

**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**

<b>BRAG STATUS BLACK - COMPLETED MATTERS, NOT CLOSED</b>					
<b>ID</b>	<b>ACTION</b>	<b>ACTION REQUIRED</b>	<b>DUE DATE</b>	<b>COMMENTS</b>	<b>ASSIGNED TO</b>
1	EXTENSION OF TIME FOR THE OPERATION OF THE STANDARDS REGIME - SUBMISSION OF REPORT TO COUNCIL	<p>ON THAT BASIS IT WAS RESOLVED THAT IT BE RECOMMENDED TO COUNCIL THAT:</p> <p>(A) APPROVAL BE GIVEN FOR THE EXISTING MEMBERS AND CO-OPTED MEMBERS CODE OF CONDUCT TO CONTINUE IN OPERATION UNTIL JUNE 2012 WHEN A REVISED CODE AND PROCESS WILL BE SUBMITTED FOR APPROVAL;</p> <p>(B) THE EXISTING MEMBERS OF THE STANDARDS COMMITTEE BE AUTHORISED TO CONTINUE IN OFFICE UNTIL A NEW CODE IS INTRODUCED AND A NEW COMMITTEE APPOINTED IF REQUIRED;</p> <p>(C) THE STANDARDS COMMITTEE BE REQUESTED TO REVIEW AND AMEND THE PROCEDURES UNDER WHICH ALLEGATIONS OF A BREACH OF THE CODE CAN BE INVESTIGATED AND DECISIONS ON ALLEGATIONS TAKEN, IN LIGHT OF EXPERIENCE OVER THE LAST FEW YEARS; AND</p> <p>(D) THE MONITORING OFFICER BE REQUESTED TO IMPLEMENT ARRANGEMENTS FOR THE APPOINTMENT OF AN INDEPENDENT PERSON IN ACCORDANCE WITH THE REQUIREMENTS OF THE 2011 LOCALISM ACT.</p> <p>PLEASE ADD TO FP FOR COUNCIL AND PREPARE REPORT FOR SUBMISSION</p>	06/01/2011	REPORT WILL BE CONSIDERED BY COUNCIL AT ITS MTG ON 16 JAN 12	ROBINSON, ALAN

2	<p>REQUEST FOR INFO FROM CLLR - 1997 REGS RE REMOVAL OF HEDGEROWS</p>	<p>EXTRACT FROM MINS OF GA CTTEE - ON 12 MARCH 2012 REF MIN 62 REVIEW OF CONSTITUTION:</p> <p>PLEASE PROVIDE COUNCILLOR WITH INFO REQUESTED:</p> <p>COUNCILLOR RAY SELLARS REQUESTED THAT HE BE PROVIDED WITH INFORMATION, IN RESPECT OF POWERS GIVEN TO DISTRICT COUNCILS TO REMOVE HEDGEROWS IN ACCORDANCE WITH THE 1997 REGULATIONS (AS REFERRED TO ON PAGE 14 OF THE REPORT).</p>	10/04/2012	<p>CAROL, THIS WAS ASSIGNED TO ME, BUT I HAVE ONLY GOT ROUND TO READING THE E-MAIL BELOW DUE TO LEAVE. APOLOGIES</p> <p>S</p> <p>PHONED CLLR SELLARS MOBILE &amp; LEFT MESSAGE. THE HEDGEROWS REGULATIONS 1997 TO NOT GIVE THE COUNCIL POWERS TO REMOVE HEDGES. UNDER THE REGS, LAND OWNERS HAVE TO APPLY TO THE COUNCIL FOR PERMISSION TO REMOVE A HEDGEROW OR PART OF ONE. IT IS AN APPLICATION THAT THE COUNCIL PROCESSES AND RESULTS IN A DECISION NOTICE BEING ISSUED, JUST LIKE A PLANNING APPLICATION. THE REGS PROTECTS COUNTRYSIDE HEDGES OLDER THAN 30YEARS OLD. THE REGS DO NOT PROTECT HEDGES ALONG GARDEN BOUNDARIES, EVEN IF OPEN COUNTRYSIDE IS TO ONE SIDE OF THE HEDGE.</p>	SLINGSBY, CAROL
3	<p>TRAINING REQUIREMENTS TO SERVE ON REGULATORY COMMITTEES - AGENDA ITEM FOR MEMBERS FORUM</p>	<p>THE ISSUE OF TRAINING WAS AGAIN RAISED, IN PARTICULAR THE NEED TO DEFINE, THE TRAINING REQUIREMENTS NEEDED FOR MEMBERS TO SERVE / SUBSTITUTE ON THIS COMMITTEE AND OTHER REGULATORY CTEES. IT WAS NOTED THAT IT WAS INTENDED FOR THIS MATTER TO BE FURTHER CONSIDER BY THE MEMBERS' FORUM, IN THE FUTURE.</p> <p>PLEASE INCLUDE AS AN AGENDA ITEM FOR NEXT MEETING OF MEMBERS FORUM</p>	01/05/2012	<p>NOTES FROM THE MEMBER FORUM 23/04/12</p> <p>IT WAS NOTED THAT FOR THE REGULATORY COMMITTEES TRAINING WAS MANDATORY AND THAT MEMBERSHIP OF THESE COMMITTEES WAS DEPENDANT UPON BEING TRAINED, BUT THIS COULD PROVE PROBLEMATIC IF SUBSTITUTES WERE REQUIRED. IT WAS SUGGESTED THAT A POOL OF TRAINED MEMBERS COULD BE AVAILABLE FOR EACH OF THE COMMITTEES. IF INSUFFICIENT TRAINED MEMBERS WERE AVAILABLE THERE COULD BE A POSSIBILITY OF</p>	LILLEY, DINAH

				<p>A MEETING NOT BEING QUORATE. THE CRITERIA AS TO WHAT CONSTITUTED AN ACCEPTABLE STANDARD OF TRAINING WAS DISCUSSED. IT WAS SUGGESTED THAT THE LEAD OFFICER FOR SUCH COMMITTEES SHOULD BE ABLE TO DETERMINE WHAT WAS AN APPROPRIATE LEVEL OF TRAINING, DEPENDENT ON THE EXPERIENCE OF THE COMMITTEE MEMBERS, CHANGES IN LEGISLATION, ETC. IT WAS AGREED THAT IT WAS IMPORTANT FOR MEMBERS TO BE TRAINED IN AS MANY ASPECTS OF COUNCIL BUSINESS AS POSSIBLE, PARTICULARLY FINANCE AND PLANNING, AS THESE WERE ISSUES THAT CONSTITUENTS COULD ASK QUESTIONS ABOUT.</p>	
--	--	--	--	---	--

4	ANNUAL REVIEW OF CONSTITUTION - FURTHER AMENDMENTS PRIOR TO COUNCIL SUBMISSION	<p>EXTRACT FROM GA MINS OF MTG 12 MARCH SET OUT BELOW.</p> <p>PLEASE INCLUDED ADDITIONAL REVISION INTO REPORT PRIOR TO SUBMITTING TO ANN COUNCIL FOR ADOPTION:</p> <p>RESOLVED THAT THE AMENDMENTS TO THE COUNCIL'S CONSTITUTION AS DETAILED IN APPENDIX 1 TO REPORT GA.39 11/12, SUBJECT TO THE INCLUSION OF THE FURTHER SUGGESTED REVISIONS, AS DETAILED AT (I) AND (II) BELOW, BE RECOMMENDED TO COUNCIL FOR APPROVAL AND ADOPTION WITH IMMEDIATE EFFECT.</p> <p>(I) PART IV/PAGE 8 (LICENSING AND REGULATORY COMMITTEE TERMS OF REFERENCE)  THE ADDITION OF THE FOLLOWING FUNCTION:  "RECOMMENDING THE SETTING AND ADOPTION OF POLICIES RELATING TO TAXI AND PRIVATE HIRE LICENSING TO THE PROSPEROUS COMMUNITIES COMMITTEE."  REASON: FOR CLARITY AND CONSISTENCY, IN DETAILING THE COMMITTEE'S ROLE IN SETTING POLICIES IN EACH AREA OF ITS WORK.</p> <p>(II) PART IV/PAGE 25 (CHIEF EXECUTIVE'S DELEGATIONS – BULLET POINT NO. 4)  THE WORDS "IN THE INFORMATION BOOKLET FOR MEMBERS" BE REPLACED WITH "TO MEMBERS WITHIN 5 WORKING DAYS OF THE DECISION BEEN TAKEN", SO THAT THE SENTENCE, READS  "ANY DECISION TAKEN BY THE CHIEF EXECUTIVE UNDER THIS DELEGATED POWER SHALL BE REPORTED TO MEMBERS WITHIN 5 WORKING DAYS OF THE DECISION BEEN TAKEN"  REASON: THE INFORMATION BOOKLET FOR MEMBERS IS NO LONGER IN EXISTENCE AND TO ADDRESS CONCERNS RAISED, REGARDING THE TIMELINE FOR NOTIFY MEMBERS IN RESPECT OF DECISIONS OF THIS NATURE.</p>	01/05/2012		LILLEY, DINAH
---	--	---	------------	--	------------------

5	INTERNAL AUDIT RECOMMENDATIONS PROGRESS TO DATE - PROJECT MANAGEMENT	<p>EXTRACT FROM MINS OF MTG OF GA CTTEE - DEC 2011.</p> <p>NO.1 MEMBERS EXPRESSED CONCERNS AT ..... . THE INTERNAL AUDITOR INDICATED THAT THEY WOULD BE REVIEWING THE SERVICE AREA AGAIN IN SIX MONTHS TIME.</p> <p><b>PLEASE ADD TO GA FP AND WORK PLAN IF CONSIDERED APPROPRIATE</b></p> <p>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.</p> <p><b>PLEASE AMEND FUTURE REPORT FORMAT ACCORDINGLY</b></p>	01/06/2012	ACTION WILL BE UNDERTAKEN BY LUCY PLEDGE OF LCC - REPORTS ON JUNE AGENDA.	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><b>PLEASE UPDATE AS PER REQUEST AND ENSURE ITEM IS ADDED TO FP AND WORK PLAN FOR GA CTTEE</b></p>	01/06/2012	UPDATE REPORT INCLUDED ON AGENDA	REEKS, ALEX

7	ADDITION TO GA WORKPLAN - PEER REVIEW OUTCOMES	<p>EXTRACT FROM MINS OF MTG OF THE GA CTTEE - DECE 2011:</p> <p>THE OUTCOMES OF THE PEER REVIEW BE ADDED TO THE GA WORKPLAN FOR SUBMISSION TO A FUTURE MTG OF THE CTTEE.</p> <p>PLEASE REVISE TARGET DATE AS CONSIDERED APPROPRIATE SUGGEST EITHER MARCH 12 OR JUNE 12</p> <p><b>PLEASE ADD ITEM TO THE FP AND WORK PLAN FOR GA CTTEE AND PREPARE AND SUBMIT REPORT AS REQUESTED</b></p>	01/06/2012	REPORT DUE TO G AND A COMMITTEE IN JUNE 2012. ENTERED ON FORWARD PLAN 14/02/2012	TOWNS, SHAYLEEN
---	--	--	------------	--	-----------------

**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
1	AUDIT CTTEE TRAINING SESSION - INTRO TO AUDIT	(B) AN 'INTRODUCTION TO AUDIT COMMITTEE' TRAINING SESSION FOR MEMBERS BE ARRANGED ON A DATE EARLY IN THE 2012/13 CIVIC YEAR; AND (C) OFFICERS GIVE FURTHER CONSIDERATION TO THE 2012/2013 TRAINING PROGRAMME FOR THE COMMITTEE, IN THE LIGHT OF THE COMMENTS MADE.	01/05/2012	VERBAL UPDATE TO BE PROVIDED TO MEMBERS AT THE MEETING REGARDING FUTURE INTENTIONS	ROBINSON, ALAN

2	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	POSITION UNKNOWN	REEKS, ALEX
---	--	--	------------	------------------	-------------

<b>BRAG STATUS GREEN - OUTSTANDING MATTERS, NOT YET DUE</b>					
ID	ACTION	ACTION REQUIRED	DUE DATE	COMMENTS	ASSIGNED TO
1	FUTURE OF PUBLIC AUDIT - WATCHING BRIEF TOPIC	RESOLVED THAT THE CONTENT OF REPORT GA.42 11/12, BE RECEIVED AND NOTED AND A 'WATCHING BRIEF' BE KEPT ON THE ISSUE OF THE PUBLIC OF FUTURE AUDIT AT THIS STAGE.	01/05/2012	ONGOING ACTION	STONE, RUSSELL
2	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	31/07/2012	<p>AR TO MEET WITH CLLR AW IN THE FIRST INSTANCE TO BETTER UNDERSTAND THE ISSUES AND THEN THIS MATTER WILL BE RAISED AT FUTURE MEETING OF THE WMT .</p> <p>PLEASE ADD TO FORWARD PLAN FOR WMT.</p>	ROBINSON, ALAN

				NEW PROTOCOL AGREED AND TO BE IMPLEMENTED SHORTLY ON COMPLETION OF ORGANISING FOR DELIVERY. DUTY PLANNER SCHEDULE IS ALSO TO BE SENT TO CLLRS ON A WEEKLY BASIS FOLLOWING A REQUEST MADE A CHAIRS BRIEFING	
3	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.	31/07/2012	ARRANGEMENTS WILL BE MADE IN CONSULTATION WITH LUCY PLEDGE OF LCC AND MEMBERS ADVISED ACCD	STONE, RUSSELL
4	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.	31/07/2012	THIS WAS A "LOST" ACTION. NO ACTION TAKEN TO DATE. NOT REFERENCED IN THE REVIEW OF CONSTITUTION.  IT SUGGESTED THIS MATTER BE LOOKED AT BY THE MEMBERS FORUM IN THE FIRST INSTANCE  VERBAL UPDATE TO BE PROVIDED TO MEMBERS AT THE MEETING.	ROBINSON, ALAN
5	OFFER OF TRAINING	OFFICERS AGAIN EXTENDED THE PREVIOUS OFFER TO HOLD A TRAINING SESSION FOR THE COMMITTEE ON THE "ROLE OF EXTERNAL AUDIT".	31/10/2012	DUE TO OTHER COMMITMENTS OF EXTERNAL AUDIT OFFICERS / SCHEDULE OF CTTEE MEETINGS IT IS LIKELY THAT THIS SESSION WILL BE HELD PRIOR TO DECEMBER'S MEETING	COUGHLAN, KATIE