

## Quarterly Progress Report



<b>Team:</b>	Corporate Services
<b>Quarter:</b>	3
<b>Agenda Item:</b>	6.2.11
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### 1. Highlights

We have organised and supported the usual quarterly diet of meetings and sub-committees.

#### **December 2009 Board Event**

We organised a Stakeholder Reception, Members Event and Public Board Meeting held at ACC Liverpool, including keynote address from Louise Ellman MP, chair of the House of Commons Select Committee.

#### **Business Plan**

We continued to work on developing the 2010-11 Business Plan with a view to submitting a draft to members in January 2010. We remain confident that the plan will be complete in good time to allow the development of team plans and individual objectives before the beginning of the new financial year.

#### **Information Risk**

We carried out two more Information Risk Workshop “top-up” sessions by including them in our “Corporate Services Roadshow”. The roadshow provides staff with information on our corporate policies and procedures, and the function of the corporate services team. Roadshows have been carried out in London and will carry be held for PLMs and the Manchester office in the new year.

### 2. Risk Register Items

A-17 Information Risk – Current residual risk level – High (see Appendix 1)

### 3. Coming up in the next quarter

Along with the schedule of meetings we have timetabled in for this quarter, including our February Board and Members event being held in Milton Keynes; we will be completing the work on the 2010-11 Work Plan

We will also be beginning the work to ensure that our systems of Internal Control are robust; starting by holding control meetings with management and relevant staff to determine key controls, develop possible new ones and review their effectiveness. Once this initial process is completed, the system will be reviewed on a quarterly basis.