

# AUDIT AND GOVERNANCE COMMITTEE – 19 SEPTEMBER 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	Implementation date July 2016	JT
<b><u>Actions arising from meeting held on 20 June 2016:</u></b>					
10	Report to Committee on deadline for Garden Waste online direct debit registration.	The Group Manager to liaise with Customer Services and Civica and circulate information to Members	A	Prior to September 2016	SP
11	Report to Committee on fraud cases investigated by Single Fraud Investigation Service (SFIS),	The Head of Finance to liaise with DWP and report back to Committee.	A	September 2016	JT

**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.