Committee	Decisions	Date for Action	Action Taken	Officer Responsible	Delete from future list
20/07/2016	Code of Corporate Governance The Corporate Governance Committee recommended that the Council adopt the new Code of Corporate Governance.		The Internal Audit and Risk Manager had emailed the Corporate Governance Committee a Skills and Knowledge form for completion to enable training to be provided in areas that the Committee felt were required.	Internal Audit and Risk Manager	Yes
	This was presented and adopted by Council on 27 July 2016.				
	During discussions the Committee noted that the lack of Member attendance at training events required improvement. Members had previously completed a skills audit and the Chairman explained that he would discuss the matter with the Leader and the possibility of re-establishing the Member Development Working Group.				

Committee	Decisions	Date for Action	Action Taken	Officer Responsible	Delete from future list
20/07/2016	Annual Governance Statement: Significant Issues	27/09/2016	A report on Implementation of Agreed Audit Actions was listed as an item of business on the Agenda.	Internal Audit and Risk Manager	Yes
	The Corporate Governance Committee:				
	i. approved the significant governance issues, as detailed in paragraph 3.1 and 3.2 of the report, for inclusion in the Annual Governance Statement;				
	ii. expressed concern at the number of internal audit actions that were significantly overdue; and				
	iii. requested that the Internal Audit and Risk Manager present an update report on the Implementation of Audit Actions to the next Corporate Governance Committee				
	Further to Minute No.11 of the meeting on 8 June 2016, the Committee agreed that the need to improve debt management was an issue for inclusion in the Annual Governance Statement.		A report on debt management was listed separately as an item of business on the Agenda.	Head of Resources	Yes

Committee	Decisions	Date for Action	Action Taken	Officer Responsible	Delete from future list
16/06/2016	Scoping Report for Business Continuity Planning The Corporate Governance Committee agreed that the Corporate Team Manager be tasked to follow up on the recommendations from the review by the Business Analyst and look to: i. prepare a new Template for the Business Continuity Plan; ii. consider having one organisational Plan with appendices that provide additional information per Service where relevant; iii. review roles and responsibilities and confirm these to all concerned; iv. review the management of the plans and the mechanism of storage and accessibility; v. organise for an annual test of the new Plan; vi. schedule an audit for early 2017 by Internal Audit,	Update report to Corporate Governance - December 2016	This has been further discussed with Senior Management Team and it has been agreed that a one Organisational Plan approach will be followed. Discussions have been held with IT on some file storage issues. The template will be prepared in July and a first draft of a new Plan is scheduled for September.	Corporate Team Manager	No

Committee	Decisions	Date for Action	Action Taken	Officer Responsible	Delete from future list
	after the Plans have been updated and the test carried out; and				
	vii. undertake a review of the various scenario Plans (e.g. adverse weather, fuel shortages).				
	It was also agreed that the Corporate Governance Committee receive a Business Continuity Planning update report at its December meeting.				