AUDIT AND GOVERNANCE COMMITTEE – 14 MARCH 2016

ACTION PLAN

MINUTE NO.	MATTER	CURRENT STATUS	RAG	TARGET DATE	OWNER
Actions arising from meeting held on 24 September 2012:					
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	~~31.03.14~~ ~~30.11.14 (revised date)~~ ~~June 2015 (revised date)~~ Implementation date March 2016	~~SG~~ ~~MS~~ ~~MS~~ JT
Actions arising from meeting held on 18 January 2016:					
58	Report to Committee on the largest debt owed to the Council	Audit, Risk and Assurance Manager to liaise with Civica and report back to Committee on 14 March 2016	A	14 March 2016	TR
61	Report to Committee on the process of reviewing letter templates using when writing to claim payer	Audit, Risk and Assurance Manager to review the process and report back to Committee on 14 March 2016	A	14 March 2016	TR

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.