

AUDIT & GOVERNANCE COMMITTEE ACTION LIST – 24TH APRIL 2014 MEETING

Officers: Andy Bromage - Worcestershire Internal Audit Shared Services Manager
 Sam Morgan - Financial Services Manager
 Jayne Pickering - Executive Director, Finance and Resources
 Amanda de Warr - Head of Customer Access and Financial Support

Note: Members have determined that quarterly Risk Monitoring and Fraud Monitoring updates will be provided to the Committee, which will include any relevant updates from those Members appointed to oversee Risk and Fraud Monitoring on behalf of the Committee. Both items appear in the Committee's Work Programme and, as such, are not included in the Action List.

Ref	Action/Issue	Origin	Lead Officer/ Member	Priority/ timescale	Officer Response/Action Status
1	Council delays in raising invoices for payment of community meeting rooms (etc) and refreshments by external organisations. Look into possibility of introducing a system for making payments at point of booking.	Minutes 12 of 27.06.13 & 16 (iii) of 26.09.13 meetings refer	Sam Morgan / John Godwin	24.04.14 meeting	Agreed at 26.09.13 meeting that Officers would look into figures involved and report back on these at 16.01.13 meeting in order to determine whether any further action required. Chair subsequently confirmed Officers could report on this to either 16.01.14 or 24.04.14 meeting.
2	Regarding the review of the service agreement in place with County Council for the valuation of assets (Annual Governance Statement 2012/13), are details of any site visits and comparisons made as part of the valuation process now being included in valuation certificates, as part of the judgements made?	Minute 9 of 27.06.13 meeting refers	Sam Morgan / Jayne Pickering	24.04.14 meeting	Officers agreed to report on this at the 26.09.13 meeting. Chair subsequently rescheduled to 16.01.14 or 24.04.14 meeting.
3	Member concerns in relation to Redditch Market and any relevant risk register inclusions.	Minute 11 of 27.06.13 meeting refers	Cllr (Derek) Taylor / any other relevant Members	24.04.14 meeting	Officers advised Members at 27.06.13 meeting that any concerns in relation to the Market should be directed to the appropriate Head of Service, in order to

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					ascertain whether these needed to be included in the appropriate risk register. Members to report back on any relevant risk register information as separate Overview and Scrutiny (O&S) Committee monitoring applies in relation to O&S Market recommendations). Chair scheduled update on this for 16.01.14 or 24.04.14 meeting.
4	Feasibility of introducing monthly rents on commercial buildings in advance via direct debit.	Minute 12 of 27.06.13 meeting refers.	Sam Morgan / Jayne Pickering	24.04.14 meeting	Officers agreed at 27.06.13 meeting to look into this. Chair rescheduled update to 16.01.14 or 24.04.14 meeting.
5	Fraud Monitoring & Reporting – fraud referral figures	Minute 31 of 16.01.14 meeting refers.	Amanda de Warr	24.04.14 meeting	Officers agreed to check whether the 225 fraud referrals received during the period of the report was an increasing figure, and whether there had been a year-on-year increase in referral numbers, and to report back to the Committee on this (via the Action List item) at the 24.04.14 meeting.
6	Future monitoring of use of balances to support expenditure. Relates to District Auditor's finding that in relation to Value For Money the Council could not continue to rely on using balances to support expenditure, with considerable savings being necessary over following 3 years (Annual Audit Opinion 2011//12).	Minutes 26 of 18.03.13, 38 (x) of 25.04.13 & 21 of 26.09.13 meetings refer.	Sam Morgan, Jayne Pickering & Cllr Fisher	Ongoing	Officers to provide ongoing periodic updates to Committee on information referred to Executive Committee as part of quarterly Budget Monitoring reports. Cllr Fisher (as Portfolio Holder) also to provide oral updates on Financial Budget Monitoring to each meeting of the Committee (wef 16.01.14).

(End)