

Governance and Audit Committee Action Plan

G & A meeting	Action	Owner	Target date	Progress	Feedback / Comments
11-Dec-12	Provide report on audit report recommendations from Inphase	SW	21-Mar-13		Simon will give a verbal update at the meeting.
11-Dec-12	Internal Audit Progress Report-Data Protection Act Compliance. Members requested concerns over IT disposal be passed to Cabinet as the response from EK Services was not adequate.	SG		C	Sean Hale from ICT has provided a further response and will be attending the March 2013 meeting.(Appoinmtent sent and accepted).
11-Dec-12	Internal Audit Progress Report - Thanet Leisure Force (Monitoring and Performance Arrangements). Another concern of Members was regarding the £75k loan to TLF in 2004 which had been to assist them with essential works, which were required at the Winter Gardens. The agreement stated that the monies would be paid back in 7 instalments of £12,228.50 and a final payment of £6,114.25 would be due six months after the seventh annual payment. Although the 7 payments had been received, the last one having been paid on 13 December 2011, no action had been taken to recover the final amount due. Madeline Homer advised that she would make enquiries of the Fnance team to find out why recovery of this sum had not been sought.	MH/RH	21-Mar-13	C	Matthew Sanhum (Finance) has raised an Invoice for recovery of this sum.
11-Dec-12	Quarterly Governance Progress report - Corporate risk Register. Members agreed that the Chief Executive and Cabinet should be made aware of the Governance and Audit Committee's concerns regarding this risk:-An exercise should be undertaken to 'scope' the hours that staff are working to identify where they are working more than their contracted hours and also if there are particular areas that are affected. An additional control measure should be added once this analysis (scoping has been done).	SG		C	Information has been emailed to the Chief Executive.

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11-Dec-12	Quarterly Governance Progress report - Risk Management Strategy. Roles and responsibilities to be checked against Terms of Reference and updated as necessary, including comments for Elected Members responsibilities.	NM	21-Mar-13	C	Risk Management Strategy will be brought back to Governance and Audit Committee in September 2013 as part of the normal review process.
11-Dec-12	Quarterly Governance Progress report - Corporate risk Register. Members requested that training on the risk register be provided at the March meeting.	NM	01-Sep-13	IP	This will be at a later meeting to account for training from External and Internal Audit at the March meeting.
11-Dec-12	Anti-Fraud & Corruption and Anti-bribery policies- Expand on last paragraph wording within Members section and update bullet pointed list. Policy to be brought back to next meeting - 'No Members will <u>engage</u> a third party who is looking to promote a cause without an officer being present'.	SM/HP	21-Mar-13	C	Wording amended and Policy published on Website.

Key:

SG Sue Glover
SM Sarah Martin
MH Madeline Homer
RH Rob Hetherington
NM Nikki Morris

Key:

C Completed
IP In progress
O Ongoing