

Audit and Corporate Governance Committee  
Follow Up on Resolutions and Recommendations  
2007/08 and 2008/09

Item	Minute No	Meeting Date	SUBJECT	RESOLUTION/RECOMMENDATION	RESPONSIBLE OFFICER	CURRENT POSITON
1	11	21/09/07	Update on Implementation of Recommendations from Special Investigations	The Head of Legal and Democratic services to liaise with the Audit Services Manager with a view to broadening the brief to encompass the further irregularities referred to in part (e) to Appendix 1 of the report.	Alan McLaughlin	The Head of Legal Services has advised on a form of words to include in Audit Services procedures, covering all matters (e.g. theft, fraud, corruption, irregularity) that must be passed to the police in the first instance.
2	19	21/09/07	Annual Governance Letter	The letter of Representation be signed on behalf of the Council by the Director of Resources	Sonia Rees	Completed.
3	21	21/09/07	Special Report from the Director of Resources	Implementation of the recovery plan as detailed and attached to the Special Report is prioritised in line with the time table indicated within it	Sonia Rees	Progress has been regularly reported to the Audit & Corporate Governance Committee. Progress is now being reported to the Strategic Monitoring Committee and Cabinet as part of the Integrated Corporate Performance Reporting arrangements. The next update will be reported to Cabinet on 2nd October, 2008.
4	21 (ii)	21/09/07	Special Report from the Director of Resources	The dates for additional meetings of this Committee to take place on 19/10/07, 16/11/07 and 21/12/07 to receive updates with regard to the special investigation	Sonia Rees	Completed.

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5	21 (iii)	21/09/07	Special Report from the Director of Resources	The Director of Corporate and Customer Services to urgently complete the re-assessment of the Community Network upgrade contract she has initiated.	Jane Jones	Completed. The Society of Information Technology Managers (SOCITM) was engaged to carry out an independent review. SOCITM concluded that the Siemens contract represented reasonable value for money. The Audit Commission had no comment to make in respect of SOCITM's findings.
6	21 (iv)	21/09/07	Special Report from the Director of Resources	Financial governance compliance testing is prioritised in line with the timetable indicated within it.	Geoff Cole	The ICT Financial Management System fundamental audit review has been completed and a satisfactory audit opinion given. The action plan has been signed off by the Head of Service. An audit follow-up visit is planned for September 2008 and any further issues will be reported to the Audit & Corporate Governance Committee, in line with agreed reporting protocols.
7	25	19/10/07	Minutes of 21/9/07	Minutes of the 21/09/07 be approved as a corrected record and signed by the Chairman subject to the word "Finance" being amended to "Financial" in part (iv) of the recommendation to Minute No. 21.	Paul Rogers	Completed.

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8	26(i)	19/10/07	Progress Report No. 1 – Director of Resources Report	The Director of Resources to submit a report to the next meeting updating the expected completion dates for each action	Sonia Rees	Completed. Report presented to the Audit and Corporate Governance Committee on 16 <sup>th</sup> November 2007.
9	26 (ii)	19/10/07	Progress Report No. 1 – Director of Resources Report	The amended policy in respect of travel and subsistence be reported to this Committee for information.	Gi Cheesman	See comment for Minute No. 21(i) above.
10	26 (iii)	19/10/07	Progress Report No. 1 – Director of Resources Report	The Director of Corporate and Customer Services submits a report to the next meeting of this Committee giving details of the current position regarding the re-assessment of the Community Network Up grade contract she has initiated.	Jane Jones	Completed. Report presented to the Audit and Corporate Governance Committee on 16 <sup>th</sup> November 2007.
11	26 (iv)	19/10/07	Progress Report No. 1 – Director of Resources Report	As well as exceptions in respect of the identification and planning for transfer of resources to be considered by the ISS Board being reported to the Herefordshire Connects Programme Board for decision, these be the subject of report to this Committee.	Sonia Rees	Completed. All financial administration and financial management staff have transferred to the Resources Directorate.
12	26	19/10/07	Progress Report No. 1 – Director of Resources Report	The Audit & Corporate Governance Committee recommended that all overseas trips are authorised in advance and are cash limited and that the appropriate Cabinet Member is Informed.	Gi Cheesman	See comment for Minute No. 21(i) above.

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13	28(i)	19/10/07	Update Number Two on implementation of Recommendations arising from Special Investigations.	The Head of Planning Services and the Head of Highways and Transportation Services submit a report to the next meeting of this Committee giving their reasons for their inability to carry out certain follow up action set out in the special investigations recommendations follow up action, part (c) in Appendix 1 to the report refers, and the aforementioned Heads of Service be instructed to attend the meeting to present the report.	Andrew Ashcroft/ Pele Bamber	Completed. Both Heads of Service attended the Audit and Corporate Governance Committee on 16 <sup>th</sup> November 2007.
14	28(ii)	19/10/07	Update Number Two on implementation of Recommendations arising from Special Investigations.	The SMT be instructed to include the attendance of the Audit Services Manager at future meetings of the SMT and SMT be requested to meet more regularly.	Chris Bull	The Senior Management Team no longer meets. Leadership arrangements across the Council are being reviewed as part of the organisational development programme being led by the Assistant Chief Executive (Human Resources). A number of mechanisms are now in place to ensure the Chief Internal Auditor has access to managers to advise on internal control issues, including a revised protocol for agreeing audit reports, training programmes and his attendance at directorate management team meetings.
15	29(i)	19/10/07	Update number Two on the Interim	The Director of Corporate and Customer Services to submit a report to the	Jane Jones	Completed. Report presented to the Audit and Corporate Governance Committee on

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			on the Interim Assurance Report 2007/08	Services to submit a report to the Committee setting out the timescales of commencement with new protocols with regard to the Four Critical 1 Recommendations set out in paragraph 11 of the Report.		and Corporate Governance Committee on 30 <sup>th</sup> November 2007.
16	26 (a)	19/10/07	Section 106 Planning Obligations	<p>The Planning Committee be requested to inform Audit and Corporate Governance Committee of the following with regard to Section 106 Agreements:</p> <ul style="list-style-type: none"> <li>(i) The rules that apply in Section 106 Agreements which when completed by a Developer prompt the payment of monies to the Council.</li> <li>(ii) The monitoring procedures adopted by the Planning Service to ensure that Developers complete the requirements of Section 106 Agreements.</li> <li>(iii) The protocols for determining how Section 106 contributions are utilised.</li> </ul>	Andrew Ashcroft	Approval was given by Cabinet to establish a post in Planning Services to manage these issues. Recruitment to date has not been successful.
17	26	19/10/07	Update Number Two	That the Planning Committee be	Andrew Ashcroft	See comment for 26(a) above.

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	(b)		on implementation of Recommendations arising from Special Investigations.	requested to consider adopting a procedure whereby all Section 106 Agreements are available for public inspection to ensure that these matters are transparent.		
18	35	16/11/07	Minutes of 19.10.07	That subject to the following amendments that the minutes of the meeting held on 19 <sup>th</sup> October 2007 be approved as a correct record and signed by the Chairman: (i) The addition of the following final paragraph in the preamble to minute No.29. 'A member suggested that the appraisals of business cases be recorded and conducted.' (ii) The addition of the following final paragraph in the preamble to minute no. 30: 'A member suggested that the timescale for remedial work in response to audit recommendations indicated that audit findings were not taken seriously.	Paul Rogers	Completed.
19	36	16/11/07	Report of The	Subject to the following additional action,	Alan McLaughlin	The Council's Whistle-blowing policy has

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	(ii)		Independent Review	the action plan attached to the Head of Legal and Democratic Services report be endorsed. To promote and ensure the embedding of the Council's Whistle-blowing Policy.		been reviewed and an associated "Do the Right Thing" leaflet distributed to all staff. A training event was also held in April 2008 and will be repeated regularly.
20	36 (iii)	16/11/07	Report of The Independent Review	A report be submitted to this committee detailing the number of travel and subsistence claims that have been made by ICT Services and how they were approved.	Tony Ford	Completed. Included in Interim Assurance 2008/9 Report No. 1 presented to the Audit and Corporate Governance Committee on 25 <sup>th</sup> September 2008.
21	36 (iv)	16/11/07	Report of The Independent Review	The Strategic Monitoring Committee be requested to revisit the review that has been carried out in respect of ICT.	Geoff Cole	The Strategic Monitoring Committee review is in progress.
22	38	16/11/07	Update on the Community Network Upgrade and Critical 1 Recommendations in of Contractors in ICT Services.	That consideration of the report be deferred until the meeting of this Committee to be held on 30 <sup>th</sup> November 2007.	Jane Jones	Completed. Report presented to the Audit and Corporate Governance Committee on 30 <sup>th</sup> November 2007.
23	39	16/11/07	Update on action in the Special Report – Governance Improvement Plan.	That consideration of the report be deferred to the meeting of the Committee to be held on 30 <sup>th</sup> November 2007	Sonia Rees	Completed. Report presented to the Audit and Corporate Governance Committee on 30 <sup>th</sup> November 2007.
24	40	16/11/07	Progress Report No.2-	In paragraph 13 of Appendix 2 to the	Sonia Rees	See comment for Minute No. 26(iv)

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	(ii)		Director of Resources Special Report.	report, that the exceptions referred to in column 3 should be reported to this Committee and with regards to column 6 paragraph 2, that the words ' this Committee requires to be informed be added at the end of that paragraph.		above.
25	40 (iii)	16/11/07	Progress Report No.2- Director of Resources Special Report.	A report be submitted to this Committee on the procedures regarding the purchase of these Laptop computers.	Tony Ford	Completed. Included in Interim Assurance 2008/9 Report No. 1 presented to the Audit and Corporate Governance Committee on 25 <sup>th</sup> September 2008.
26	41 (i)	16/11/07	Implementation of Recommendations arising from Special Investigations.	A further report be submitted to the Committee providing more detail on Section 106 Agreement income and the other income relating to Planning Services referred to in the report.	Andrew Ashcroft	Completed. Report presented to the Audit and Corporate Governance Committee on 30 <sup>th</sup> November 2008.
27	41 (ii)	16/11/07	Implementation of Recommendations arising from Special investigations.	A further report be submitted detailing income procedures and precise financial income budgets for 2007/08 and actual income for 2006/07 and 2005/06 relating to Highways and Transportation Services.	Pele Bamber	Completed. Report presented to the Audit and Corporate Governance Committee on 30 <sup>th</sup> November 2008
28	42	16/11/07	Review of the Scheme of Delegation Budget	That a Working Group be set up with its membership being Councillors A, C, B	Sonia Rees	The Working Group Meeting was held on 22/11/07



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			of Delegation, Budget and Policy Procedure Rules, Financial Procedure Rules and Contract Procedure Rules.	membership being Councillors A.C.R. Chappell, R.H. Smith M.J. Fishley and A.M. Toon to consider the report and make recommendations to this Committee.		22/11/07.
29	43	30/11/07	Revised Audit Plan 2007/08	A report be submitted to this Committee giving details on how the ISO 27001 in ICT will affect the Council.	Geoff Cole	These issues have been incorporated into the ICT review being carried out by the Strategic Monitoring Committee. The Strategic Monitoring Committee is scheduled to receive this report in October, 2008.
30	47	30/11/07	Minutes of 16 <sup>th</sup> November 2007.	(i) Subject to the following amendments , the minutes of the meeting held on 16 <sup>th</sup> November 2007 including an exempt minute be approved as a correct record and signed by the Chairman.	Paul Rogers	Completed.
31	47	30/11/07	Minutes of 16 <sup>th</sup> November 2007.	(a) The word "conducted " being replaced with the word "documented" in the second sentence of part (i) of the resolution to minute no 35.	Paul Rogers	Completed.
32	47	30/11/07	Minutes of 16 <sup>th</sup>	(b) In the final paragraph of the preamble	Paul Rogers	Completed.

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			November 2007.	to Minute no. 36 the words 'and officers' be inserted after the word 'Members' in line 2 and after the word 'Members' in line 4.		
33	47	30/11/07	Minutes of 16 <sup>th</sup> November 2007.	(c)The words "that have been found to be unsatisfactory" being inserted after the word 'claims' in the second line of part (iii) of the resolution to Minute No. 36.	Paul Rogers	Completed.
34	47	30/11/07	Minutes of 16 <sup>th</sup> November 2007.	(d) The words "and approved" being inserted after the word "noted" in part (i) of the resolution to Minute no. 43.	Paul Rogers	Completed.
35	47	30/11/07	Minutes of 16 <sup>th</sup> November 2007.	(ii) In future, reference to Members in these Minutes shall be by name.	Paul Rogers	Completed.
36	48 (i)	30/11/07	Update on Community Network Upgrade and Critical 1 Recommendations in Use of Contractors In ICT Services.	Further consideration of this report be deferred to enable the Director of Corporate and Customer Services to provide a report giving detailed responses to the points raised in (a) to (d) above by Councillor Smith.	Jane Jones	Completed. Report presented to the Audit and Corporate Governance Committee on 21 <sup>st</sup> December 2007.
37	48	30/11/07	Update on Community	The Director of Corporate and Customer	Jane Jones	Completed.

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	(ii)		Network Upgrade and Critical 1 Recommendations in Use of Contractors In ICT Services.	Services be instructed to attend the next meeting of this Committee to present the report.		
38	49 (i)	30/11/07	Update of Action in the Special Report – Governance Improvement Plan.	The Head of Corporate and Customer Services to submit a report to this Committee which gives assurance with regard to the interface of software between PCT and Council computer systems.	Geoff Cole	The Council and PCT's ICT teams have been addressing interconnectivity issues as part of the interim accommodation strategy. Interfacing issues will be addressed through the Herefordshire Connects programme, which will be approved in due course by Cabinet.
39	49 (ii)	30/11/07	Update of Action in the Special Report – Governance Improvement Plan.	All future reports to this Committee to give details of risks, the service they relate to and the name of the officer who manages the risk.	Alan McLaughlin	The report template is being reviewed with the intention to introduce it in November.
40	49 (iii)	30/11/07	Update of Action in the Special Report – Governance Improvement Plan.	The Strategic Monitoring Committee be requested to review the control of asset management process and procedure and actions which are taken against officers who do not adhere to these rules.	Geoff Cole	Information Outstanding.
41	51	30/11/07	Updated Interim	A form of wording to be incorporated in	Sonia Rees	This was omitted for the review completed

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	(i)		Assurance report 2007/08	the Financial Standing Orders to ensure that contract sums cannot be divided to be reduced below £50,000.		in March, 2008, but will be added to Financial Procedure Rules and Contract Procedure Rules of the next annual review.
42	51 (ii)	30/11/07	Update of Action in the Special Report – Governance Improvement Plan.	An action plan be formulated regarding monies payable by Parish Councils when elections take place.	Alan McLaughlin	An agreement with HALC is in place, covering the calculation and payment of election costs.
43	51 (iii)	30/11/07	Update of Action in the Special Report – Governance Improvement Plan.	Human Resources to investigate and report to this Committee on formulating a policy to restrict the use of Council funds for the entertainment of members and officers.	Gi Cheesman/Alan McLaughlin	The Employee Code of Conduct has been reviewed and approved by Council. Joint Management Team approved new guidance on travel and subsistence on 15 September 2008.
44	51 (iv)	30/11/07	Update of Action in the Special Report – Governance Improvement Plan.	The Head of the Economic and Community Service be instructed to review the Terms of Reference of the Drugs Forum Partnership in relation to its involvement in alcohol issues and report back to this Committee accordingly.	Natalia Silver	The Terms of Reference have been reviewed since November, 2007 and a copy is available from the Herefordshire Community Safety & Drugs Partnership Manager.
45	55(i) (b)	21/12/07	Minutes of meeting held on 30 November 2007.	The word 'have' being replaced with the word 'had' in line one of paragraph (c) to minute no. 47.	Paul Rogers	Completed.
46	55(i)	21/12/07	Minutes of meeting	The following words be added after the	Paul Rogers	Completed.

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	(b)		held on 30 <sup>th</sup> November 2007.	Resolution to minute no.51: 'RESOLVED: that the meeting move into closed session to consider exempt items.		
47	56(i)	21/12/07	Update on Community Network Upgrade and Critical recommendations In Use of Contractors In ICT Services.	All Councillors be given half day awareness training on Prince 2 Project Management and also on the analysis of business cases.	Andrew Williams	The Corporate Programmes Manager is liaising with the Assistant Chief Executive - Legal and Democratic to schedule Prince 2 training for members within the priorities and budget for member training.
48	58(i) (a) to (g)	21/12/07	Review of the Scheme of Delegation, Budget and Policy Procedure Rules, financial Procedure Rules and Contract Procedure Rules	Various amendments to the draft documents presented to Committees.	Sonia Rees	Completed.
49	59(i)	21/12/07	Updated Interim Assurance Report 2007/08 No.4	The use of best practice be suggested to the Social Economic and Regeneration Manager with regard to the management of the Drugs Forum Partnership.	Tony Ford	The Social and Economic Regeneration Manager is aware of the content of the internal audit report.
50	64	25/01/08	Minutes of meeting	Subject to the addition of Cllr GFM Dawe	Paul Rogers	Completed.

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			held on 21 <sup>st</sup> December 2007	(Vice Chairman) to those members present, the Minutes of the meeting held on 21 <sup>st</sup> December 2007 be approved as a correct record and signed by the Chairman.		
51	65(i)	25/1/08	Annual Governance Statement	The Audit and Corporate Governance Committee together with the Standards Committee be made responsible for approving the draft Annual Governance Statement.	Tony Ford / Alan McLaughlin	The draft Annual Governance Statement was approved by the Audit and Corporate Governance Committee on 20 <sup>th</sup> June 2008.
52	65 (ii) (a) to (v)	25/1/08	Annual Governance Statement	Various amendments to the draft documents presented to Committee.	Tony Ford	Completed.
53	65 (iii)	25/1/08	Annual Governance Statement	The new framework be subject to an annual review by Cabinet, the Audit and Corporate Governance Committee and the Standards Committee.	Tony Ford	Refreshed framework to be presented to the Audit and Corporate Governance in November 2008.
54	65 (iv)	25/1/08	Annual Governance Statement	The Code of Corporate Governance be reviewed by the Director of Resources and the Monitoring Officer in the light of the new requirements for the Annual Governance Statement by March 2008.	Alan McLaughlin	Following consultation with the Audit and Corporate Governance Committee and the Standards Committee the presented code has been re-written by the Chair of the Standards Committee.
55	71	29/2/08	Use of Resources	The Council's Asset Register and policies	Tony Ford	Completed. The fundamental system

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	(ii)		Report	relating to it be reviewed, particularly in respect of the acquisition and disposal of school property, and the Audit Services Manager will report his findings to a future meeting of the Audit and Corporate Governance Committee.		review has been completed and a satisfactory Audit Opinion given, as reported in the Annual Assurance Report presented to the Audit and Corporate Governance Committee on 20 <sup>th</sup> June 2008.
56	72 (iii)	29/2/08	Annual Audit and Inspection Letter 2008	The Audit Commission's report in respect of the developing Public Service Trust, and the Chief Executive's response, be forwarded to the Committee for information in time for its next meeting.	Andrew Williams	The Interim Deputy Chief Executive intends to brief the Chairman and Deputy Chairman prior to the planned Audit and Corporate Governance Committee scheduled for 25 <sup>th</sup> September 2008.
57	72 (iii)	29/2/08	Annual Audit and Inspection Letter 2008	The Council's Business continuity plan be considered at the next Committee meeting following completion.	Andrew Williams	The Interim Deputy Chief Executive intends to brief the Chairman and Deputy Chairman on Business Continuity Planning prior to the Audit and Corporate Governance Committee scheduled for 25 <sup>th</sup> September 2008.
58	72 (iv)	29/2/08	Annual Audit and Inspection Letter 2008	A 'bring forward' system for actions required by the Audit Commission and the Audit and Corporate Governance Committee, be considered at the Committee's meeting to be held on 20 <sup>th</sup> June 2008.	Paul Rogers	When the draft minutes have been agreed by officers, an action sheet will be circulated to officers indicating required actions by officers.
59	73	29/2/08	Financial and Contract	The Head of Legal & Democratic Services	Alan McLaughlin	The Committee considered the scheme of

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	(iii)		Procedure Rules	conducts a complete revision of the Constitution and Scheme of Delegation to Officers for Council's approval in May 2008.		Delegation at its meeting on 3/7/08.
60		29/2/08	Updated Interim Assurance Report 2007/08 No. 5	That the report be noted, and a report on the Audit Department's Special Investigation into the Information and Communications Technology Department be considered at the Committee's meeting on 4 <sup>th</sup> April 2008, with the public and press being excluded from the meeting under Schedule 12A of the Local Government Act 1972, as appropriate.	Tony Ford	Completed. A verbal report given to the Audit and Corporate Governance Committee on 4 <sup>th</sup> April 2008.
61	76	29/2/08	Training for Members	Training in respect of Prince2 be delivered by external trainers.	Andrew Williams	The Corporate Programmes Manager is liaising with the Assistant Chief Executive - Legal and Democratic to schedule Prince 2 training for members within the priorities and budget for member training.
62	76	29/2/08	Training for Members	An additional training session be arranged	David Powell	Central government funding streams is



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				in respect of central government funding streams.		now a regular part of financial training for members to give the overall funding picture for the authority. However in support of this action a specific training event is being arranged to cover central government funding streams and this will be held during the Autumn/Winter 2008.
63	93 (i)	20/06/08	Audit Services Assurance Report 2007/08	The Chief Executive circulate details of the number of external contractors employed by Council services other than the ICT Service and also reasons for the delay in the merging of ICT services with another Directorate.	David Powell	A review of agency and contracted expenses is being carried out by the Head of Financial Services for the Strategic Monitoring Committee.
64	95 (i)	20/6/08	Annual Statement of Accounts	The outcome of the independent review of the Community Network Upgrade Project be reported to the Committee.	Andrew Williams	Joint Management Team in July received a report from ICT on the actions being taken to prepare for the specification and tendering of the community network which is required consistent with the current contract with Siemens which ends in 2010 and for which there is a timeline for reviewing and tendering for providers to manage the community network from 2010. The action plan incorporates the advice provided by SOCITM who delivered the independent review.
65	98	20/6/08	Scheme of	That the scheme of delegation report be	Alan McLaughlin	Completed. Report presented on 3 <sup>rd</sup> July

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			Delegations	considered at a meeting of this Committee to be held on 3 <sup>rd</sup> July 2008.		2008 and approved by Council on 28 July 2008.