

**GOVERNANCE COMMITTEE
27 NOVEMBER 2013**

UPDATE ON DECISIONS

Item No.	Agenda Item or Minute Number	Decision	Governance Date Originates	Lead Officer	Update
1.	G.13 INTERNAL AUDIT ANNUAL REPORT	<p><u>Reminder from minute content :-</u> A proposed training schedule was circulated to Members of the Committee. The dates are to be confirmed but it was agreed Wednesdays at 5.00 pm would be a convenient time:-</p> <p>Understanding Risk and Control – 1 hour The Internal Audit Process – 1 hour Understanding Assurance – 1 hour</p> <p>The Head of the Consortium is also proposing to run three training workshops, dates and times to be confirmed:-.</p> <p>Evaluating Statements of Assurance – half-day Reviewing the Annual Audit Plan – half day Evaluation of the Performance of the Head of Internal Audit – half day</p>	240613	RG	<p>Training Session held prior to this Committee Meeting.</p> <p>Clarification sought re the dates for training.</p>
2.	G.17. CONSTITUTION REVIEW 2012/13 – FOLLOW UP	<p>Resolutions 1 (a)-(f) referred to Council for adoption</p> <p>(2) The next Planning Committee training session include reiterating and reinforcing good practice and respect for colleagues when dealing with excessive lobbying and similar approaches;</p> <p>(3) The Chief Executive to write to the Councillor who had expressed concern relating to the receiving of business offers for staff and Councillors to explain the legitimacy of such practice.</p>	240613	<p>AT</p> <p>AT</p> <p>LA</p>	<p>Full Council on 170713 approved the recommendations.</p> <p>In progress</p> <p>In hand.</p>

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3.	G. 31. STATEMENT OF ACCOUNTS 2012-13	The Dora Webb miniature painting be relocated and displayed in the Mayor's Parlour once the insurance position has been checked.	240913	DG	Insurance position has been checked, now progressing with putting this on the wall.
4.	G. 35. URGENT BUSINESS – PAYMENT FRAUD	An update report be presented at the next Committee Meeting.	240913	DG	Covered on the Agenda.
5.	G. 38. CONSTITUTION UPDATE 2013-14	the Committee agree the recommendations for amending the above 4 constitutional items and refer the same to Full Council for adoption.	240913	MO	Completed at 16 October 2013 Full Council.
6.	G. 39. CODE OF CONDUCT – UPDATE ON PROGRESS	A revised Complaints Procedure be presented at the next Meeting.	240913	MO	Covered on the Agenda.

Key to Officers

MT	Management Team	HR	Head of Communities
LA	Chief Executive	JW	Head of Regulatory Services
KA	Strategic Director (KA)	VW	Solicitor to the Council
CM	Strategic Director (CM)	CS	ICT Client Manager
DG	Head of Central Services	MO	Monitoring Officer
AT	Head of Communications		

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