

Audit & Corporate Governance Committee
Follow Up on Resolutions & Recommendations made between 3rd July 2008 and 29th January 2010

Item	Minute No	Meeting Date	SUBJECT	RESOLUTION/RECOMMENDATION	RESPONSIBLE OFFICER	CURRENT POSITION	PLANNED COMPLETION DATE	STATUS
OPEN AND ONGOING ITEMS								
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.	Charlie Adan (Alan McLaughlin)	The Code of Corporate Governance was considered and used as a guiding document in the recent constitutional review process and it was raised as a matter for further review by the Chair of the Standards Committee in his comments to Council on 13 November 2009. It is proposed that the Code of Corporate Governance be reviewed as part of the next Phase of work on the Council's Constitution	31/05/2010	
89	5	19/06/09	Review of Procurement	The introduction of procurement and contract performance reporting systems , recommendation R2 paragraph 14 of the Audit	David Powell	The development of comprehensive systems for the reporting and	September 2010	

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				Commission's report		monitoring of procurement will be a high priority task of the new joint Head of Procurement expected to be in post this Spring.		
90	5	19/06/09	Review of Procurement	The Audit and Corporate Governance Committee work plan be amended to make specific provision for procurement investigation and reports.	David Powell	The Committees revised terms of reference which came in to effect on 1 st January 2010 states that <i>'The Committee shall receive assurance from the Chief Internal Auditor that officers are complying with the Council's procurement policy and processes in all respects'</i> . The Director of Resources and Chief Internal Auditor will consult with the Chairman and Deputy Chairman of the Audit and Governance Committee to agree the Committees requirement and	12 th March 2010	

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						include the agreed programme in the 2010-11 Audit Plan, which will be submitted to the Audit and Governance Committee for approval on 12 th March 2010		
91	5	19/06/09	Review of Procurement	The Audit and Corporate Governance Committee work plan to include the oversight and completion of training needs and analysis of in-house procurement expertise throughout the Council Directorates.	David Powell	The effectiveness and capacity of joint procurement will be another important issue for the new joint Head of procurement. A progress report on competence and capacity will be submitted to the committee by end of September 2010.	September 2010	
92	5	19/06/09	Review of Procurement	A report be submitted to the Committee on the process the Council follows for risk management and the way risk management is used and updated as a positive aid to management.	Andrew Rewell	The revised Risk Management Policy and Guidance document was presented to Cabinet on 26 th November 2009. Although a report was presented to the Committee in January, members requested a	29 th January 2010	

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						further report, which forms a separate agenda item for this meeting.		
95	7	19/06/09	Data Quality – Annual report	The extent that Directorates local procedures on data quality have been produced.	Tony Geeson	Addressed in the report to the Committee on 28th September 2009	28/09/09	
96	12	19/06/09	Audit Services Assurance Report	Anti - Fraud Training to be added to the Training for members schedule	Tony Ford	Agreed programme received from PriceWaterhouseCoopers The training date is 23 rd April 2010 and all Committee members have been informed.	31/03/10	
104	28	20/11/09	Interim Audit Services Assurance Report 2009/10 No. 1	Start and completion dates be stated against all items in Appendices 2 and 3 of the report submitted to future meetings.	Tony Ford	Completion dates now entered for all resolutions so that members can monitor progress.	29/01/2010	
105	28	20/11/09	Interim Audit Services Assurance Report 2009/10 No. 1	The Committee requires all action on the remaining 13 items in Appendices 2 and 3 to the report to be completed to the Committee's satisfaction by the time of the next meeting or the respective Directors and executives attend the meeting in person to explain why each issue remains open and when it will be completed.	Members of the Audit and Governance Committee	Linked to 104 above, Action on this resolution is subject to the Committee review of the action taken by officers	29/01/2010	
108	35	29/01/10	Annual Audit	An update report on the progress of	David Powell	Status required		

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			and Inspection Letter	the Audit Commission's recommendations shown on page 22 on the agenda be submitted to the next meeting of the Committee				
109	36	29/01/10	Use of Resources	An update and progress report be submitted to the next meeting.	David Powell	The report is an agenda item for this Committee.	12/03/2010	
110	39	29/01/10	Review of Procedures and Procurement within Property Services	That a report be submitted to the next meeting regarding an action plan showing how the issues referred to in the report will be rectified and to indicate if any, contracts were re-let subsequent to tender procedures being revised.	Malcolm MacAskill	The report is an agenda item for this Committee.	12/03/2010	
111	41	29/01/10	Risk Management	That a report be submitted to the next meeting informing the committee of evidence where the Corporate Risk Register process are not being followed, detailing the risks in all areas of the Council and how they are mitigated.	Andrew Rewell	The report is an agenda item for this Committee.	12/03/2010	
112	42	29/01/10	Interim Audit Services Assurance report 2009/10 No.2	A report be submitted to the meeting detailing the actions in place to ensure that travel and subsistence claims are processed correctly.	Tony Ford	The report is an agenda item for this Committee.	12/03/2010	