

# AUDIT AND GOVERNANCE COMMITTEE – 20 JUNE 2016

## 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	Implementation of purchased software with a modern stock control facility at the Guildhall.	<p>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 is expected to be implemented in July 2016.</p> <p>A Guildhall follow up review was undertaken by Internal Audit in November 2015 which confirmed that a manual stock control system was in place. Internal Audit has included a further review of this area within the 2016/2017 Internal Audit plan.</p>	A	<p>31.03.14</p> <p>30.11.14 (revised date)</p> <p>June 2015 (revised date)</p> <p>March 2016</p> <p>Implementation date April 2016</p> <p>Implementation date July 2016</p>	<p>SG</p> <p>MS</p> <p>MS</p> <p>JT</p> <p>SN</p> <p>JT</p>
<b><u>Actions arising from meeting held on 14 March 2016:</u></b>					
69	Report to committee on inaccuracy rate for previous year with and without minor inaccuracies (£3.00) discounted.	The Head of Business Improvement to liaise with Civica and report back to Committee on the 20 June 2016	A	20 June 2016	JT
71	Share research on the housing provision in the KPMG technical update with the Cabinet Member for Housing and Planning.	Democratic Services Officer to share information with Cabinet Member for Housing and Planning.	A	Prior to June 2016	AT
73	Clarify Council Motion on zero hour contracts and the services that employ zero hour contracts.	The Management Accountant to report back to Committee on the 20 <sup>th</sup> June 2016		20 June 2016	AC

**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.