

**CORPORATE GOVERNANCE PANEL PROGRESS REPORT**

<b>Panel Date</b>	<b>Decision</b>	<b>Date for Action</b>	<b>Action Taken</b>	<b>Officer Responsible</b>	<b>Deleted from future list</b>
14/05/14	<p><b><u>Monitoring the Effectiveness of the Control Environment: Value for Money</u></b> Requested an annual report on the arrangements in place to support the achievement of value for money.</p>		The first report was presented to the Panel's meeting in November 2014. Further reports will be presented on an annual basis.	Head of Resources	Yes
26/11/14	<p><b><u>Employee Handbook</u></b> Asked the Head of Resources to report back on the reasons for the delay with the roll-out of the Employee Handbook.</p>		The Code of Conduct which had previously been called the Employee Handbook was issued to Employees from 8 <sup>th</sup> December 2014. An Employee Handbook containing more general employee information (i.e. employee benefits) is now being prepared for launch in April 2015.	Head of Resources / Corporate Team Manager	Yes
23/07/2014	<p><b><u>Preparing the Annual Governance Statement</u></b> Request that the inclusion of corporate surveys in future statements be discussed with the Managing Director.</p>	June 2015	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 Corporate Governance in June 2015.	Internal Audit & Risk Manager	No
23/07/2014	<p><b><u>Internal Audit Service – Internal Audit Plan</u></b> Significant changes to the Plan to be reported to the Panel.</p>		Details were contained within the Internal Audit interim report presented to the Panel in November 2014.	Internal Audit & Risk Manager	Yes

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<b>23/07/2014</b>	<b><u>Review of effectiveness:</u></b> Agreed to undertake a review of the S106 Agreement Advisory Group during 2014/15.	March 2015	The financial systems that monitor S106 funding are being replaced. It was intended to undertake an internal audit review of the S106 process prior to undertaking the effectiveness review of the Advisory Group. It is suggested that the review be postponed until December 2015 so as to allow the new financial system and associated reporting systems to be introduced.	Internal Audit & Risk Manager	No
<b>25/09/2014</b>	<b><u>Annual Report of the Panel</u></b> Authorised the Chairman to approve any changes to the report prior to its submission to Council on 17 <sup>th</sup> December 2014.	Changes to the report have been approved to by the Chairman. A copy of the report has been provided to Members of Panel and also available in the Members room.	The Panels annual report was presented to the Council in December 2014.	Internal Audit & Risk Manager	Yes
<b>25/09/2014</b>	<b><u>Effectiveness of the Panel</u></b> Recommendation to Council that the Panel's amended Terms of Reference be approved.  Referred the evaluation of Member performance to the		These were approved at the December 2014 Council meeting.  The Managing Director called a meeting with the Chairman and	Democratic Services Officer  Corporate Team Manager	Yes  No

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	Member Development Group.		Vice Chairman to discuss this further. However, this was then cancelled. In order to take this forward, Members may wish to discuss the matter further at the next Panel meeting.		
<b>25/09/2014</b>	<b><u>Risk Register Update</u></b> Sought clarification on the respective roles of the Overview and Scrutiny Panel (Economic Well-Being), the Cabinet, Corporate Governance Panel and the Risk Management Champion in managing risk within the Council.	None stated.	This is to be discussed at the Risk Governance Board and will be considered by Corporate Management Team before being reported back to the Panel.	Head of Resources	No
<b>26/11/2014</b>	<b><u>Training</u></b> The Panel are of the opinion that there is a need for mandatory training for Members of the Corporate Governance Panel.	The Corporate Director (Services) has been asked to consider this as part of her review of the District Council's Constitution.		Corporate Director (Services)	No
<b>26/11/2014</b>	<b><u>Value for Money at HDC</u></b> Requested that the report of the Overview and Scrutiny Panel (Economic Well-Being) detailing the outcome of the			Corporate Director (Services)	

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	<p>Select Committee on Project Management should be considered by the Panel.</p> <p>Suggested that the Council's Procurement Manager should be invited to attend a future meeting of Panel.</p>	<p>It would be better if there was a more focused reason for the Procurement Manager to attend.</p>		<p>Head of Resources</p>	
<p>26/11/2014</p>	<p><b><u>Implementation of Audit Actions</u></b></p> <p>Agreed that the Panel's continuing concerns be brought to the attention of the Managing Director.</p> <p>Requested that the Internal Audit and Risk Manager submit a further report to the Panel's next meeting, to provide an update on the current position and to identify the trends in the implementation of agreed actions.</p>	<p>January 2015</p>	<p>The Panels concerns were conveyed to the Managing Director by email after the meeting. Managing Director to respond.</p> <p>The January Panel meeting was cancelled. Information in respect of audit actions implemented for the period ending December 2014 was circulated to all Panel members by email. There is to be a standing item on the Panel agenda detailing the current position with regard to introducing internal audit actions.</p>	<p>Managing Director</p> <p>Internal Audit and Risk Manager</p>	<p>Yes</p>