

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

Item	Minute No	Meeting Date	SUBJECT	RESOLUTION/RECOMMENDATION	RESPONSIBLE OFFICER	CURRENT POSITION	STATUS
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 20 November 2008.	Remains open and ongoing until Cabinet has agreed that the recovery 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 November 2008. The Chief Internal Auditor has also addressed this issue within his second interim assurance report.	Remains open and ongoing until the Chief Internal Auditor has completed his review of the council's ISO27001 arrangements and reported findings in line with agreed reporting protocols.

APPENDIX 1

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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.	Remains open and ongoing until the review of report templates has been completed.
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 of the next annual review.	Remains open and ongoing until the next annual review of the Financial Procedure Rules and Contract Procedure Rules has been completed.
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.	Remains open and ongoing until the training has been delivered. Item 61 refers.
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.	Closed subject to the Committee's approval of a report on the revised framework dated 21 November 2008.

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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	The re-drafted Code of Governance was presented to council for approval on 31 October 2008.	Closed following council's approval of a Code of Governance on 31 October 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 th June 2008.	Paul Rogers	An action sheet for officers was prepared on the basis of the draft minutes of Committee's last meeting on 25 September 2008. The Chief Internal Auditor's routine audit assurance reports now contain a section on progress with the resolutions and recommendations made by the Audit & Corporate Governance Committee.	Closed following the introduction of the action sheets and new audit assurance reporting arrangements.
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.	Remains open and ongoing until the training has been delivered. 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	The Head of Financial Services has prepared a report for the Strategic Monitoring Committee and the Audit & Corporate Governance Committee on the value for money derived from the use of consultants during 2007/08.	Closed following the production of the report for Strategic Monitoring Committee on 17 November 2008 and the Audit & Corporate Governance Committee on 21 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)	The amended policy will be circulated to members of the Audit & Corporate Governance Committee for information at their meeting on 21 November 2008.	Closed as the requested information has been provided.
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)	The new policy states that 'Overnight stays must be agreed with the employee's line manager in advance of travel. Payment would not normally exceed the cost of 3 star or equivalent accommodation. Overseas trips must be authorised by the director in advance of travel, including confirmation of the allocated budget for expenses. The director will also be required to sign the subsequent claim form. The appropriate cabinet member will be informed of all planned overseas trips. Claims for overnight stays within Herefordshire must be accompanied by a signed memorandum from the manager explaining the reason for approval.'	Closed as the requested information has been provided.

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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	The service manager has prepared a report for the Audit & Corporate Governance Committee for consideration on 21 November 2008.	Closed as the report has been produced as requested.
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	The service manager has prepared a report for the Audit & Corporate Governance Committee for consideration on 21 November 2008.	Closed as the report has been produced as requested.

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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 will be considering a report on this subject on 17 November 2008.	Closed as the Strategic Monitoring Committee has revisited the ICT review as requested by the Audit & Corporate Governance Committee.
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 still outstanding. The Chief Internal Auditor will take this issue up with the new Interim Deputy Chief Executive who will be taking up appointment at the end of the month.	Move to open and ongoing until the new Interim Deputy Chief Executive has had the opportunity to investigate and report back to the Audit & Corporate Governance Committee.

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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	The Assistant Chief Executive (Legal & Democratic) confirms that there are no outstanding election contributions from parish councils and that he is currently reviewing arrangements for the future with HALC. The Strategic Monitoring Committee will be considering a review of electoral services at their meeting on 17 November 2008.	Move to open and ongoing until confirmation has been provided that a new arrangement for recovering elections expenses from the parish councils is in place.
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.	Closed as the relevant policy and procedure documents have been reviewed.
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.	Move to open and ongoing until the members of the Audit & Corporate Governance Committee have been provided with the information requested.