Place a statement on Council's website explaining why meeting minutes from Committee's who do not have delegated authority are not uploaded prior to May 2022. 3) Review and re-adoption of Publication Scheme. 4) Review Business Continuity Plan to ensure it covers delegated authority and specifically the 'loss of Clerk' situation; ensure that there is an explicit line of delegation relevant to Groby Parish Council. 5) Consider adoption of an additional 'Scheme of Delegation' policy | |
| R2 | We recommend that the Council ensures that it consistently complies with the specified period for circulation of the draft AGAR to members before approval of the AGAR. | AMBER | <ol style="list-style-type: none"> 1) Clerk to write an operational procedure which details the circulation of the draft Annual Governance & Accountability Return (AGAR) to members prior to the meeting at which the AGAR is approved. This will form part of hand-over documents in the event of a new Clerk or should the situation of the loss of Clerk arise. | |

R3

We recommend that the Council ensures that:

1. All decisions are made by the Council, a Committee acting with delegated authority or an officer acting with delegated authority; and
2. In the event of identification of failure to secure the required authority of the Council, a Committee or an officer, prompt retrospective approval is sought.

RED

Place on a future Council agenda:

- 1) Retrospective approval of appointment of consultant, AVG Solutions, as Data Protection Officer for the period 1 July 2020 – 30 June 2021.
- 2) Retrospective approval of appointment of consultant, Mr AV Greenwood, as Temporary Clerk/RFO for the period 27th July to 17th August 2020.
- 3) Retrospective approval of all Council resolutions made between:
 - Date of resignation of Alixe Taylor and appointment of Mr AV Greenwood as Temporary Clerk/RFO: 17th June – 27th July 2020
 - Start and end dates of the AVG contract as Temporary Clerk/RFO
 - Date of completion of AVG contract and ratification of the appointment of Sue Hackett as Temporary Parish Clerk/RFO on 14th September 2020: 17th August – 14th September 2020.

This includes resolutions made at the following meetings:
Parish Council Meeting on 6th July 2020, Extraordinary Meeting of Council on 27th August 2020 and Parish Council Meeting on 14th September 2020.
- 4) Ensure the Business Continuity Plan is reviewed annually.
- 5) Review Training policy.

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| R4 | <p>We recommend that the Council ensures that it follows appropriate processes for considering any compromise agreements including:</p> <ul style="list-style-type: none"> • seeking, considering and acting on appropriate legal advice; and • ensuring appropriate decisions by the Council, a Committee with delegated authority or an officer with delegated authority. | AMBER | <ol style="list-style-type: none"> 1) Write and adopt a protocol for the obtaining of legal / specialist advice in relation to any staffing matters | |
| R5 | <p>We recommend that the Council provides training to members on their responsibilities in declaring interests and the action required in response to declared interests</p> | AMBER | <ol style="list-style-type: none"> 1) Review and update Council's Training Policy 2) Continue to provide information regarding available training courses | |
| R6 | <p>We recommend that the Council:</p> <ul style="list-style-type: none"> • expedite the transfer of the legal title to the land to Groby CIC; and • ensure that it maintains accurate records of its interest in Groby CIC. | RED | <ol style="list-style-type: none"> 1) Continue to liaise with Council's solicitor to ensure the transfer of land is completed. 2) Engage the services of a specialist legal advisor to conduct an external, independent review of Council's records in relation to the purchase of land off Newtown Linford Lane, the formation of Groby CIC, the financial investment provided by Groby Parish Council and Council's interest in Groby CIC. The Clerk to obtain 3 quotations for the Council Meeting scheduled for 17th July 2023. | |