

**GOVERNANCE COMMITTEE
24 SEPTEMBER 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></p> <p>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.	G14 INTERNAL AUDIT REPORT	(3) A short Internal Audit Update Report is to be provided at each Governance Committee Meeting.	240613	RG	To be presented at Agenda Item 8.
3.	G.15. ANNUAL GOVERNANCE STATEMENT	(3) The Chief Executive to remind officers of the need to provide timely information for reports to ensure they meet the statutory distribution dates.	240613	LA	Completed.
4.	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</p>	240613	<p>AT</p> <p>AT</p>	<p>Full Council on 170713 approved the recommendations.</p> <p>In progress</p>

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		dealing with excessive lobbying and similar approaches; (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.		LA	In hand.
5.	G.19. REGULATION OF INVESTIGATORY POWERS ACT (RIPA) – ANNUAL REVIEW	RESOLVED that:- (1) There be an amendment to the Constitution to specifically afford the Solicitor to the Council the authority to designate such persons to make the application under s222 LGA 1972; (2) The RIPA Policy be presented to Full Council and once agreed incorporated into the Constitution	240613	AT	Amendment approved at Full Council on 170713 Report presented to Full Council on 170713
6.	EXEMPT MINUTE G.21. MINUTES OF THE MEETING HELD ON 21 FEBRUARY 2013	RESOLVED that: (2) a report on a review of the Member Complaints Process be presented to the next meeting of the Committee.	240613	AT	Report at this meeting

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		