

**Purpose:**

To consider progress on the matters arising from previous Governance & Audit Committee meetings.

**Recommendation:** That members note progress on the matters arising and request corrective action if necessary.

**Matters arising Schedule**

Row Labels	Action Required	Assigned To	Comments	Due Date
<b>Governance &amp; Audit Committee</b>				
<b>Black</b>				
clarification around statements made at special ga meeting	<b>With regard to the minutes arising from the Special Meeting, whilst accepting the minutes accurately reflected what had been said on the night, some Members challenged the accuracy of the statements made regarding the grounds for refusing the extraordinary meeting, and the comments regarding a director having left the organisation. It was requested that the Chief Executive, either attend a future meeting to clarify these points or submit a statement to that effect.</b>	Gill, Manjeet	<b>statement was submitted</b>	31/12/2013
MEMBERS ALLOWANCE SCHEME	<b>RESOLVED that the Members Allowance Scheme for 2014/15 be RECOMMENDED to Council for Approval subject to the remuneration level for the Chair of the Taxi and General Licensing Sub-Committee being amended to be brought in line with the other Committee Chairs.</b>	Robinson, Alan	<b>PLEASE MAKE REQUESTED AMENDS AND SUBMIT REPORT TO COUNCIL</b>  Report to Council in January done and accepted revised allowance scheme published	15/01/2014
MEMBER TRAINING PLAN	<b>extract from mins: -  the plan be approved and updates on the delivery of plan be presented to future meetings;</b>	Robinson, Alan	<b>please programme future reports into the work plan. please ask demo services for assistance if required.</b>  reports programmed in for june and november	31/12/2013

WORKPLAN	<p><b>EXTRACT FROM MINUTES: -</b></p> <p>at the request of the Deputy Leader, the following items be incorporated into the Work Plan for future meetings: -</p> <p>(i) Relationships</p> <p>(ii) Agile Working Process</p>	Coughlan, Katie	items have been added to workplan	31/12/2013
68 MEMBER TRAINING – PROJECT MANAGEMENT METHODOLOGY	<p><b>RESOLVED</b> that the addition of project management training to the member development plan be approved.</p> <p><b>PLEASE ADD TO PLAN</b></p>	Robinson, Alan	added to plan	31/03/2014
<b>Green</b>				
vacancy independent member	<p><b>Extract from mins of meeting 27/2/14:</b></p> <p>The Committee sought indication as to whether the post would be advertised, and whilst there was no legal requirement to have a second independent member, Officers would be giving consideration to matter over the coming weeks. The Monitoring Officer indicated he would seek committee's view by e-mail.</p>	Robinson, Alan		10/04/2014
MINERVA TRAINING FOR ALL MEMBERS	<p><b>extract from mins of meeting 27/2/14</b></p> <p>In light of the increased use being made of Minerva, the Committee further indicated that they would welcome some all Member training on using and navigating the site.</p> <p>Please arrange such training, demo services happy to assist in comms etc.</p>	Reeks, Alex		30/04/2014

<p>66 CORPORATE GOVERNANCE SMART ACTION PLAN – PROGRESS - WORKSHOP</p>	<p><b>(b) in order to seek further assurance a workshop be convened in order to:</b> <b>(i) consider each of the project plans in more depth;</b> <b>(ii) consider the committees future work plan; and</b> <b>(iii) how the committee moves forward in the future.</b></p> <p>Referring to the attached evidence guidance notes the Committee indicated they would welcome the opportunity to review the Commercial Board’s Terms of Reference and suggested that this be included as part of the workshop referred to in the earlier item.</p> <p><b>please make arrangements for workshop / demo services happy to assist where required</b></p>	<p>McGarry, Jeanette</p>		<p>30/04/2014</p>
<p>67 ELSWITHA SMART ACTION PLAN – PROGRESS UPDATE (GA.46 13/14)</p>	<p><b>Extract from mins of mtg 27/2/14</b> <b>In the ensuing debate, Members challenged the status of action number 20/140 as completed and considered there was still some work to undertake before it could be deemed that a comprehensive framework for disseminating information to members has been put in place. On reflection Officers were in agreement, and undertook to change this item to an amber status and took the opportunity to outline some of the ideas to aide communication which were being developed.</b></p> <p><b>please amend status on action</b></p>	<p>Sturgess, Mark</p>		<p>30/04/2014</p>