

POLICY & FINANCE COMMITTEE MEETING – PROGRESS REPORT

Appendix A

Item	Action Agreed at Committee	Action Taken	Responsibility	Time Schedule
OFFICE	TO CONSIDER AND AGREE TAKING OUT CYBER INSURANCE AT A MAXIMUM COST OF £300 PER ANNUM. Members were unsure of the full extent of the cover provided by Cyber Insurance and requested more information before a decision could be made.	Course attended 06.10.21 Managing cyber security – confirmed insurance would be best practice. New costs to be reviewed. To be submitted to committee on 24th April 2023 – approved the appointment of BHIB at a cost of £375. Virment of funds to be approved by Full Council on the 15.05.23 - agreed.	EDC	Complete
INTERNAL AUDIT	TO CONSIDER AND AGREE THE APPOINTMENT OF HEELIS & LODGE AT A COST OF £430.00 TO CONDUCT THE COUNCILS INTERNAL AUDIT Members considered the appointment of Heelis & Lodge to conduct the Internal Audit for 2023 and RECOMMENDED the appointment at a cost of £430.00.	Booked for 22nd May 2023 – reported to Council 26.06.23.	EDC	Complete
EXTERNAL FIRE RISK ASSESSMENT	TO NOTE THE EXTERNAL FIRE RISK ASSESSMENT AND THE RECOMMENDATIONS MADE. Members considered the advisory note regarding the installation of a fire door hold open device and NOTED staff already ensure this action would be un-necessary. Members RECOMMENDED staff investigate alternative External Fire Risk Assessors as best practice to ensure objectivity.	Investigations to be made into alternative External Fire Risk Assessor in time for the next annual review in October 2022. To be submitted to committee on 24th April 2023. Booked with TerraFirma on 6th September 2023.	EDC	Complete