

Audit & Corporate Governance Committee
Follow Up on Resolutions & Recommendations made on 3 July 2008 and 25 September 2008

Item	Minute No	Meeting Date	SUBJECT	RESOLUTION/RECOMMENDATION	RESPONSIBLE OFFICER	CURRENT POSITION	STATUS
OPEN AND ONGOING ITEMS							
66	105	03/07/08	Review of Code of Corporate Governance	The Chairman of the Audit & Corporate Governance Committee (or nominee) attend the Standards Committee on 4 July 2008.	Cllr Chappell	Cllr Smith attended the Standards Committee meeting on 4 July 2008 as the Chair's nominated representative.	Closed.
67	105	03/07/08	Review of Code of Corporate Governance	The Audit & Corporate Governance Committee receives a report formally reviewing the Code of Corporate Governance at the meeting scheduled to be held on 20 March 2009.	Alan McLaughlin	Review not due until March 2009.	Open and ongoing.
68	111 (b)	25/09/08	Annual Governance Letter 2008	The Audit & Corporate Governance Committee approves the Letter of Representation for signature by the Chair of the Committee and the Director of Resources, attached at appendix 1 of the Audit Commission's Annual Governance Report 2008.	Cllr Chappell Sonia Rees	Letter of Representation signed following the conclusion of the Committee's meeting on 25 September 2008.	Closed.
69	111 (c)	25/09/08	Annual Governance Letter 2008	The Director of Resources be invited to submit a report summarising the extent and values of current pooling of budgets and current thinking/planning towards further pooling.	Sonia Rees	A report has been prepared for the Committee to consider on 21 November 2008.	Closed.

APPENDIX 2

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70	112	25/09/08	Review of the Code of Corporate Governance	Subject to any supplemental or commentary instructions to the Code of Corporate Governance by the officers being submitted to this committee for ratification and subsequent approval by Council, the redrafted Code of Corporate Governance be agreed for consideration by the Standards Committee for onward adoption by Council on 31 October 2008.	Alan McLaughlin	The Code of Governance was adopted by Council on 31 October 2008.	Closed.
71	113 (b)	25/09/08	Learning Disability Inspection Action Plan- Progress Report	The interim Director of Adult Social Care submits a report to the next meeting clarifying the points raised by Councillor Toon in (i) to (iii) above. [Reference to '(i) to (iii) above' in Minute 113 (b) relates to points in the preamble to the Minute.]	Eleanor Brazil	Clarification of these points is to be incorporated into the report being produced in response to item 69 above.	Closed.
72	114 (b)	25/09/08	Analysis of Internal Audit Recommendations 2007/08	The Chairman and Vice-Chairman of the Committee meet with the Director of Resources and the Chief Internal Auditor to review the four recommendations referred to by Councillor RH Smith and that a further report be submitted to the Committee giving details of the outcome of the review.	Cllr Chappell Cllr Smith Sonia Rees Tony Ford	A meeting took place on 17 October 2008. The Chief Internal Auditor has reported a satisfactory outcome in respect of these four items in his second interim audit assurance report for 2008/09 presented to the Audit & Corporate Governance Committee on 21 November 2008.	Closed.

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73	115 (a)	25/09/08	First Interim Assurance Report	The Committee should send out a clear message to all Directorates that failure of management not to adhere to the Council's procurement rules and procedures will not be tolerated.	Tony Ford	As outlined in the Chief Internal Auditor's second interim audit assurance report, the Chief Internal Auditor is liaising with the Head of Communications to agree an article for First Press reminding all employees of the importance of complying with the council's approved policies and procedures.	Open and on going.
74	115 (b)	25/09/08	First Interim Assurance Report	The officers be authorised to close those Committee Resolutions which require no further action immediately.	Sonia Rees Tony Ford	This procedure has been adopted for tracking progress with Audit & Corporate Governance Committee resolutions and recommendations made since 3 July 2008.	Closed.
75	115 (c)	25/09/08	First Interim Assurance Report	The Chair and Vice Chair of the Committee, the Director of Resources and the Chief Internal Auditor be instructed to meet and be authorised to close, or close with minor amendments, the remainder of the Committee Resolutions referred to in Appendix 1 to the report and in future, the Resolutions which are not closed be considered by the Chair, Vice Chair, Director of Resources and Chief Internal Auditor for closure or closure with minor amendments.	Cllr Chappell Cllr Smith Sonia Rees Tony Ford	A meeting took place on 17 October 2008. The current status of Audit & Corporate Governance Committee resolutions is reported under a separate agenda item.	Closed.

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76	115 (d)	25/09/08	First Interim Assurance Report	A report be submitted to the next meeting to consider the audit recommendations not accepted by management and that given the issues of culture and slimmed down schedule of recommendations to be considered, the Chief Executive or the Deputy Chief Executive (Interim) be invited to the next meeting to discuss culture issues.	Chris Bull Sonia Rees Tony ford	The Chief Internal Auditor's second interim audit assurance report for 2008/09 describes how the four internal audit recommendations made in 2008/09 not accepted by management have been dealt with.	Closed.
77	115 (e)	25/09/08	First Interim Assurance Report	A report be submitted to the next meeting setting out how the Section 106 procedure works with specific examples of Section 106 agreements to be included in the report and that the Head of Planning Services and the Section 106 Monitoring officer be instructed to attend the meeting for the item.	Andrew Ashcroft	A report is on the agenda for the Audit & Corporate Governance Committee meeting for 21 November 2008.	Closed.
78	115 (f)	25/09/08	First Interim Assurance Report	A report be submitted to the next meeting regarding the current position with regard to the handover of assets to Wyebridge Academy.	Tony Ford	The Chief Internal Auditor has started to gather the relevant information and will update members verbally on progress.	Open and ongoing.