

## Governance and Audit Committee Action Plan

<b>G &amp; A meeting</b>	<b>Action</b>	<b>Owner</b>	<b>Target date</b>	<b>Progress</b>	<b>Feedback / Comments</b>
27-Jun-12	Inform Sophie Chadwick of member issues with Outlook	SG	25-Sep-12	C	Thorough Audit carried out to identify which Members were still having problems. As a result Members were invited to an Outlook training session with staff from TDC and EKS ICT. Most of the issues related to login difficulties and were resolved during the session or afterwards by ICT staff.
27-Jun-12	Liaise with Nick Hughes as to who is undertaking development work in EK Services for members to access the modern.gov system through the Members Portal.	SG	31-Dec-12	IP	A proposal has been put forward by modern.gov systems for an Extranet solution, which is being investigated by EKS ICT.
27-Jun-12	Following the Member Briefing on equality and diversity, any members that were absent should be made aware of their responsibilities under this Duty.	SC	25-Sep-12	C	The Equality Act 2010: Public Sector Equality Duty documents was made available to Members.
27-Jun-12	Members raised a question as to whether the corporate risk register (CRR) was being overloaded, and unreasonable demands were being made of officers. Suggested that SMT take a more robust approach to reviewing the CRR with a view to stripping out any unnecessary risks and control measures.	NM	25-Sep-12	C	Corporate Risk Register reviewed by Senior Management Team on the 23 August 2012.
27-Jun-12	With regards to the 'culture of long hours of working in many sections' within section 9 of the Draft AGS 2011/12. Members asked if SMT were pulling together a plan for how this is going to be dealt with.	NM	25-Sep-12	C	Covered within Annual Governance Statement 2011/12 action plan.
27-Jun-12	Members also asked if any analysis of the hours worked had been undertaken to identify which officers regularly worked more than their contracted hours.	NM	25-Sep-12		

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27-Jun-12	Table for Treasury Borrowing to include a column to show the date when the loans were taken out.	SM	25-Sep-12	C	Attached at Annex 1 is the council's Public Works Loan Board (PWLB) statement as at the 29 March 2012 (after the Housing Revenue Account (HRA) statement) which details each loan and its start and finish date. Please note we have another Lenders Option Borrowers Option (LOBO) loan taken out with Dexia on 9 June 2005.

**Key:**

SC Sarah Carroll  
 SG Sue Glover  
 SM Sarah Martin  
 NM Nikki Morris

**Key:**

C Completed  
 IP In progress  
 O Ongoing