

**Corporate Governance Group  
Minutes  
1<sup>st</sup> December 2011  
11.00 Montpellier Room**

Item	Subject	Notes
1	Apologies; Andrew North	Present Mark Sheldon (chair) Julie McCarthy, Rob Milford, Bryan
2	Minutes 6 <sup>th</sup> October 2011	Agreed with the exception that MS noted that his apology had not been reported.
3	SIAP update	The SIP was discussed and amendments agreed. It was also decided that it should be forwarded to JM SF and Paul Woolcock before being included in the Audit Committee briefing. This to be completed by the 18 <sup>th</sup> December
4	Annual Assurance checklists and process update	The revised checklists were circulated and some minor amendments suggested and agreed. It was also agreed that they should be circulated the week before Christmas
5	Effectiveness review of Audit Committee and Internal Audit update	RM briefed the group on the effectiveness review of the Audit committee and asked for comments in relation to a number of issues. The assessment was updated. BP was asked to review the effectiveness review of Internal Audit with the HIA
4	Mobile Phone VFM review - update	BP updated the group on the VFM review and the report to E&BI and the request from them for further information later in the year. There would be a review meeting on the 22 <sup>nd</sup> December where further action would be agreed
5	Information Management Group – clear out week - update	BP updated the group on the effectiveness of the clear out week project and asked officers to thank staff for their co-operation in removing A total of 68,363 files removed from the T and S drives

6	Privacy Impact Assessment – CBC	BP advised the group of the work that was underway in respect of this assessment for the Go partnership and advised that a similar piece of work needed to be carried out in respect of CBC. A report would be brought to the next CGG meeting in January
11	AOB	None
12	Date of next meeting 26 <sup>th</sup> January Montpellier room.	