

Minute no	Item	Action Items remain until action complete	Who	Outcome
Meeting date: 3 December 2025 (Additional meeting) - Draft BCP FuturePlaces Investigation Report (Scope Items 1 to 8)				
74	Scope 6. Council oversight of BCP FuturePlaces Ltd	6.1 Officers to seek clarification on the circumstances when draft documents are / are not exempt from FOI requests	MO	<u>Draft Document and FOIA – Summary Guidance</u> <i>There is no general exemption under the Freedom of Information Act 2000 for documents simply because they are in draft. Draft reports, emails and working papers are all “recorded information” and may therefore fall within the scope of a request.</i> <i>Whether a draft document can be withheld depends on its content and the specific circumstances. Some relevant exemptions may include:</i> • <i>Section 36 – prejudice to the effective conduct of public affairs (e.g. inhibition of free and frank advice or views)</i> • <i>Section 35 – formulation or development of</i>

Minute no	Item	Action Items remain until action complete	Who	Outcome
				<i>policy (only where applicable)</i> • <i>Section 42 – legal professional privilege</i> • <i>Section 40 – personal data</i> • <i>Section 43 – would be likely to prejudice commercial interests of any person (including the authority itself)</i> <i>Most of these exemptions are qualified and therefore require a public interest test. The fact that material is unfinished or subject to change may also be relevant, particularly where decision making is ongoing, but draft status alone does not justify withholding information.</i> <i>Each request must therefore be considered on a case-by-case basis, starting from the presumption of transparency.</i>

Minute no	Item	Action Items remain until action complete	Who	Outcome
		6.4.11 - 6.4.13 Add to Forward Plan an update on the progress of shareholder governance arrangements and lessons learnt, following on from 2 October 2024 Cabinet update report on Council Owned Companies Shareholder Governance Review	HAMA / MO	Complete - added to Forward Plan for 3 Sept 26 (non-core meeting)
	Scope 8. Lesson Learnt Update	Same as 6.4.11 - 6.4.13 above		Complete - added to Forward Plan for 3 Sept 26 (non-core meeting)
	Next Steps	- Committee Members to send questions for relevant stakeholders involved in FuturePlaces to the Chair asap - Chair to seek advice of the Monitoring Officer on the phrasing of questions and then arrange for final list to be circulated to Committee - Issue written questions to the relevant stakeholders week ending 12 December 2025 and seek written responses by mid January 2026	Committee Members / Chair in consultation with MO	In progress – Chair has updated Members on amended timescale for issuing questions to be after the Christmas/New Year period
		- A final report to be presented to the Committee in early 2026, comprising a Forward from the Chair (a draft of which to be shared with the committee), the draft Internal Audit investigation report and a compilation of responses from relevant stakeholders - Recommendations to be finalised and agreed by the Committee and referred to Cabinet and Council	Chair / Committee	Committee meeting arranged for 16 July 2026.

Minute no	Item	Action Items remain until action complete	Who	Outcome
Meeting date: 6 November 2025 (Additional meeting) - Draft BCP FuturePlaces Investigation Report (Scope Items 1 to 8)				
60	Scope 5. Items requiring specific assurance	5.5 Seek clarity on when exactly a councillor's term of office ends after an election.	MO	In accordance with the statute and Constitution, the term of office for Councillors will start on the fourth day after being elected and will finish on the fourth day after the date of the next regular election.
Meeting date: 24 September 2025 (Additional) PART A – Draft BCP FuturePlaces Investigation Report (Scope Items 1 to 4)				
39	Scope 3. Establishment and operation of BCP Future Places Ltd.	3.1 Invite former FuturePlaces officers to respond to targeted questions following conclusion of consideration of the HAMA's full report.	Chair on behalf of committee	Superseded by action 74
		3.1 Consider questions sent from Committee Members.	Chair	Superseded by action 74
		3.2 Add to enquiry list a request for Future Places' Directors perspective on absence of commissioning contract and resource agreements.	Chair	Superseded by action 74
		3.2 Clarify governance terminology in future documents to specify whether decisions lie with Cabinet, full Council, or shareholder representatives.	HAMA / MO	An agenda item for a future Shareholder Advisory Board decision. The Shareholder Operations Board will firstly discuss and formulate a proposal.
		3.3 Consider recommendation regarding a clear policy framework for Teckal companies regarding whether Council policies should be fully adopted or selectively applied.	HAMA / MO	An agenda item for a future Shareholder Advisory Board decision. The Shareholder Operations Board will firstly

Minute no	Item	Action Items remain until action complete	Who	Outcome
				discuss and formulate a proposal.
		3.4/3.5/3.6 FPL Directors to be asked about items highlighted within this section, including relationship set up and expectations, provision of monthly management accounts and 'mission creep'.	Chair	Superseded by action 74
		3.4/3.5/3.6 Recommendation to be considered regarding use and implications of the term 'draft' and the need to ensure progress could be monitored and scrutinised as appropriate.	HAMA / MO	An agenda item for a future Shareholder Advisory Board decision. The Shareholder Operations Board will firstly discuss and formulate a proposal. The proposal may be along the lines of, including in the shareholder agreement, 'shareholder will have access to all draft reports should they be requested'.
Meeting Date: 24 July 2025 (core meeting)				
18	Public Issues	Create landing page on Council website for interim and final reports on BCP Future Places investigation, including report appendices and all Freedom of information (FOI) information requests responses.	HAMA in consultation with the Chair	To be created after the meeting that is considered final.

RAG status:

RED Not yet started
 AMBER In progress
 GREEN Complete

List of Abbreviations:

MO	Monitoring Officer
HAMA	Head of Audit and Management Assurance