

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**

BRAG STATUS BLACK - COMPLETED MATTERS, NOT CLOSED					
ID	ACTION	ACTION REQUIRED	DUE DATE	COMMENTS	ASSIGNED TO
1	ANNUAL TREASURY MANAGEMENT STRATEGY FOR 2012/13 - SUBMISSION TO COUNCIL	EXTRACT FROM MINS OF MTG OF GA CTTEE DEC 2011: RESOLVED THAT HAVING SCRUTINISED THE DRAFT ANNUAL TREASURY MANAGEMENT STRATEGY FOR 2012/13 IT BE SUBMITTED TO COUNCIL FOR CONSIDERATION. PLEASE ADD ITEM TO FP FOR COUNCIL AND PREPARE REPORT FOR SUBMISSION	06/01/2012	COUNCIL WILL CONSIDER THE STRATEGY AT ITS MEETING IN MARCH 2012 AS PART OF THE MTFP	STONE, RUSSELL
2	MAS SCHEDULE - INVESTIGATE ACCURACY OF	EXTRACT FROM MINUTES OF A MTG OF THE GA CTTEE HELD DECEMBER 2011 - RE MAS : MEMBERS QUESTIONED THE ACCURACY OF THE SCHEDULE AND CITED A NUMBER OF PREVIOUSLY AGREED ACTIONS THEY BELIEVED HAD BEEN OMITTED, AS EXAMPLES. OFFICERS UNDERTOOK TO INVESTIGATE THE MATTER AND INDICATED ANY OMISSIONS FOUND WOULD BE INCLUDED WITHIN THE SCHEDULE WHEN IT WAS NEXT PRESENTED TO THE COMMITTEE	24/02/2012	ALL PREVIOUS MINUTES HAVE BEEN REVIEWED AND A NUMBER OF PREVIOUS ACTIONS, OMITTED FROM SCHEDULE PUBLISHED IN DEC 2011, HAVE BEEN IDENTIFIED. THIS HAVE BEEN RE-INCORPORATED AND ARE REPORTED BACK UP TO CTTEE (GREYED OUT ACTIONS RELATE)	COUGHLAN, KATIE
3	DELEGATED DECISIONS	ARISING FROM THE GOVERNANCE AND AUDIT MEETING ON 3 NOVEMBER CONSIDERATION BE GIVEN TO DELEGATED DECISIONS, THEIR REMIT AND HOW THESE ARE NOTIFIED TO MEMBERS.	12/03/2012	THIS IS ADDRESSED IN THE REVIEW OF THE CONSTITUTION REPORT WHICH FORMS AN AGENDA ITEM FOR THE MARCH	ROBINSON, ALAN

				COMMITTEE	
4	RE-NAMING OF DEVELOPMENT MANAGEMENT COMMITTEE	A MEMBER ALSO EXPRESSED SOME CONCERNS REGARD THE NAME OF THE DEVELOPMENT MANAGEMENT COMMITTEE AND THE CHAIRMAN AGREED TO MONITOR THE SITUATION AND REVISIT IN 3 MONTH'S TIME IF NECESSARY.	01/03/12	THIS IS ADDRESSED IN THE REVIEW OF THE CONSTITUTION REPORT WHICH FORMS AN AGENDA ITEM FOR THE MARCH COMMITTEE	ROBINSON, ALAN

BRAG STATUS RED - OVERDUE MATTERS

ID	ACTION	ACTION REQUIRED	DUE DATE	COMMENTS	ASSIGNED TO

BRAG STATUS AMBER - DEADLINE FOR COMPLETION FLAGGED AS AT RISK

ID	ACTION	ACTION REQUIRED	DUE DATE	COMMENTS	ASSIGNED TO

BRAG STATUS GREEN - OUTSTANDING MATTERS, NOT YET DUE

ID	ACTION	ACTION REQUIRED	DUE DATE	COMMENTS	ASSIGNED TO
1	ASSURANCE MAPPING EXERCISE CURRENTLY BEING DEVELOPED - MEMBER TRAINING / AWARENESS SESSION TO BE ARRANGED	EXTRACT FROM MINS OF A MTG OF THE GA CTTEE - DEC 2011: "...THERE WAS A KEEN INTEREST TO GAIN GREATER UNDERSTANDING A.....SUGGESTED A SHORT TRAINING SESSION, COVERING THE TOPIC, BE ARRANGED FOR IMMEDIATELY PRIOR TO A FUTURE MEETING OF THE COMMITTEE.	31/03/2012	ARRANGEMENTS WILL BE MADE IN CONSULTATION WITH LUCY PLEDGE OF LCC AND MEMBERS ADVISED ACCD	LUCY PLEDGE / COUGHLAN, KATIE

2	TRAINING REQUIREMENTS	AT ITS JUNE MTG THE COMMITTEE RESOLVED: THE GOVERNANCE AND AUDIT COMMITTEE TO LOOK AT THE TRAINING REQUIREMENTS FOR SUBSTITUTES ON THIS COMMITTEE AND THIS BE ADDED TO THE WORKPLAN.	31/03/2012	THIS WAS A "LOST" ACTION. THIS ISSUE WILL BE GIVEN FURTHER CONSIDERATION BY THE MEMBER FORUM AT FUTURE MEETING	ROBINSON, ALAN
3	TELEPHONE PROTOCOL	ARISING FROM THE G&A CTTEE ON 3 NOVEMBER CLLR WELBURN ASKED FOR CONSIDERATION TO BE GIVEN TO THE COUNCIL'S TELEPHONE ANSWERING PROTOCOL	12/03/2012	CLLR WELBURN AND ALAN ROBINSON TO MEET IN THE FIRST INSTANCE TO UNDERSTAND THE ISSUES EXPERIENCED / AGREE A PROTOCOL. THIS MATTER WILL THEN BE RAISED AT FUTURE WMT MEETING IN ORDER THAT THE MESSAGE IS CASCADED DOWN THROUGH THE TEAMS.	ROBINSON, ALAN
4	PROCESS OF SUBMITTING APOLOGIES	AT THE JUNE MTG MEMBERS RAISED THE PROCESS OF SUBMITTING APOLOGIES AND WISHED FOR THIS TO BE ADDED TO THE WORKPLAN FOR CONSIDERATION AT A FUTURE MTG.	01/05/2012	THIS WAS A "LOST" ACTION. NO PROGRESS TO DATE. UNCLEAR AS TO WHAT WERE THE CTTEE'S CONCERNS IN RELATION TO THIS ISSUE	LILLEY, DINAH
5	INTERNAL AUDIT RECOMMENDATIONS PROGRESS TO DATE - PROJECT MANAGEMENT	EXTRACT FROM MINS OF MTG OF GA CTTEE - DEC 2011. NO.1 MEMBERS EXPRESSED CONCERNS AT THE INTERNAL AUDITOR INDICATED THAT THEY WOULD BE REVIEWING THE SERVICE AREA AGAIN IN SIX MONTHS TIME. PLEASE ADD TO GA FP AND WORK PLAN IF CONSIDERED APPROPRIATE NO.2 IN FUTURE ONLY OUTSTANDING RECOMMENDATIONS WHERE THE AUDIT RESULTED IN 'NO' OR 'LIMITED' ASSURANCE BE INCLUDED IN INTERNAL AUDIT PROGRAMME PROGRESS MONITORING REPORTS. PLEASE AMEND FUTURE REPORT FORMAT ACCORDINGLY	01/06/2012	ACTION WILL BE UNDERTAKEN BY LUCY PLEDGE OF LCC. ASSIGNED OFFICERS TO TRACK PROGRESS	STONE, RUSSELL

6	CORPORATE GOVERNANCE FRAMEWORK - PROGRESS TRACKING	<p>EXTRACT FROM MINS OF GA CTTEE MTG - DEC 2011:</p> <p>MEMBERS REQUESTED THAT APPENDIX 2 OF THE REPORT BE UPDATED TO TRACK PROGRESS ACHIEVED AND RE-SUBMITTED TO A FUTURE MEETING OF THE COMMITTEE. IT WAS SUGGESTED THAT A SIMPLE TRAFFIC LIGHT SYSTEM, FOR EASE OF REFERENCE, WOULD ASSIST THE COMMITTEE.</p> <p>PLEASE UPDATE AS PER REQUEST AND ENSURE ITEM IS ADDED TO FP AND WORK PLAN FOR GA CTTEE</p>	01/06/2012		REEKS, ALEX
7	DEVELOPMENT OF COMMUNICATIONS PLAN - PROVISION FOR SHARING OF BEST	<p>EXTRACT FROM MINS OF MTG OF GA CTTEE - DEC 11</p> <p>OFFICERS ADVISED THAT BEST PRACTICE WOULD BE SHARED THROUGH THE COMMUNICATIONS PLAN WHICH WAS CURRENTLY IN DEVELOPMENT.</p> <p>PLEASE BEAR IN MIND THE CTTEES SUGGESTIONS RE SHARING BEST PRACTICE WHEN DEVELOPING THE ASSOCIATED COMMS PLAN.</p> <p>PLEASE REVISE TARGET DATE AS APPROPRIATE - NO TIMELINE SPECIFIED BY MEMBERS</p>	01/06/2012		REEKS, ALEX