

Finance Committee – Outstanding Actions

ITEM 4

Item	Date	Item and Action	Officer responsible	To be completed/ progressed to next stage	Progress Update
1	6 June 2017, Item 14	<u>Departments being charged for their use of the Comptroller's Department's services</u> The Chairman asked for a report to the Committee during Autumn 2017, setting out proposals for an internal charging mechanism for legal services, for implementation in 2018/19, and potentially for other centrally provided services.	Chamberlain and Comptroller and City Solicitor	February 2018	Findings reported to February's Finance Committee.
2	21 November - AOB	<u>Risk Management</u> A Member queried the level of security Microsoft Outlook offered with regards to the Committee agenda packs. Other organisations, in both the public and private sectors, used the Egress data transfer service, this was considered a more secure platform than Outlook and should be examined by officers in both the Town Clerks' and Chamberlain's departments.	Town Clerk in consultation with the IT Director	March 2018	Written Report to be submitted to the IT Sub Committee in March