

**ACTION SHEET - Actions from the previous meeting**

<b>ACTIONS FROM</b>			
<b>Action</b>	<b>Description</b>	<b>Status and last updated</b>	<b>Contact Officer</b>
ACTION 1	The Audit, Risk and Anti-fraud Manager to liaise with Zurich Municipal to confirm the arrangements for a training session to be held on Friday, 17 February 2012, for all Members of the Performance and Governance Committee and Chairs, or Vice-Chairs of the Select Committees.	Training confirmed and arranged for 7.00 p.m. Friday 17 February 2012. Members are also invited to the training at Dartford Borough Council on 22 March at 7.00 p.m. (as at 10/02/12).	Bami Cole
ACTION 2	Performance and Governance Committee to be added to the Internal Controls, where appropriate, on the Strategy Risk Register.	The Strategic Risk Register has been updated to ensure that the role of Members and that of the Performance & Governance Committee is accurately reflected in the Internal Controls (as at 21.02.12).	Lee Banks