Committee	Decisions	Date for Action	Action Taken	Officer Responsible	Delete from future list
08/06/2016	Internal Audit Service: Annual Report And Internal Audit Charter Review 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. Miscellaneous Income - Performance Review 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.	07/12/2016	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. A further update on progress was included in the Implementation of Agreed Audit Actions report, listed as an item of business on the	Internal Audit and Risk Manager	Yes
			Agenda.		
16/06/2016	Scoping Report for Business Continuity Planning The Corporate Governance Committee agreed that the	Update report to	This has been further discussed with Senior Management Team and it was agreed that a one	Corporate Team Manager	Yes

Committee	Decisions	Date for Action	Action Taken	Officer Responsible	Delete from future list
Committee	Decisions 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;		Organisational Plan approach would be followed. Discussions had been held with IT on some file storage issues. The template was prepared in July and a first draft of a new Plan was issued in September. A Business Continuity Planning Update Report was listed as an item of business on the Agenda		
	vi. schedule an audit for early 2017 by Internal Audit, after the Plans have been updated and the test carried out; and vii. undertake a review of the various scenario Plans				

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	(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.				
20/07/2016	Implementation of Internal Audit Actions			Internal Audit and Risk Manager	Yes
	Due to the deteriorating position with the introduction of agreed internal audit actions, the Committee requested an update on the current position.				
27/09/2016	This was provided at the Committee meeting in September 2016. In referring to the percentage of audit actions that been introduced on time versus those that had been introduced late, reassurance was sought from Senior Management Team that such actions were being taken seriously.		A report on Implementation of Agreed Audit Actions was listed as an item of business on the Agenda		
	Following circulation of the September and October 2016 reports of implementation of agreed audit actions it was				

Committee	Decisions	Date for Action	Action Taken	Officer Responsible	Delete from future list
	resolved to consider inviting the relevant Executive Councillor to the meeting of the Committee on the 7 December 2016 as necessary.				