

**Audit & Corporate Governance Committee
Resolutions and Recommendations May 2007 – June 2008 Requiring Further Monitoring**

Item	Minute No	Meeting Date	SUBJECT	RESOLUTION/RECOMMENDATION	RESPONSIBLE OFFICER	POSITION REPORTED TO COMMITTEE ON 25 SEPTEMBER 2008	CHAIR & VICE CHAIR COMMENT
OPEN AND ONGOING ITEMS							
3	21 (i)	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.	The Audit & Corporate Governance Committee should continue to ensure progress is reported to Cabinet and the Strategic Monitoring Committee until the action plan has been fully implemented.
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 (Zack Pandor)	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.	The Audit & Corporate Governance should continue to monitor this item to ensure the issue has been addressed by the ICT review being carried out by the Strategic Monitoring Committee.

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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.	The Audit & Corporate Governance Committee should continue to monitor progress on this issue.
41	51 (i)	30/11/07	Updated Interim Assurance report 2007/08	A form of wording to be incorporated in the Financial Standing Orders to ensure that contract sums cannot be divided to be reduced below £50,000.	Sonia Rees	This was omitted for the review completed in March 2008, but will be added to Financial Procedure Rules and Contract Procedure Rules at the next annual review.	The Audit & Corporate Governance Committee should ensure that the next annual review of the Financial Procedure Rules and Contract Procedure Rules addresses this issue.
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.	Item 61 refers. The Audit & Corporate Governance Committee should continue to monitor progress in delivering this training session.

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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.	The Audit & Corporate Governance Committee should ensure the corporate governance framework is refreshed once the re-drafted Code of Governance has been agreed by Council.
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.	The Audit & Corporate Governance Committee can remove this item from the follow-up list once the re-drafted Code of Corporate Governance has been agreed by Council.

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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 th 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.	The Chair and Vice Chair will receive a copy of the action sheet as well as the relevant officers.
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.	Item 47 refers.

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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.	The Audit & Corporate Governance Committee will be copied with this report for information. The Strategic Monitoring Committee is due to receive the ICT review report on 20 November 2008.

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POSITION REPORTED TO AUDIT & CORPORATE GOVERNANCE COMMITTEE ON 25 SEPTEMBER 2008 UNSATISFACTORY							
9	26 (ii)	19/1007	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 (Anne Coutts)	See comment for Minute No. 21(i) above.	The Audit & Corporate Governance Committee required a report on the updated policy for travel and subsistence and has not yet received it.
12	26	19/1007	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 (Anne Coutts)	See comment for Minute No. 21(i) above.	The Audit & Corporate Governance Committee requires evidence to demonstrate that this recommendation has been accepted and implemented.

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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> <p>(i) The rules that apply in Section 106 Agreements which when completed by a Developer prompt the payment of monies to the Council.</p> <p>(ii) The monitoring procedures adopted by the Planning Service to ensure that Developers complete the requirements of Section 106 Agreements.</p> <p>(iii) The protocols for determining how Section 106 contributions are utilised.</p>	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.	The Audit & Corporate Governance Committee requires a report from the Head of Service demonstrating that all reasonable steps have been taken to implement the Cabinet decision to establish a post in Planning Services to manage Section 106 agreements, and that measures are in place to deliver the policy in the mean time.
17	26 (b)	19/10/07	Update Number Two on implementation of Recommendations arising from Special Investigations.	That the Planning Committee be requested to consider adopting a procedure whereby all Section 106 Agreements are available for public inspection to ensure that these matters are transparent.	Andrew Ashcroft	See comment for 26(a) above.	The Audit & Corporate Governance Committee seeks confirmation that Section 106 agreement procedures are now transparent.

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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 (Zack Pandor)	The Strategic Monitoring Committee review is in progress.	The Audit & Corporate Governance Committee seeks more detail on the timetable for this review including when it will be considered by the Strategic Monitoring Committee, the outcome and progress implementing the resulting action plan.
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 (Zack Pandor)	Information Outstanding.	The Audit & Corporate Governance Committee seeks confirmation from the Interim Deputy Chief Executive that this matter has been satisfactorily addressed.

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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.	The Audit & Corporate Governance Committee seeks confirmation from the relevant officer that the action plan has been developed and implemented and notified to all town and parish councils.
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.	The Audit and Corporate Governance Committee required a report confirming and detailing the relevant policy and has not yet received it.
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.	The Audit & Corporate Governance Committee has not received the report it requested.

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