

Audit, Governance and Standards Committee Action List – 27th April 2017 Meeting

Ref	Action / Issue	Discussed	Lead Officer(s) / Member(s)	Priority / timescale	Latest Officer / Member Response & Action Status
1	Statement of Accounts 2014/15 Inventories Request for further details in relation to £27k Inventories.	Minute No's: 32 of 28.01.16 62 of 21.04.16 12 of 07.07.16 37 of 02.02.17 meetings	Dave Jones Kevin Hiron Guy Revans	27.04.17 meeting	<p>Mr Jones reported at the 02.02.17 meeting that he had met with Officers in late April 2016 to discuss the inventories position and detailed his findings in this regard. A delay had arisen with the reporting of this information as Mr Jones had not been able to attend the previous two meetings of the Committee. In light of the feedback provided the Committee requested that Kevin Hiron, Environmental Services Manager, be invited to attend the April meeting to discuss the issues raised by Mr Jones.</p> <p>SEE APPENDIX 'A' ATTACHED – COMMITTEE TO DETERMINE NEXT COURSE OF ACTION.</p>
2	Debt Recovery Update – Quarters 1 and 3 2015/16 Write-offs / Measures Dashboard Request for levels of debts written off for 2014/15.	Minute No's: 43 of 28.01.16 62 of 21.04.16 12 of 07.07.16 37 of 02.02.17 meeting	Jayne Pickering Dave Jones	27.04.17 meeting	<p>Mr Jones reported at the 02.02.17 meeting that he had met with Officers to review the Measures Dashboard. In light of the feedback provided it was agreed that Mr Jones would arrange to meet with Jayne Pickering to discuss the position, and that a further update on this would be given at the April meeting.</p> <p>UPDATE TO BE PROVIDED AT APRIL MEETING</p>

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3	Grant Thornton – Progress Report and Update Brexit – Migrant Workers Request for confirmation of number of migrant workers (defined as those who do not hold a British passport) employed by the Council.	Minute No. 30 of 02.02.17 meeting	Becky Talbot	27.04.17 meeting	Officers have confirmed that Human Resources (HR) do not hold details of the type of passports held by employees, but that this is something the Council could look to record in future should Members so wish. Eligibility checks are carried out by HR as required to ensure that employees are eligible to work. Above information emailed to Members on 31.03.17. SUBJECT TO MEMBERS' CONFIRMATION AT APRIL MEETING AS TO WHETHER THEY WISH FOR HR TO LOOK TO BEGIN RECORDING EMPLOYEES' PASSPORT DETAILS, ACTION COMPLETED – REMOVE FROM ACTION LIST.
4	Grant Thornton – Annual Audit Letter 2015/16 (i) Final Accounts Closedown Timetable Request for copy timetable to be sent to Members. Hard copy requested for Cllr Chalk. (ii) Committee's Terms of Reference and Procedure Rules Copy to be sent to Members	Minute No. 31 of 02.02.17 meeting	Sam Morgan Debbie Parker-Jones	27.04.17 meeting	(i) Information emailed / sent to Members on 09.02.17. (ii) Information emailed to Members on 31.03.17. ACTION COMPLETED – REMOVE FROM ACTION LIST

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5	<p>Treasury Management Strategy Statement and Investment Strategy 2017/18 to 2019/20</p> <p>(i) Yield Benchmark Data Request from Mr Jones for yield benchmark data showing how the Authority invested its funds to be included in report.</p> <p>(ii) Interest Payments for Housing Revenue Account (HRA) Request for details of current interest payments for the HRA to be sent to Members.</p>	Minute No. 32 of 02.02.17 meeting	Jayne Pickering	27.04.17 & 01.02.18 meetings	<p>(i) Officers have confirmed that they will look into providing this information as part of the 2018 Treasury Management Strategy report.</p> <p>(ii) Information emailed to Members on 09.02.17.</p> <p>RETAIN (i) ON ACTION LIST FOR FEBRUARY 2018 MEETING</p>
6	<p>Compliance Team Update</p> <p>Monies Recovered and Repayment Timescales Request for details of actual monies recovered and agreed repayment timescales to be included in next report.</p>	Minute No. 33 of 02.02.17 meeting	Mandy Singleton Paul Stephenson	21.09.17 meeting	<p>Officers have confirmed that they will look to see whether it is possible to include details of monies recovered and repayment timescales in the next report to the Committee in September 2017.</p> <p>RETAIN ON ACTION LIST FOR SEPTEMBER 2017 MEETING</p>

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7	Internal Audit – Progress Report Planned Follow Ups Discussion regarding possible Corporate / Senior Management Team involvement in Planned Internal Audit Follow Ups as part of escalation process.	Minute No. 34 of 02.02.17 meeting	Jayne Pickering Andy Bromage	27.04.17 meeting	Officers to look into position and report back on this at April meeting. UPDATE TO BE PROVIDED AT APRIL MEETING
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