

**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	PLANNED COMPLETION DATE	STATUS
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	David Powell (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 last update was reported to Cabinet in February 2009.	Effectively completed but will be reported on to SMC and Cabinet if required.	Will be reported on by exception
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.	Zack Pandor (Geoff Cole)	These issues have been incorporated into the ICT review being carried out by the Strategic Monitoring Committee. The Strategic Monitoring Committee received		

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						this report in November 2008. The Chief Internal Auditor has also addressed this issue within his Third Interim Assurance Report.		
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.	Charlie Adan (Alan McLaughlin)	The Review of the report template has been completed. In addition an email was sent to key managers informing them of the new requirements.	31/05/09	Closed
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.	Zack Pandor (Geoff Cole)	Information still outstanding.		
41	51 (i)	30/11/07	Updated Interim	A form of wording to be incorporated in the Financial	David Powell (Sonia Rees)	This was omitted for the review	01/01/10	

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			Assurance report 2007/08	Standing Orders to ensure that contract sums cannot be divided to be reduced below £50,000.		completed in March, 2008, but will be added to Financial Procedure Rules and Contract Procedure Rules of the next annual review. <i>The Assistant Chief Executive has been requested to add words to the revised Standing Orders for Contracts.</i> Forms part of the current constitutional 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.	Charlie Adan (Alan McLaughlin)	The then Assistant Chief Executive (Legal & Democratic) confirmed that there are no outstanding election contributions from parish councils and that he was reviewing arrangements for the future with HALC. <i>The Strategic Monitoring</i>	30/06/10	

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						<p><i>Committee has received a report on the action plan for Electoral Services at its meeting on the 17th November 2008. Meeting with HALC to be arranged for 12th January 2009 to discuss elections and fees. Further meetings to be arranged to monitor progress.</i></p> <p>All Parish Councils have now paid for the 2007 elections.</p> <p>From the meetings held with HALC it has been agreed that a simpler schedule and formula is required, this is being developed by the Returning Officer.</p>		
44	51 (iv)	30/11/07	Update of Action in the Special	The Head of the Economic and Community Service be instructed to review the Terms of Reference of	<i>Paul Nicholas</i> (Natalia Silver)	The Terms of Reference have been reviewed since	<i>April 2009</i>	Closed

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			Report – Governance Improvement Plan.	the Drugs Forum Partnership in relation to its involvement in alcohol issues and report back to this Committee accordingly.		November 2007 and a copy is available from the Herefordshire Community Safety & Drugs Partnership Manager. <i>Copies sent to Member Services</i>		
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.	Annie Faulder (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. Proposal to be presented to the Member Development Policy Group at its next meeting.(Item 61 refers)	30/09/09	
61	76	29/2/08	Training for Members	Training in respect of Prince2 be delivered by external trainers.	Annie Faulder (Andrew	The Corporate Programmes	30/09/09	

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					Williams)	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. Proposal to be presented to the Member Development Policy Group at its next meeting.		