

**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.		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.	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	<i>The ISO 27001 audits have been completed and forms part of the Annual Assurance Report.</i>	Remains open and ongoing until the Chief Internal Auditor has completed his review of the Council's ISO 27001 arrangements

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						this report in November 2008. The Chief Internal Auditor has also addressed this issue within his Third Interim Assurance Report.		and reported findings in line with agreed reporting protocols. Closed
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 January 2009. The Review has been completed. In addition an email will be sent to key managers informing them of the new requirements.	31/05/09	Remains open and ongoing until the review of report templates has been completed.
40	49 (iii)	30/11/07	Update of Action in the Special Report – Governance Improvement	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.		Open and ongoing until the new Interim Deputy Chief Executive has had the

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			Plan.					opportunity to investigate and report back to the Audit & Corporate Governance Committee.
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.	David Powell (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. <i>The Assistant Chief Executive has been requested to add words to the revised Standing Orders for</i>	31 / 07/09	Open and ongoing until the next annual review of the Financial Procedure Rules and Contract Procedure Rules has been completed.

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						<i>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.	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. <i>The Strategic Monitoring 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</i>	30/06/10	Open and ongoing until confirmation has been provided that a new arrangement for recovering elections expenses from the parish councils is in place.

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						<p><i>progress.</i> 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 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.	<i>Paul Nicholas</i> (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. <i>Copies sent to Member Services</i>	<i>April 2009</i>	Closed
47	56(i)	21/12/07	Update on Community Network Upgrade and	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	30/09/09	Remains open and ongoing until the training has

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			Critical recommendations In Use of Contractors In ICT Services.			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.		been delivered. Item 61 refers.
61	76	29/2/08	Training for Members	Training in respect of Prince2 be delivered by external trainers.	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	30/09/09	Remains open and ongoing until the training has been delivered. Item 47 refers.

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						Group at its next meeting.		