



# WNDC Board Report

## Report by Chief Operating Officer

Paper Reference: 2011-01-09-01

Agenda Item: 9

1 February 2011

**Subject:** Operational Report

**Advice:** That the Board:

1. **Note** the report

## **1. Health & Safety**

1.1 There are no accidents or near misses to report.

## **2. Business Continuity**

2.1 A Business Continuity plan has been developed to enable WNDC to recover effectively in the event of an emergency or disaster. A series of exercises to test the robustness of the plan are due to be held during the next few months. The first is scheduled for February. Full reports will be provided to the Audit & Risk Committee's April meeting.

## **3. Audit & Risk**

3.1 The Audit & Risk Committee met on 24 January. Items on the agenda included an audit on key financial controls. The Chairman of the Committee will present a verbal report to the Board.

3.2 On 14 January, a Risk Management Workshop was held for Board members. Issues discussed included risk appetite, risk tolerance and risk reporting systems. Actions to address these issues are now in hand and will be rolled out over the next few months.

## **4. Transparency / Freedom of Information requests**

4.1 All WNDC spend over £500 is now routinely placed on our website.

4.2 Since 1 December 2010 there have been six Freedom of Information requests. Three of these requests have been in relation to the South Meadow Road planning application, one from the BBC undertaking research in relation to voluntary redundancies, one request from Daventry District Council for information on a planning application which was later withdrawn, and one from Tom Watson MP requesting all documents and emails submitted by WNDC to government ministers in relation to the Spending Review. This last request was sent to a large number of public bodies and not just WNDC.

4.3 All requests have been responded to one time or before the due date.

## 5. Appendices

5.1 None.