

AUDIT AND GOVERNANCE COMMITTEE – 21 September 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.	<p>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.</p> <p>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..</p>	A	<p align="center">31.03.14</p> <p align="center">30.11.14 (revised date)</p> <p align="center">June 2015 (revised date)</p> <p align="center">Implementation date March 2016</p>	<p align="center">SG</p> <p align="center">MS</p> <p align="center">MS</p> <p align="center">MS</p>

MINUTE NO.	MATTER	CURRENT STATUS	RAG	TARGET DATE	OWNER
<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.	Action Complete	30.06.15	SM / WJ

MINUTE NO.	MATTER	CURRENT STATUS	RAG	TARGET DATE	OWNER
<u>Actions arising from meeting held on 19 January 2015:</u>					
60	Combined Heat & Power installation at GL1	It was agreed that a further update be added to the Work Programme for the July Committee meeting.	Action Complete	01.07.15	Asset Manager
<u>Actions arising from the meeting held on 16 March 2015:</u>					
74	Internal Audit Plan Monitoring Report- Benefits Update	It was agreed that a report be added to the Work Programme for the July Committee meeting to update Members on the benefits error rate.	Action Complete	01.07.15	Business Improvement Manager

MINUTE NO.	MATTER	CURRENT STATUS	RAG	TARGET DATE	OWNER
<u>Actions arising from meeting held on 1 July 2015:</u>					
10	Internal Audit Plan Monitoring Report- Benefits Update	It was agreed that a further update be added to the Work Programme for the September Committee meeting to update Members on the benefits error rate.	G	21.09.15	Head of Business Improvement

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.