

**Action Sheet**  
**Governance and Audit Committee 22 June 2011**

<b>Item</b>	<b>Action</b>	<b>Who</b>	<b>Status</b>
<p><u>Minutes of previous meeting</u></p> <p>Regarding the Equalities and Diversity Group – currently has no involvement of a Cabinet Portfolio Holder.</p>	<p>Enquiries are to be made to ensure action is taken.</p>	<p>Sarah Carroll</p>	<p>SMT agreed to set up an Equalities Group whose membership is as shown in Section 3.0 of Annex 1 of the report. The Group would review the internal corporate business processes/decisions to determine whether TDC was in compliance of the Equalities Regulations in the delivery of services to residents.</p> <p>The Equalities Group would members would be provided with training. They would then report back their findings to SMT and then Cabinet.</p> <p>SMT agreed that Sarah Carroll would discuss with the Leader on whether Councillor Bayford would like to appoint a Member to be the Champion of Equalities issues.</p>

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Item	Action	Who	Status
<u>Actions from Previous Meetings</u>  Members had requested more information on the decision making process behind the sale of 20 allotments in Dane Valley	Verbal Update	Harvey Patterson	Meant for 29 June meeting, now September meeting.
<u>Quarterly Governance Progress Report</u>  Members training and development needs	Update on revised schedule once survey concluded	Nikki Morris/GB/NH	See Annual Governance Statement 10/11 Action Plan for comment – agenda item 10 (annex 2)
<u>Internal Audit Progress report</u>  Housing Benefit Testing	A representative of EKS to attend next meeting	EKS	Completed
<u>Audit Commission Progress Report</u>			Completed

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CLG Publication Document	Link to be sent to Nikki Morris	Andy Mack	Completed