

**CORPORATE GOVERNANCE PANEL PROGRESS REPORT**

<b>Panel Date</b>	<b>Decision</b>	<b>Response</b>	<b>Date for Action</b>	<b>Officer Responsible</b>
<b>24/7/13</b>	<p><b><u>Internal Audit Service Annual Report</u></b></p> <p>Requested regular updates from Chief Officers Management Team on procurement practices.</p>	<p>The Governance Board will provide information and assurance to the Panel on a regular basis.</p>	14th May 2014	Head Resources
<b>26/9/13</b>	<p><b><u>Annual Governance Statement</u></b></p> <p>Approved the AGS. Required updates on the progress with introducing the six improvement areas identified.</p>	<p>Implementation dates for five of the areas was agreed as April 2014 or later. Progress will be reported to the May Panel meeting.</p> <p>The remaining area – project management – has been referred to the Project Management Working Group.</p>	14th May 2014	Managing Director
<b>29/1/14</b>	<p><b><u>Review of Fraud Investigation Activity</u></b></p> <p>Corporate Fraud Manager to provide details of the work of the team on prevention and deterrent.</p>	<p>On Agenda item 5.</p>	14 <sup>th</sup> May 2014	Corporate Fraud Manager
<b>29/1/14</b>	<p><b><u>Internal Audit Interim Progress Report</u></b></p> <p>Internal Audit Manager to review the service delivery targets.</p> <p>Request that future reports include comparisons from previous years.</p> <p>Six monthly establishment reports to be incorporated into the monthly budget monitoring process.</p>	<p>Report being prepared for September meeting.</p>	25 <sup>th</sup> September 2014	<p>Internal Audit Manager</p> <p>Accountancy Manager</p>

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26/03/14	<p><b><u>Procurement measures to support compliance</u></b></p> <p>Requested clarification on the number of Managers who have failed to notify the Procurement Manager of any contracts for the following year likely to exceed £100,000.</p>	The Code does not require “nil returns” but the Procurement Manager has received returns from 5 areas of the business with procurements over £100k; Facilities, Operations, Environmental Management, Leisure and IMD. This response is consistent with previous years’ spend patterns	14 <sup>th</sup> May 2014	Procurement Manager
26/03/14	<p><b><u>Review of the Councils Constitution</u></b></p> <p>Recommendations to Council</p> <p>Working Group established to consider proposed changes to the operation of Council meetings.</p>	<p>To be considered at Council meeting on 30<sup>th</sup> April 2014.</p> <p>Meeting held on 22<sup>nd</sup> April 2014 and their report is on the Agenda at item 4.</p>	14 <sup>th</sup> May 2014	Senior Democratic Services Officer
26/03/14	<p><b><u>Employee Handbook</u></b></p> <p>Following consultation with the Chairmen and Vice Chairman of the Corporate Governance and Employment Panels, the Handbook to be finalised and submitted to full Council for adoption.</p>	To be considered at Council meeting on 30 <sup>th</sup> April 2014.	Full Council meeting – 30 <sup>th</sup> April 2014.	Internal Audit Manager
26/03/14	<p><b><u>Risk Register Update</u></b></p> <p>Requested clarification on why reduced retained business rates are classified as an operational risk rather than a corporate risk</p>	Information circulated to Panel Members on 27 <sup>th</sup> March 2014.	Completed	Internal Audit Manager
26/03/14	<p><b><u>Work and Training Programme</u></b></p> <p>Training sessions to be arranged after May election.</p>		Date to be confirmed.	Internal Audit Manager