

Agenda item 4

Progress Report – Finance and Corporate Governance Committee 18.4.17

Item	Date	Progress
Quality Council	17.11.15	No update.
Health and Safety		Asset inspection regime implemented as per inspection schedule. COSHH risk assessment require updating due to changes in guidelines. Risk Assessments updated and currently being reviewed by Shropshire Council
Internal Audit		To attend Town Council office 12.4.17
Customer Services Working from Edinburgh House		Clearer relationship established with Shropshire Housing Group in relation to reception duties and room use. Reception are now signposting ad hoc visitors who come to reception at Edinburgh House to the Town Council website which can be accessed via the computer screens in the reception area. This will enable visitors to leave a message for the Town Council if we are not in the office. Weekly diary of meetings and attendance in Town Council office provided to reception staff.
Policy Review		No progress – Clerk to contact Shropshire Council to discuss development of a staff handbook incorporating policies.
Staff Training		John Ralphs attended Ladder Training in March. Manual Handling Training to be attended in June Office based staff completed desk equipment assessment.
Code of Conduct Training		Request made to Graham White for training session – no response received to date.