

CORPORATE GOVERNANCE PANEL PROGRESS REPORT

Panel Date	Decision	Response	Date for Action	Officer Responsible
25/09/12	<p><u>Annual report on the Freedom of Information Act, Environmental Information Regulations and Data Protection Act</u></p> <p>Agreed that the previous year's statistics on the number of requests received by the Council under the Freedom of Information Act be included in future reports for comparative purposes.</p>	Report on the agenda	November 2013	Heads of IMD, Legal and Democratic Services
25/09/12	<p><u>2010/11 Accounts</u></p> <p>The corporate guide to managing projects be reviewed and approved by Chief Officers Management Team and subsequently forwarded on to Managers for their perusal.</p>	A report on the agenda describes the new officer Governance Board and supporting working groups. One of these has responsibility for Project Management and will deliver the Corporate Guide together with other items to enhance project management.		Assistant Director Finance and Resources
12/12/12	<p><u>Corporate Business Continuity Planning</u></p> <p>Service Manager, IMD to identify site which would accommodate council services in the event of major incident at Pathfinder House. Details to be included in the 2013 Annual Report to Panel.</p>	Report on Agenda.	December 2013 – Annual Report	Service Manager, IMD
24/7/13	<p><u>Internal Audit Service Annual Report</u></p> <p>Requested regular updates from Chief Officers Management Team on procurement practices.</p>	The Governance Board will provide information and assurance to the Panel	27th Assistant	Internal Audit Manager/ Assistant

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		on a regular basis starting with the Panel's March meeting.	Director, Finance and Resources November 2013	Director Finance and Resources
26/9/13	<u>Effectiveness of the Panel</u> Recommendation to Council that both the Panel's and Cabinet's Terms of Reference be amended. Future reviews to be undertaken by Chairman and Vice Chairman annually.	Approved by Council on 13 th November 2013.	13 th November 2013	Senior Democratic Services Officer Internal Audit Manager
26/9/13	<u>Risk Register</u> Explanation for the deletion/duplication of risks to be included in future reports.	Agreed.		Internal Audit Manager
26/9/13	<u>Improving Internal Controls</u> Internal Audit Manager to submit final procurement strategy to Panel. Code of Procurement and Code of Financial Management to be endorsed by Council. Council to apply to become a signatory to the Prompt Payment Code.	Approved by Council on 13 th November 2013.	13 th November 2013	Internal Audit Manager Senior Democratic Services Officer Internal Audit Manager
26/9/13	<u>Approval for Publication of the 2012/13 Annual Governance Statement and Annual Financial Report</u> Executive Leader and Managing Director to sign the Governance Statement for 2012/13.	The Annual Governance Statement has been signed by both the Executive	On or before 26 th September	Assistant Director, Finance and Resources

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	Assistant Director Finance and Resources to sign the Letter of Representation.	Leader and the Managing Director. Letter of Representation signed by the Assistant Director, Finance and Resources on 26 th September 2013.	2013. 26 th September 2013	Assistant Director, Finance and Resources
	Chairman of the Panel to sign the Accounts on behalf of the Council.	Chairman of the Panel signed the accounts on the 26 th September 2013.	26 th September 2013	
26/9/13	<u>Work and Training Programme</u> Requested presentation prior to the November meeting on the District Council's approach to tackling fraud with particular emphasis on the National Fraud Initiative.	Arranged.	27 th November 2013.	Corporate Fraud Manager