

AUDIT AND GOVERNANCE COMMITTEE – 13 NOVEMBER 2014

ACTION PLAN

MINUTE NO.	MATTER	CURRENT STATUS	RAG	TARGET DATE	OWNER
<u>Actions arising from meeting held on 24 September 2012:</u>					
		<u>Minute 6 – Meeting on 26 June 2014</u> The Asset Manager to provide a further update at the Audit & Governance Committee in January.	G	19.01.15	RW
17	Purchase of software with a modern stock control facility at The Guildhall.	The stock control facility is part of a broader system requirement for the Guildhall operations. A new Manager has now been appointed at the Guildhall, who will review existing processes and systems and develop a business case for a new system as required. This will include stock control functionality. NB A review of the Guildhall operations, including IT requirements, is currently being undertaken by Consultants and a cross party working group of Members. A decision on whether to purchase new software has been put on hold pending the results of the consultants' review, the findings from which are due to be reported in November 2014.	G	31.03.14 30.11.14 (revised date)	SG MS

MINUTE NO.	MATTER	CURRENT STATUS	RAG	TARGET DATE	OWNER
<u>Actions arising from meeting held on 8 September 2014:</u>					
26	Complaints Policy	<p>3 amendments were requested by the Committee before the report was submitted to Full Council on 25 September 2014:</p> <ul style="list-style-type: none"> • More prominence to be given to the fact that reports were treated in confidence. • An incorrectly aligned bullet point to be corrected. • The 'Have Your Say' leaflet to be amended in future to reflect the fact that equality information collected was processed separately to the feedback information. 	Action Complete	09.09.14	WJ
27	Annual Complaints Monitoring	It was agreed that future reports would reflect where action on a complaint had led to a change in a Council policy or procedure.	G	30.06.15	SM / WJ
32	Internal Audit Plan 2014-15 – Monitoring Report	It was agreed that the outcome of follow up audits on Docks Catering and Members' Allowances would be reported to the Committee in January 2015	G	19.01.15	TR
33	Annual Governance Statement Action Plan 2014-15 Update	Agreed that the report be deferred to the next meeting in November 2014 and that Appendix A1 'Peer Review Action Plan' be resubmitted in a 'RAG' style format showing clearly which actions had been completed. It was further agreed that the Head of Business Improvement should attend the November meeting to answer any queries.	G	13.11.14	JT / SN

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36	Audit and Governance Committee Work Programme	Noted that the Committee would be receiving a report (probably to the January 2015 meeting) on the ICT issues experienced by the City Council in July 2014. Some appendices to the report might have to be restricted. Also a 'technical expert' would be attending this meeting to give advice to the Committee.	G	19.01.15	SN

PLEASE NOTE: Rolling agenda items requested by the Committee have not been included above but have been included on the Audit and Governance Work Programme.