

AUDIT, GOVERNANCE & STANDARDS COMMITTEE ACTION LIST – 21ST APRIL 2016 MEETING

Ref	Action/Issue	Origin	Lead Officer(s)/ Member(s)	Priority/ timescale	Officer Response/Action Status
1	<p>Statement of Accounts 2014/15 Inventories Request for further details in relation to £27k Inventories.</p>	Minute No. 32 of 28.01.16 meeting	Sam Morgan	21.04.16 meeting	<p>Officers emailed Mr Jones, Independent Member for Audit and Governance, on 05.04.16 and the remaining Committee members on 06.04.16 in this regard. Mr Jones responded further on this and relevant Officers are currently liaising with him in this regard.</p> <p>Update on current position to be provided at meeting.</p> <p>REMOVE FROM ACTION LIST IF COMPLETED</p>
2	<p>Treasury Management Strategy Statement and Investment Strategy 2016/17 to 2018/19</p> <p>i) Liquidity risk Re: paragraph 3.3 of report – request for Committee to be provided with both cash flow forecast and cash flow output; and</p>	Minute No. 39 of 28.01.16 meeting	Sam Morgan	21.04.16 meeting	<p>i) See details on attached update sheet for cash flow position as at 31.03.16.</p>

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	<p>ii) Borrowing Strategy Re: paragraph 4.2 of Strategy – request for confirmation of the % amount the Council was borrowing at.</p> <p>iii) Treasury Management – Member monitoring reports Re: monitoring and reporting of the Treasury Outturn and Prudential Indicators, Officers to report to the Committee (as well as the Executive Committee) on treasury management activity and performance and on the following Performance Indicators:</p> <ul style="list-style-type: none"> • quarterly against the Strategy approved for the year; • the Authority’s production of an outturn report on its treasury activity by no later than 30th September after the financial year end; and • the Executive to be responsible for the scrutiny of treasury management activity and practices. 				<p>ii) See details on attached update sheet.</p> <p>iii) Relevant details will be included in future Corporate Governance Monitoring and Risk reports to Committee.</p>
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	<p>iv) Benchmarking borrowing yield Re: Investment Objectives Strategy at paragraph 5 of Strategy and the objective to seek the highest yield on investments, query raised as to how the Council would measure this and whether Officers had considered any other strategies in this regard, for example, long-term borrowing. Officers advised that the Council had adopted a local authority approach, in conjunction with advice obtained from Arlingclose Limited. A benchmark could be provided against other clients, which if being presented to Committee might need to be a confidential item, or Officers could email Members separately on this.</p>				<p>iv) See details on attached update sheet.</p> <p style="text-align: right;">REMOVE FROM ACTION LIST IF COMPLETED</p>
3	<p>Internal Audit – Progress Report</p> <p>i) Additional Key Performance Indicators Query in relation to existing / establishment of % figure for monitoring and control purposes.</p>	Minute No. 41 of 28.01.16 meeting	Andy Bromage	21.04.16 Committee report & ongoing Committee reports for ii)	<p>i) Officers agreed to discuss this issue with Mr Jones outside of the meeting. Meeting taking place immediately prior to 21.04.16 Committee meeting. Details of revised performance indicators will</p>

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	<p>ii) Critical Review audits Query re: % amounts of Critical Review audits compared to programmed (formal) audit work.</p> <p>iii) Fees and charges and income reconciliation for Land Charges (Appendix 3) Query as to what appeared to be a lack of action in relation to two high priority recommendations.</p> <p>iv) Forge Mill Museum – separation of duties for cashing-up process Query as to reason for delay with this.</p>				<p>be included in the 21.04.16 Committee report.</p> <p>ii) Officers agreed to include the relevant percentage amounts of each type of audit (i.e. where assurance levels were and were not given) in future reports.</p> <p>iii) Officers agreed to check with the Head of Service and to report back to Members on this. Details will be included in 21.04.16 Committee report.</p> <p>iv) Officers agreed to check with the Head of Service and to report back to Members on this. Details will be included in 21.04.16 Committee report.</p> <p>REMOVE FROM ACTION LIST</p>
4	<p>Internal Audit – Draft Audit Plan 2016/17</p> <p>i) Review of Key Performance Indicators</p>	Minute No. 42 of 28.01.16 meeting	Andy Bromage	21.04.16 Committee report	<p>i) Officers stated that they would be re-thinking the KPIs in light of the comments raised under Minute No. 41. Revised performance indicators will be set out in the final</p>

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	<p>ii) Grant Thornton S11 Recommendation audit time</p>				<p>Audit Plan 2016/17 which is being referred to the 21.04.16 meeting.</p> <p>ii) Officers agreed to build additional time in relation to progress against the s11 recommendations into the final Audit Plan. A contingency for S11 Recommendation audit time has been built into the Plan via the core financials. S11 delivery will be monitored and reported on by Officers in conjunction with Grant Thornton, a report for which is included in the Work Programme all meetings of the Committee.</p> <p>REMOVE FROM ACTION PLAN</p>
5	<p>Debt Recovery Update – Quarters 1 and 3 2015/16</p> <p>Write-offs – request for levels of debts written off for 2014/15</p>	Minute No. 43	Mandy Singleton	Actioned by Officers 29.01.16	<p>Officers agreed to check the position and to report back to Members on this outside of the meeting. An email was sent to members of the Committee on 29.01.16 detailing required information.</p> <p>REMOVE FROM ACTION LIST</p>
6	<p>Future Reports to Committee / Work Programme updates</p>	Minute No.'s 35, 37, 38, 39, 40 and 44 of 28.01.16 meeting.	Debbie Parker-Jones	Committee dates as detailed in Work Programme	<p>The Work Programme has been updated to include the following:</p> <ul style="list-style-type: none"> • S11 Action Plan – update/progress report added for all meetings and Officers to update Committee Chair in between meetings;

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				<ul style="list-style-type: none"> • Benefits Investigations Annual Report – report listed for April meeting removed following Officer confirmation no longer applicable. • Fraud Compliance Update Report – first of new style report added for February 2017 meeting – Members to determine after that how frequently subsequent reports to be referred to Committee; • Corporate Dashboard Measures – presentation removed from Work Programme as Members invited to attend 12th April Overview and Scrutiny meeting instead to see this. • Annual Governance Statement – update on this to each meeting as part of Corporate Governance and Risk report. • Corporate Risk Register – reports to April and September meetings as part of Corporate Governance and Risk report. • Member–Member and Member–Officer Protocols – removed from Work Programme as agreed.
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