

COUNCIL
12 NOVEMBER 2015**REPORTS OF COMMITTEES****(a) SUMMARY OF DECISIONS TAKEN BY THE AUDIT AND GOVERNANCE COMMITTEE**

Retention and Disposal of Records

1. The physical destruction of paper records that are no longer required by the Council has continued - the equivalent of 1,439 boxes have been reviewed and destroyed in 2015 (to end of July 2015). This work is allowing the service to more effectively manage the space needed to retain the records that are needed to be kept.
2. The Independent Inquiry into Child Sexual Abuse (the Goddard Inquiry) has asked Councils to cease physical destruction of any records relating to child protection matters pending further instructions from the Inquiry. The service has therefore ceased any physical destruction of any records that may be relevant to this Inquiry. The Committee has noted the progress made on the physical destruction of records and the impact of the Independent Inquiry into Child Sexual Abuse on the destruction of records.
3. A further consequence of this is a postponement of the review of the criteria in the Disposal Schedule. The Committee has noted that work to begin the review of the remainder of the Disposal Schedule is in the 2015-16 business plan of the Corporate Information Management Unit (CIMU) and is scheduled to commence in December 2015. In addition consideration will be given to the role of elected Members and the information that they hold on an on-going basis.
4. The Committee has noted the new Information and Records Management Policy and has requested that a further progress report be made to the Committee meeting scheduled on 18 March 2016.

Internal Audit Progress Report – 1 April to 31 July 2015

5. The Committee has noted the Internal Audit Progress Report for the period 1 April to 31 July 2015.

Work Programme

6. The Committee noted its future work programme.

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Vice-Chairman

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Background Papers

In the opinion of the proper officer (in this case the Head of Legal and Democratic Services) the following are the background papers relating to the subject matter of this report:

Agenda papers for the meeting of the Audit and Governance Committee held on 18 September 2015