

ACTION PLAN

Audit recommendation	Agreed action	Timescale
Chair of Overview and Scrutiny to be notified of key decisions, even where confidential in nature	With regard to the TEF debt, it is the Council's view that this was not a key decision within the terms of the 2012 Regulations. Moving forward, the Chair will be notified of all key decisions, even where issues are confidential. The Council has already adopted a policy in 2013 following the failure of TEF of reporting debts over £150,000.	Immediately
Contemporaneous notes of key decisions with commercial partners to be kept	Notes are now being taken of all key meetings.	Actioned
Notes of key discussions between senior management team and members of the executive to be kept	Notes are now being taken of all key meetings.	Actioned
External advice to be considered for complex or specialist legal areas	External advice will continue to be sought based on the balance of benefit, cost and risk.	Immediately
Consideration of ways in which the Council may raise confidence in the maintenance of confidentiality within its decision making and reporting structures	Sharing of key commercially sensitive material will be judged on a case by case basis. Whilst the regular release of this confidential material to third parties is still occurring, decisions on the sharing of material will favour the restriction of information, unless its confidentiality can be guaranteed by other means.	Immediately