AUDIT, GOVERNANCE & STANDARDS COMMITTEE ACTION LIST – 24TH SEPTEMBER 2015 MEETING

Ref	Action/Issue	Origin	Lead Officer/ Member	Priority/ timescale	Officer Response/Action Status
1	**Anti-Fraud and Corruption Survey – recommendations arising/further work completed** Following the Committee's consideration of Internal Audit's Annual Report 2014/15, Officers confirmed that they would take back to Members a report on work undertaken on any recommendations arising from completion of the Survey and further work competed as part of the audit programme in this area.	Minute No. 14 of 02.07.15 meeting	Andy Bromage	24.09.15 meeting	Details in this regard will be included in Internal Audit's Progress Report to the 24.09.15 meeting. **Action completed - remove from Action List.**
2	**Councillor Thain's re-appointment as lead fraud Member on the Committee and appointment of second lead fraud and risk Members** Officers to check whether Councillor Thain happy to continue in role for 2015/16 Municipal Year. Second lead fraud and risk appointments to be considered at 24.09.15 meeting.	Minute No. 13 of 02.07.15 meeting	Jayne Pickering / Committee	24.09.15 meeting	i) Cllr Thain has confirmed to Officers that he is happy to continue as Lead Fraud Member on the Committee for the 2015/16 Municipal Year. ii) It is no longer proposed that second Lead Fraud and Risk Members be appointed on the Committee and that Councillor Thain and Mr Dave Jones alone continue in their appointed roles. **Subject to the Committee's approval not to appoint second lead fraud and risk Members, action completed – remove from Action List.**

3	**Data Protection – Risk Registers** Officers to advise if data protection sufficiently covered within relevant risk registers.	Minute No. 10 of 02.07.15 meeting.	Deb Poole	24.09.15 meeting	Officers have responded as follows: All staff receive data protection training to ensure that they are aware of the Data Protection Act (DPA) and how it applies to their day to day activities. The training is usually tailored to the particular service to ensure their individual service needs are covered. The Council also has an Information Management team within ICT who coordinate all responses received via the DPA and Freedom of Information legislation. The team also ensure that the Council liaises with the Information Commissioner to ensure best practice. If Members wish to see data protection included in all departmental risk registers Officers suggest that this is picked up as an action that all staff will receive data protection and freedom of information training on a regular basis. **Do Members wish to see data protection included in all departmental risk registers?** **Dependent on Members' wishes in this regard, action completed – remove from Action List.**

4	**Grant Thornton 'Getting Things Right: Members' Governance Training'** Officers to circulate event details to all Members.	Minute No.9 of 02.07.15 meeting.	Debbie Parker-Jones	24.09.15 meeting	Details of the training event, which took place on 08.09.15, were emailed to all Councillors and Mr Dave Jones on 09.07.15 and 14.08.15. **Action completed – remove from Action List.**
5	**Feckenham Parish Council representation on the Committee** Officers to liaise with Parish Council Clerk regarding future representation on the Committee and to report back to Members.	Minute No. 5 of 02.07.15 meeting.	Debbie Parker-Jones	24.09.15 meeting	Feckenham Parish Council Representative and Deputy Representative positions filled by the Parish Council. **See details in separate Monitoring Officer's Report.** **Action completed – remove from Action List.**
6	**Working age people in receipt of housing benefit** Officers to provide the Committee with data relating to working age people who had been in receipt of housing benefit over preceding couple of years. Monthly charts for this data also to be included in future Benefits Investigations reports.	Minute No. 12 of 02.07.15 meeting	Amanda de Warr & Shona Knight	24.09.15 meeting	Requested data emailed to Members on 09.07.15. As detailed in the attached revised Committee Work Programme, it is proposed that there will in future be an annual Benefits Investigations report referred to the Committee in April of each year. Officers will email Members of the Committee with ongoing data in between annual reports, which will include data on working age people in receipt of housing benefit. **Action completed – remove from Action List.**

7	**Grant Thornton Audit Plan 2014/15 – Officer responses on minor IT control weaknesses & other key issues identified by the external auditors** 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. Officers also to update Members on actions undertaken or planned on any other key issues identified by the external auditors.	Minute No.'s 55 of 23.04.15 and 7 of 02.07.15 meeting.	Jayne Pickering & Deb Poole	All meetings with effect from September 2015	A report on this will be referred to each meeting of the Committee from September onwards – please see Committee Work Programme. As this will in future be a standing agenda item this entry will now be removed from the Action List. **Remove from Action List.**
8	**Corporate dashboard of measures** Officers to report on the corporate dashboard of measures.	Minute No.'s 37 of 22.01.15, 53 of 23.04.15 and 7 of 02.07.15 meetings.	Deb Poole & Rebecca Dunne	28.01.16 meeting	Officers will be reporting on this at the 28.01.16 meeting. **Retain on list for January meeting.**