

Ref	Corporate Governance issue	Management action and response	Responsibility	Target completion timescale
AGS17.1	Business Continuity Plans for the organisation. (Carried forward from 2015/16)	<p>Shared understanding of how 'Business as Usual' will be restored or delivered on an ongoing basis, in the event of a significant disruption arising from emergency or unplanned critical incident.</p> <p>Robust plans are prepared and tested to provide resilience to any critical Council services.</p> <p>Clear and shared knowledge of service critical systems (including IT) are agreed and contingency plans are refreshed and updated on a routine and rolling basis.</p>	Senior Leadership Team (SLT)	Training completed for Senior Leaders plans to be developed during the financial year. Review progress in September 2017.
AGS17.2	None response to internal Audit reports.	All internal Audits are responded to and required actioned agreed are part of the audit sign off. A quarterly report to the Senior Leadership Team by the Head of Finance will ensure timely responses are obtained.	SLT	By end of each quarter a review of all outstanding responses and action plans are responded to and agreed actions implemented.
AGS17.3	Contract Management end to end systems and processes.	Review and consolidate the central contract register and the end to end processes to enable a comprehensive register to be maintained. (An audit is being undertaken).	Contract Managers	Throughout the year on an ongoing basis.
AGS17.4	Budget pressures	Projected budget variances (pressures and savings) are reported monthly to management teams, SLT, CMT & Cabinet. Actions to address pressures are adopted and implemented robustly, to achieve, as far as possible, a balanced budget outturn.	SLT/CMT	Throughout the year on an ongoing basis.
AGS17.5	Health and Safety	A Health and Safety audit was undertaken in March 2016, which identified a number of actions to be taken. Many of these have been resolved and appropriate action taken. The outstanding actions relate to refreshing and updating various risk assessments, such as fire, asbestos and legionella. These are the responsibility of the shared building service and many have been completed. The Council has set aside an appropriate budget for this work to be completed. An internal audit is included in the approved 17/18 Audit & Investigation Plan.	Russell O'Keefe as Director responsible for shared building services.	31 March 2018

