

**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**

|                         |  |                    |                 |                 |                        |                                 |
|-------------------------|--|--------------------|-----------------|-----------------|------------------------|---------------------------------|
| Active/Closed           | Active   |                    |                 |                 |                        |                                 |
| Meeting                 | Governance and Audit Committee   |                    |                 |                 |                        |                                 |
|                         |  |                    |                 |                 |                        |                                 |
| <b>Row Labels</b>       | <b>Action Required</b>   | <b>Assigned To</b> | <b>Comments</b> | <b>Due Date</b> | <b>Remedial Action</b> | <b>Remedial Action Due Date</b> |
| <b>Black</b>            |  |                    |                 |                 |                        |                                 |
| Matters Arising Updates | To ensure that all Matters Arising from the Committee are followed up and completed appropriately by officers to which they are assigned | Knowles, Ian       |                 | 31/07/2014      |                        |                                 |

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| <p><b>MINERVA TRAINING FOR ALL MEMBERS</b></p>     | <p>extract from mins of meeting 27/2/14<br/>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>  | <p>Reeks, Alex</p>          | <p>This matter was discussed at Chairs Brief and it was agreed that a how to pack be created and distributed, along with drop in sessions prior to some cttees during september - details will be circulated shortly,</p> <p>Sessions have been arranged for 17 and 23 September. Further sessions may be commissioned however take up has been very slow.- kjc 8/09/14</p> | <p>30/04/2014</p> | <p>extract from mins 26/6/14<br/>With regard to the amber item, the Assistant Chief Executive undertook to arrange the Minerva Training as a matter of urgency.</p> | <p>31/08/2014</p> |
| <p><b>AMENDS TO INCORPORATE INTO DRAFT AGS</b></p> | <p>Extract from mins of mtg 26 june: -<br/>reference to Elswitha be removed from the proposed AGS Action Plan for 2013/14 as this matter will be monitored through its own action plan which is expected to be completed by September 2014;</p> <p>(b) additional wording to be included regarding Senior Management Restructure to reflect that the effectiveness of the new Director appointments will be monitored throughout the year; and</p> <p>(c) the Committee be assured that the action plan regarding Local Plans will fully address all concerns and current issues.</p> | <p>O'Shaughnessy, James</p> | <p>please make required amends to reflect cttee comments and re-submit report to september. comments made re the director appointments and their roles will be monitored. Elswitha references removed.</p>  | <p>31/07/2014</p> |   |                   |

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| <p><b>REVIEW OF MINERVA AND PUBLISHING MORE INFO</b></p>     | <p>Extract from mins of mtg 26-6-14<br/> some Members were of a view that the use of Minerva, particularly for Members, needed fundamentally reviewing. There was also a call for more information to be made available to Members through Minerva, with Gateway Reviews and Audit Recommendations being cited as examples. Again the Assistant Chief Executive undertook to take this away as a matters arising for investigation .</p> | <p>Reeks, Alex</p>     | <p>please investigate and feedback appropriately through the MAS system</p> <p>dROP IN SESSIONS HAVE BEEN ARRANGED FOR TWO DATES IN sEPTEMBER, MEMBERS WILL BE ASKED AS THESE TO FEEDBACK THEIR VIEWS ON CONTENT AND THYE ACTION PROGRESSED FROM THERE</p>               | <p>15/08/2014</p> |  |  |
| <p><b>constitution - planning delegation amendments</b></p>  | <p>extract from mins of meeting: - It was stressed that as the amendments had been made less than 6 months prior to the meeting, constitutionally it would be inappropriate for these to be reviewed again at present, however Officers undertook to take the matter away for further investigation to understand why the desired outcome had not been achieved.</p>   | <p>Robinson, Alan</p>  | <p>please investigate and feedback as appropriate through the MAS</p> <p>Intial discussions with the Chair of Planning have taken place, and he is of the belief the new delegations are working well. Matter will reviewed again as part of the usual annual review</p> | <p>31/08/2014</p> |  |  |
| <p><b>internal governance structures - workplan item</b></p> | <p>The Section 151 Officer indicated that he would wish to submit a report to a future meeting of the Committee, demonstrating the internal Governance Structure and all its linkages to aid Members' understanding. Members welcomed this suggestion.</p> <p>RESOLVED that the briefing be received and noted and the above mentioned report be added to the Committee's Workplan.</p>  | <p>Coughlan, Katie</p> | <p>item added to fp 21/08/14</p>   | <p>21/08/2014</p> |  |  |

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| <b>SOA Training</b>                               | extract from mins of mtg 31/7<br><b>RESOLVED</b> that Statement of Accounts Training be held on the same evening as the Committee's next meeting (25 September 2014) commencing at approximately 5.00pm. Linkages to the AGS would be a welcome addition to the training session  | Coughlan, Katie | <b>trainer booked, facilities booked, comms sent to all members</b>  | 21/08/2014 |  |  |
| <b>MINERVA LOG ON</b>                             | <b>EXTRACT FROM MINS OF MEETING 31/7</b> With regard to the amber item, (which was minerva training at the mtg on 31/7)whilst Members noted and welcomed the commentary contained within the action, Members still cited continuing problems with accessing Minerva. The Director of Resources undertook to try and resolve these over the coming month.  | Knowles, Ian    | <b>Training sessions now organised , which will demonstrate how to access and navigate minerva</b>   | 21/09/2014 |  |  |
| <b>LOCAL GOV OMBUDSMANS - TYPES OF COMPLAINTS</b> | <b>EXTRACT FROM MINS OF MTG 31/7</b><br>In the ensuing debate Members indicated that it would have been useful to have a breakdown of the nature of those complaints referred to the Local Government Ombudsman, accepting that it would be inappropriate to share the specifics of each case.<br><br>Officers undertook to share this information with Members and build such information into future reports. | Robinson, Alan  | <b>please provide info to cttee via e-mail .</b><br><br><b>Customer Services Manager currently on leave. This info will have been provided by e-mail before cttee meet again</b><br><br><b>Info provided by e-mail</b> | 21/09/2014 |  |  |