

AUDIT, GOVERNANCE & STANDARDS COMMITTEE ACTION LIST – 23RD APRIL 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	Council's Income Figures	Minute No. 39 of 22.01.15 meeting refers	Sam Morgan	Completed	Information emailed to members of the Committee on 28.01.15.
2	Audit Findings Report 2013/14 – Unfilled vacancies 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.	Minute No.'s 23 of 25.09.14 and 36 of 22.01.15 meetings refer	Sam Morgan	23.04.15 meeting	Officers agreed to provide this information at the 23.04.15 meeting, or sooner if all of the required information was available for circulation (agreed at 22.01.15 meeting).
3	Council's reserve for bad debts Officers to check and confirm what the Council's level of reserve was for bad debts.	Minute No. 45 of 22.01.15 meeting refers	Amanda de Warr	23.04.15 meeting	Officers to confirm figure in this regard.
4	Development of Key Performance Indicators Officers to report back to the Committee on the outcome of discussions with the s151 Officer regarding the possible development of Key Performance Indicators.	Minute No. 42 of 22.01.15 meeting refers	Andy Bromage & Jayne Pickering	23.04.15 meeting	Officers will update Members orally on any discussions in this regard as part of the final Internal Audit 2015/16 Audit Plan which appears as a separate item later in the agenda for the April 2015 meeting.

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5	Corporate dashboard of measures Officers to report on progress regarding development of corporate dashboard of measures for the reporting of measures and delivery of the Council's Strategic Purposes.	Minute No. 37 of 22.01.15 meeting refers	Jayne Pickering	02.07.15 meeting	Officers to provide oral update at July 2015 meeting on any developments in this regard.
6	Meeting start times 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 for all required business to be conducted.	Minute No.'s 21 of 25.09.14 and 36 of 22.01.15 meetings refer	Debbie Parker-Jones	30.09.15 meeting (unless earlier attention required)	Meeting start times to be re-visited once future meeting finish times have been monitored and it has been established whether there is any need for start time changes (agreed at 22.01.15 meeting). The Committee's Work Programme is also being reviewed in the meantime to ascertain whether any of the listed reports are no longer required.