

## GOVERNANCE COMMITTEE

11 FEBRUARY 2015

## UPDATE ON DECISIONS

| Item No. | Agenda Item or Minute Number   | Decision  | Governance Date Originates       | Lead Officer | Update  |
|----------|--|---|----------------------------------|--------------|---|
| 1.       | G.13<br>INTERNAL<br>AUDIT ANNUAL<br>REPORT                             | <p><u>Reminder from minute content :-</u><br/>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>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<br/>Reviewing the Annual Audit Plan – half day<br/>Evaluation of the Performance of the Head of Internal Audit – half day.</p> | 240613<br>original<br><br>220914 | RG           | Training session on Corporate Governance to take place before the Governance Committee on 11 <sup>th</sup> February 2015. Agreed by Members that all other training sessions will be deferred to 2015/16 following the Elections. |
| 2.       | G.78<br>HOUSING<br>BENEFIT<br>SERVICE –<br>PERFORMANCE<br>REPORT       | An open and transparent report on the progress to be presented at the September 2014 Meeting.   | 020414<br>220914                 | HR           | Update report to be presented to the Committee March 2015.  |
| 3.       | G.81<br>REVIEW OF<br>THE<br>CORPORATE<br>COUNTER-<br>FRAUD<br>STRATEGY | A review and update of the Whistleblowing Policy be presented to a future meeting of this Committee.  | 230614                           | AT           | To be presented at Item 14 on this Agenda (11 February 2015).   |
| 4.       | G.7. INTERNAL<br>AUDIT UPDATE<br>2013/14                               | The Head of Regulatory Services to present a report on the Civil Emergency Disaster.  | 230614                           | JW           | To be presented at this Committee Meeting.  |
| 5.       | G.8. FRAUD<br>LOG  | Officer to bring forward proposals for future delivery of the single fraud investigation scheme.  | 230614                           | HR           | On-going, Currently being drafted and will be presented at an appropriate Committee Meeting.  |

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| 6.       | G.9. ANNUAL GOVERNANCE STATEMENT  | Training be arranged on Data Protection and the Human Rights Act for Members   | 230614<br>220914           | AT           | To be revisited after the May 2015 Elections.   |
| 7.       | G.12. PAYMENT FOR PARISH REPRESENTATIVES WHEN DEALING WITH PARISH COUNCILLOR COMPLAINTS | That it be recommended to the Full Council that the Welland Independent Remuneration Panel be requested to consider an allowance for the Parish Representatives when they are involved in a Governance Sub Committee Meeting.  | 230614                     | AT           | Panel Meeting on 12 November 2014. A report has been received from the Remuneration Panel and will be submitted to Full Council on 25 February 2015.  |
| 8.       | G.20. Update on Decisions   | Cllr Slater asked on the progress of his request for information to be provided to Members which shows the standby and emergency numbers for the appropriate trained staff with indication of who should be called in the event of an emergency. The Monitoring Officer reassured him this was in hand on the Management Team Action Plan. It was decided this should be added back on to this Committee's list of actions to follow up. | 220914                     | JW/H<br>R    | A card has been produced for members to carry in order to provide ease of access to contact numbers in an emergency. More fundamental changes to arrangements for out of hours and emergency notification are the subject of a report to PF&A committee on 27 Jan 2015. |
| 9.       | G.38. Performance on Raising Orders   | An updated report to be presented to the Governance Committee following the Elections.   | 181114                     | DG           |   |
| 10.      | G.40. Protective Marking  | The Head of Communication instigate a programme of training for the use of the Protected Marking Scheme.   | 181114                     | AT           | Training drafted and will be available on MIKE by March 2015.   |

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)  | MO | Monitoring Officer          |
| DG | Head of Central Services |    |                             |
| AT | Head of Communications   |    |                             |

