

**Corporate Governance Group  
Minutes  
6<sup>th</sup> October 2011  
11.00 Montpellier Room**

<b>Item</b>	<b>Subject</b>	<b>Lead Officer</b>
1	Apologies;	
2	Minutes of the last meeting 18 <sup>th</sup> August 2011	Agreed
3	SIAP update	The SIAP was reviewed progress and deadlines were considered. It was suggested that the revision of the Annual Assurance process should be brought forward to December to reflect reduced capacity at service manager and Director levels because of time being spent on Go and the Local Authority Waste Company
4	Audit Committee 21 <sup>st</sup> September feedback	It was reported that the Audit Committee had agreed to a review of their effectiveness. This would be facilitated by Internal Audit.
5	Effectiveness review of Audit Committee and Internal Audit (via self Assessment)	See above and RM circulated details relating to the self assessment and updated the group on the proposed review which was likely to take place in January.
4	Information Management suggestions for action days - What - When	BP updated the group on the work of the IMG in delivering a new strategy, updating policies and guidance. A document and file clear out week was also planned for w/c 21/11/2011
11	AOB	None
12	Date of next meeting 1 <sup>st</sup> December Montpellier room.	