

AUDIT, GOVERNANCE & STANDARDS COMMITTEE ACTION LIST – 2ND JULY 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>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.</p>	Minute No.'s 42 of 22.01.15 and 53 of 23.04.15 meetings refer	Andy Bromage & Jayne Pickering	Update to 02.07.15 meeting	<p>Officers advised at 23.04.15 meeting that they would take this issue to the County Client Officer Group for discussion and would advise Members of the outcome in this regard.</p> <p>The next meeting of the County Client Officer Group is due to take place at the end of June 2015.</p>
2	<p>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.</p>	Minute No.'s 37 of 22.01.15 and 53 of 23.04.15 meetings refer	Jayne Pickering	Update to 02.07.15 meeting	Officers to provide oral update at 02.07.15 meeting.

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3	<p>Meeting start times</p> <p>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.</p>	Minute No.'s 21 of 25.09.14, 36 of 22.01.15 and 53 of 23.04.15 meetings refer	Debbie Parker-Jones		<p>It was agreed at the 23.04.15 meeting that the issue of meeting start times be re-visited if and when any clear need for change in start time is established.</p> <p>It is proposed that this issue be removed from the Action List and that Officers raise this again in future if necessary.</p>
4	<p>Grant Thornton Audit Plan 2014/15 – minor IT control weaknesses</p> <p>Regarding the minor control weaknesses identified which had been shared with the Council's IT manager, and which Officers were due to respond to the external auditors on, it was agreed that Officers would advise Members as to what action had been taken in this regard and what action remained outstanding.</p>	Minute No. 55 of 23.04.15 meeting refers	Jayne Pickering & Deb Poole	Update to 02.07.15 meeting	Officers to provide update at 02.07.15 meeting.
5	<p>Finance/Debt related updates</p> <p>During the course of the 23.04.15 meeting Officers undertook to provide Members with various finance/debt-related updates, details of which are set out at below.</p>	Various Minutes of the 23.04.16 meetings refer	Jayne Pickering	See below	See below

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PayPal account

The Council does have a PayPal account however the fees and costs associated with this were calculated as excessive and not appropriate to receive income for the Council due to the cost.

Reserves list

The current reserves List is being updated as part of the final accounts process and will be sent to Audit, Governance and Standards Committee Members when complete. This will be by 7th July when it is published for Executive.

Aged debt listing

The aged debt listing is being prepared as part of the final accounts and will be emailed to Members once completed.

Suspense accounts

Suspense accounts have been cleared as part of the final accounts and the £600k was due to the implementation of the new financial ledger system and an issue with postings to new codes. There is currently approximately £5k in suspense. The cashiers section review suspense daily and finance review on a monthly basis.