

**CORPORATE GOVERNANCE COMMITTEE PROGRESS REPORT**

Committee	Decisions	Date for Action	Action Taken	Officer Responsible	Delete from future list
16/06/2016	<p><b><u>Scoping Report for Business Continuity Planning</u></b></p> <p>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:</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,</li> </ul>		<p>This has been further discussed with Senior Management Team and it was agreed that a one 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>	Corporate Team Manager	

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07/12/2016	<p>after the Plans have been updated and the test carried out; and</p> <p>vii. undertake a review of the various scenario Plans (e.g. adverse weather, fuel shortages).</p> <p>It was also agreed that the Corporate Governance Committee receive a Business Continuity Planning update report at its December meeting.</p> <p>In noting the progress report on revising the Business Continuity Plans presented to the Committee, it was also requested that a further update report be presented to the Corporate Governance Committee meeting in March 2017.</p>	<p>Update report to be presented to the Corporate Governance Committee on 22 March 2017</p>	<p>One Organisational Plan approach with an additional Plan for Customer Services.</p> <p>Internal Audit would undertake a test of the Plan in Quarter 4 with desktop and scenario planning in 2017/18, the outcomes of which would determine further testing if required.</p> <p>At the scenario planning stage the Committee would be informed to enable the understanding of what was required of the Council.</p> <p>The new Plan was issued in February 2017.</p> <p>A Progress Report on Business Continuity Planning was listed as an item of business on the Agenda.</p>		

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<b>22/3/17</b>	BCP to be tested.  Audit of BCP by Internal Audit.	March / April 2017		Corporate Team Manager  Internal Audit and Risk Manager	
<b>20/07/2016</b>  <b>27/09/2016</b>	<b><u>Implementation of Internal Audit Actions</u></b> Due to the deteriorating position with the introduction of agreed internal audit actions, the Committee requested an update on the current position.  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 taken seriously.  Following circulation of the September and October 2016 reports of implementation of			Internal Audit and Risk Manager	

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07/12/2016	<p>agreed audit actions it was resolved to consider inviting the relevant Executive Councillor to the meeting of the Committee on the 7 December 2016 as necessary.</p> <p>The Committee discussed options on how best to progress the matter so the number of audit actions improved.</p> <p>The Committee wanted a strong message conveyed to the Corporate Management Team to express the disappointment of the Committee at the continued decline in the percentage of agreed internal audit actions implemented on time.</p> <p>The Executive Councillor for Strategic Resources confirmed that he would discuss the matter with the Managing Director to convey the sentiments of the Committee.</p> <p>The Committee resolved that the Managing Director or one of the Corporate Directors attend a future Corporate Governance Committee</p>	21/12/2016	<p>At the request of the Committee an additional column was included in the report to indicate how long an internal audit action had been overdue.</p> <p>A report on Implementation of Agreed Audit Actions was listed as an item of business on the Agenda.</p>		

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22/3/17	<p>meeting to explain the declining percentage of agreed internal audit actions implemented on time.</p> <p>Chairman to meet with the Managing Director before the next meeting to present the concerns and frustration of the Committee and to convey Members' desire to provide assistance to manage risks and maintain their monitoring role.</p> <p>Progress to be reviewed at future meeting</p>	<p align="center">3/2017</p> <p align="center">24/05/2017</p>		<p align="center">Internal Audit and Risk Manager</p>	
07/12/2016	<p><b><u>Skills, Knowledge and Effectiveness Review</u></b></p> <p>The Corporate Governance Committee resolved:</p> <p>i. that a training programme be devised by the Internal Audit and Risk Manager in consultation with the Corporate Governance Committee Chairman, and that training be delivered ahead of Committee meetings; and</p> <p>ii. that an Informal Corporate</p>			<p align="center">Internal Audit and Risk Manager</p>	

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	Governance Committee meeting be arranged in January or February to undertake an effectiveness review.		An Informal Corporate Governance Committee was held on 25 January 2017 for a self-assessment review of its own effectiveness.		
<b>22/3/2017</b>	<p style="text-align: center;"><b><u>Internal Audit Plan</u></b></p> <p>Update on Internal Audit Plan to be submitted to the Committee throughout the year.</p> <p>Impact of Transformation Plan to be included in the Audit Plan.</p> <p>Chairman of CGC and Head of Resources to receive update and changes to be reported to the CGC.</p>	<p>3/2017</p> <p>3/2017</p> <p>Ongoing</p>		Internal Audit and Risk Manager	Yes
<b>22/3/2017</b>	<p style="text-align: center;"><b><u>2015/16 Annual Governance Statement Progress</u></b></p> <p>Internal Audit and Risk Manager to refer issues highlighted in the Annual Governance Statement to the relevant Overview and Scrutiny Panel</p> <p>Finance Manger to provide further detail of how the</p>	<p>3/2017</p> <p>3/2017</p>		<p>Internal Audit and Risk Manager</p> <p>Finance Manager</p>	Yes

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	outstanding debt has been managed to be circulated to all Members of the Committee				
<b>22/3/2017</b>	<p align="center"><b><u>Review of Effectiveness of the Committee</u></b></p> <p>External review of the Committee and Internal Audit to be commissioned</p> <p>Revised Terms of Reference to be submitted to the Council for approval.</p>	<p align="center">3/2019</p> <p align="center">20/3/2017</p>	Changes submitted to Council	<p>Internal Audit and Risk Manager</p> <p>Elections and Democratic Services Manager</p>	Yes
<b>22/3/2017</b>	<p align="center"><b><u>Code of Procurement</u></b></p> <p>Details of single tender approvals to be submitted to the Committee on a quarterly basis.</p>	12/6/2017 onwards		Procurement Manager	Yes
<b>22/3/2017</b>	<p align="center"><b><u>Code of Conduct and Register of Disclosable Pecuniary Interests</u></b></p> <p>Audit to be undertaken of those parishes that have adopted</p>	2017		Internal Audit	

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	their own version of the Code of Conduct.			and Risk Manager	