

## AUDIT, GOVERNANCE & STANDARDS COMMITTEE ACTION LIST – 22ND JANUARY 2015 MEETING

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

Ref	Action/Issue	Origin	Lead Officer/ Member	Priority/ timescale	Officer Response/Action Status
1	<p><b>Future monitoring of use of balances to support expenditure</b>            Relates to District Auditor’s finding in the Annual Audit Opinion 2011//12 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 the following 3 years.</p>	<p>Minutes –            26 of 18.03.13            38(x) of 25.04.13            21 of 26.09.13            44 of 24.04.14            meetings refer.</p>	<p>Sam Morgan,            Jayne Pickering            &amp; Cllr Fisher</p>	<p>Ongoing /            all            meetings</p>	<p>Officers to provide ongoing periodic updates to Committee on information referred to Executive Committee as part of quarterly Budget Monitoring reports.</p> <p>Cllr Fisher, Portfolio Holder for Corporate Management, also to provide oral updates on Financial Budget Monitoring at each meeting of the Committee (wef 16.01.14).</p>
2	<p><b>Meeting start times</b>            In view of the large volume of business for consideration at meetings, Officers were asked to explore with all members of the Committee and the political Group Leaders the possibility of meetings commencing earlier in the evening to ensure there was sufficient time to conduct all business.</p>	<p>Minute 21 of            25.09.14 meeting            refers</p>	<p>Debbie Parker-            Jones</p>	<p>No set date</p>	<p>As the 25.09.14 meeting concluded at 8.45pm, Officers propose that any action in this regard be delayed in order to monitor the end time of future meetings. This will establish whether there is a clear need for the start time of meetings to be brought forward.</p> <p>With Members’ agreement it is therefore suggested that this issue be re-visited at a later date.</p>

## AUDIT, GOVERNANCE & STANDARDS COMMITTEE ACTION LIST – 22ND JANUARY 2015 MEETING

3	<p><b>Independent Member attendance and performance</b> Officers were asked to take back to the Committee proposals relating to required attendance at meetings by Independent Members and arrangements for reviewing Independent Member performance.</p>	Minute 22 of 25.09.14 meeting refers	Jayne Pickering / Sam Morgan	No set date	To be actioned.
4	<p><b>Audit Findings Report 2013/14 – Officer update on progress against external auditor recommendations</b> An Officer Action Plan is due to be presented to Members in due course on actions undertaken / planned against a number of the recommendations contained in the Audit Findings Report.</p> <p>The Portfolio Holder for Corporate Management requested that Officers provide an update on progress in this regard at each meeting of the Committee.</p>	Minute 23 of 25.09.14 meeting refers	Jayne Pickering / Sam Morgan	Ongoing / all meetings	Officers to provide update at each meeting of the Committee.
5	<p><b>Audit Findings Report 2013/14 – Unfilled vacancies</b> Officers agreed to check if they were able to provide Members with information on the number of unfilled vacancies and how long these had been vacant for.</p>	Minute 23 of 25.09.14 meeting refers	Sam Morgan	No set date	Officers to advise.