

CORPORATE GOVERNANCE PANEL PROGRESS REPORT

Panel Date	Decision	Response & date for Action	Action Taken	Officer Responsible	Completed
29/1/14	<p><u>Internal Audit Interim Progress Report</u></p> <p>Internal Audit Manager to review the service delivery targets.</p> <p>Request that future reports include comparisons from previous years.</p>	<p>Details of the outcome of the review will be reported to the Panel in the Internal Audit half year progress report.</p> <p>26th November 2014</p>	<p>The Internal Audit Manager has reviewed the service delivery targets with colleagues and current best practice. It is proposed that they remain unchanged.</p>	<p>Internal Audit & Risk Manager</p>	
14/05/14	<p><u>Monitoring the Effectiveness of the Control Environment: Value for Money</u></p> <p>Request for an annual report on the arrangements in place to support the achievement of value for money.</p>	<p>Agreed at July CGP to be postponed until November 2014</p>	<p>This appears on the November Agenda for the Panel.</p>	<p>Head of Resources</p>	
14/05/14	<p><u>Grant Certification 2012/13</u></p> <p>Letter to be sent to the Local Government Associations outlining the Panel's concerns over the cost to the authority of auditing benefit claims and requesting that the criteria for taking a second sample be adjusted</p>	<p>Letter sent June 2014</p>		<p>Head of Resources.</p>	<p>Yes</p>

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	to only require this if errors in the previous round of sampling are material.				
23/07/14	<u>Implementation of Agreed Audit Actions</u>			Head of Resources	
25/09/2014	Progress of the new Governance Boards to be reported to Panel and Overview and Scrutiny. Questioned why an update on project management had been presented to Economic Well-Being and not the Panel	Overview and Scrutiny Panel (Economic Well-Being) had requested the report.	Report circulated to Panel Members by email and the report's authors were reminded that future updates needs to be considered by both Panels October 2014	Senior Democratic Services Officer	Yes
23/07/2014	<u>Employee Handbook</u> Recommendation to Council that the Handbook be removed from the Constitution.	Agreed by Council on 30 th July 2014.		Senior Democratic Services Officer	Yes

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23/07/2014	<p><u>Office of the Surveillance Commissioner – RIPA</u></p> <p>Request to be informed of the appointments of authorising officers including the SRO.</p>	<p>As suggested by the Interception of Communications Commissioners Office (IOCCO), CMT agreed to name officers to the following posts: Senior Authorising Officer / Senior Designated Person – Jo Lancaster Senior Responsible Officer – Clive Mason Authorising Officer or Designated Person – Eric Kendall / John Taylor / Chris Stopford.</p>		Corporate Fraud Manager	Yes
23/07/2014	<p><u>Preparing the Annual Governance Statement</u></p> <p>Request that the inclusion of corporate surveys in future statements be discussed with the Managing Director.</p>	25 th Sept 2014	Information in respect of corporate surveys undertaken will be included in the supporting papers presented to Panel when they consider compliance with the Code of Procurement in June 2015.	Internal Audit & Risk Manager	

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23/07/2014	<p><u>Internal Audit Service – Internal Audit Plan</u> Significant changes to the Plan to be reported to the Panel</p>	25 th Sept 2014	Details are contained in the Internal Audit interim report to be discussed at the Panel on 26 November 2014.	Internal Audit & Risk Manager	
23/07/2014	<p><u>Members’ Allowances Scheme – variation to support guidelines</u> Recommendation to Council that Para 10 of the Members Allowances Scheme and the Members’ IT and Telephone Support Guidelines be amended.</p>	Agreed by Council on 30 th July 2014.		Senior Democratic Services Officer	Yes
23/07/2014	<p><u>Review of the effectiveness of the Licensing and Protection Panel/Committee</u> Agreed to undertake a review of the S106 Agreement Advisory Group during 2014/15.</p>		To commence.	Internal Audit & Risk Manager	

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23/07/2014	<p><u>Work and Training Programme</u></p> <p>Agreed to extend an invitation to a formal training day arranged for September to other authorities.</p>	Training took place in September		Internal Audit & Risk Manager	Yes
25/09/2014	<p><u>Approval for Publication of the 2013/14 Annual Governance Statement and Annual Financial Report</u></p> <p>Authorised the Executive Leader and Managing Director to sign the Statement on behalf of the Council.</p> <p>Authorised the Head of Resources to sign the Letter of Representation on behalf of the Council.</p> <p>Authorised the Chairman of the Panel to sign the accounts on behalf of the Council.</p>		Letter signed at the Panel meeting on 25 th September.	<p>Head of Resources</p> <p>Head of Resources</p> <p>Head of Resources</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>

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25/09/2014	<p><u>Annual Report of the Panel</u> Authorised the Chairman to approve any changes to the report prior to its submission to Council on 17th December 2014.</p>	No changes have been made.	The annual report is being 'formatted' into the Corporate style by the Document Centre prior to being included in the Council Agenda Papers.	Internal Audit & Risk Manager	
25/09/2014	<p><u>Effectiveness of the Panel</u> Recommendation to Council that the Panel's amended Terms of Reference be approved.</p> <p>Approved the opportunities identified to further improve the effectiveness of the Panel.</p> <p>Agreed to receive the draft Annual Financial Reports during the course of the audit via an informal meeting.</p> <p>Discussions to be held between the Chairman and Head of Resources on the provision of training</p> <p>Referred the evaluation of Member performance to the Member Development Group.</p>	To be submitted to the December meeting of Council.	Included in the Report from the Panel	Senior Democratic Services Officer Head of Resources Head of Resources Head of Resources	 Yes Yes Yes
			Corporate Team Manager advised of this request by email September 2014.		

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25/09/2014	<p><u>Risk Register Update</u> Sought clarification over the responsibility for managing risk from the Chief Officers Management Team.</p>		The Risk Register is to be discussed by the Corporate Management Team in mid November 2014.	Head of Resources	
25/09/2014	<p><u>Options for Fraud Investigation Post SFIS</u> Supported the retention of a smaller fraud team with the aim of being cost neutral.</p>	Options considered by Cabinet on 23 rd October 2014. The Cabinet approved the Panel's recommendation.	Views of the Panel included in the report to Cabinet.	Senior Democratic Services Officer	Yes