

**CORPORATE GOVERNANCE COMMITTEE PROGRESS REPORT**

<b>Committee</b>	<b>Decisions</b>	<b>Date for Action</b>	<b>Action Taken</b>	<b>Officer Responsible</b>	<b>Delete from future list</b>
08/06/2016	<p><b><u>Internal Audit Service: Annual Report And Internal Audit Charter Review</u></b></p> <p>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.</p>			Internal Audit and Risk Manager	Yes
27/09/2016	<p><b><u>Miscellaneous Income - Performance Review</u></b></p> <p>The Committee were pleased to note the progress that had been achieved to date that had been largely achievable by the transfer of debt administration functions back to services.</p>	07/12/2016	<p>At the Committee meeting on 27/09/2016 the Internal Audit and Risk Manager reported upon his review of the Debtors Service and undertook to review the Service again in October 2016, to determine whether the key controls established had been working effectively.</p> <p>A further update on progress was included in the Implementation of Agreed Audit Actions report, listed as an item of business on the Agenda.</p>		
16/06/2016	<p><b><u>Scoping Report for Business Continuity Planning</u></b></p> <p>The Corporate Governance Committee agreed that the</p>	Update report to	<p>This has been further discussed with Senior Management Team and it was agreed that a one</p>	Corporate Team Manager	Yes

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	<p>Corporate Team Manager be tasked to follow up on the recommendations from the review by the Business Analyst and look to:</p> <ul style="list-style-type: none"> <li>i. prepare a new Template for the Business Continuity Plan;</li> <li>ii. consider having one organisational Plan with appendices that provide additional information per Service where relevant;</li> <li>iii. review roles and responsibilities and confirm these to all concerned;</li> <li>iv. review the management of the plans and the mechanism of storage and accessibility;</li> <li>v. organise for an annual test of the new Plan;</li> <li>vi. schedule an audit for early 2017 by Internal Audit, after the Plans have been updated and the test carried out; and</li> <li>vii. undertake a review of the various scenario Plans</li> </ul>	<p>Corporate Governance Committee 07/12/2016</p>	<p>Organisational Plan approach would be followed.</p> <p>Discussions had been held with IT on some file storage issues.</p> <p>The template was prepared in July and a first draft of a new Plan was issued in September.</p> <p>A Business Continuity Planning Update Report was listed as an item of business on the Agenda</p>		



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	resolved to consider inviting the relevant Executive Councillor to the meeting of the Committee on the 7 December 2016 as necessary.				