

AUDIT AND GOVERNANCE COMMITTEE – 19 JANUARY 2015

ACTION PLAN

MINUTE NO.	MATTER	CURRENT STATUS	RAG	TARGET DATE	OWNER
<u>Actions arising from meeting held on 24 September 2012:</u>					
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.	G	31.03.14	SG
		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 early 2015..		30.11.14 (revised date)	MS
				Early 2015 (revised date)	MS
<u>Actions from meeting held on 26 June 2014:</u>					
6	Combined Heat & Power installation at GL1	The Asset Manager to provide a further update at the Audit & Governance Committee in January.	G	19.01.15	RW

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<u>Actions arising from meeting held on 8 September 2014:</u>					
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.	Action Complete (See also Min. 44 13/11/14)	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.	Action Complete	49.01.15 13.11.14	SN
<u>Actions arising from meeting held on 13 November 2014:</u>					
44	Peer Review Action Plan	The committee requested that the report be reviewed, closed matters to be coloured blue and target dates incorporated.	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.