

**AUDIT AND GOVERNANCE COMMITTEE – 23 November 2015**

**ACTION PLAN**

MINUTE NO.	MATTER	CURRENT STATUS	RAG	TARGET DATE	OWNER
<b><u>Actions arising from meeting held on 24 September 2012:</u></b>					
17	Purchase of software with a modern stock control facility at The Guildhall.	A review of the Guildhall operations, including IT requirements, has been undertaken by Consultants and a cross party working group of Members. A decision on whether to purchase new EPOS software with stock control functionality has been made and a new system will be implemented in March 2016.	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">JT</p>

MINUTE NO.	MATTER	CURRENT STATUS	RAG	TARGET DATE	OWNER
<b><u>Actions arising from meeting held on 21 September 2015:</u></b>					
28	Benefit Audit Follow up on Accuracy Rate	The Committee requested quarterly updates on the Benefit accuracy rate. Updates added to work programme.	Action Complete	23.11.15	ST
31	Internal Audit Plan Monitoring Report- Choice Based Lettings	The Committee requested a report on the Choice Based Letting audit be presented at the meeting in November. Report added to work programme.	Action Complete	23.11.15	MH

**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.