

AUDIT, GOVERNANCE & STANDARDS COMMITTEE ACTION LIST – 22ND SEPTEMBER JULY 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's: 32 of 28.01.16 62 of 21.04.16 12 of 07.07.16	Jayne Pickering Sam Morgan Dave Jones	22.09.16 meeting	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 liaised with him in this regard. Mr Jones met with Officers on 29.04.16 and will provide an update for Committee at 22.09.16 meeting.
2	<p>Treasury Management Strategy Statement and Investment Strategy 2016/17 to 2018/19</p> <p>Liquidity risk Re: paragraph 3.3 of report – request for Committee to be provided with both cash flow forecast and cash flow output.</p>	Minute No's: 39 of 28.01.16 62 of 21.04.16 12 of 07.07.16	Jayne Pickering Sam Morgan Dave Jones	22.09.16 meeting	Officers provided details for cash flow position as at 31.03.16 at the 21.04.16 meeting. Mr Jones stated that details of both cash flow forecast and cash flow output, as detailed in the Action List, had been requested, which Officers agreed to provide. Update to be provided at 22.09.16 meeting.
3	<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's: 43 of 28.01.16 62 of 21.04.16 12 of 07.07.16	Jayne Pickering Mandy Singleton Dave Jones	22.09.16 meeting	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. At the 21.04.16 meeting Mr Jones requested some context to the figures provided. Jayne Pickering agreed to email Mr Jones in this regard. Update to be provided at 22.09.16 meeting.

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4	<p>Internal Audit – Progress Report</p> <p>Key Performance Indicators (KPIs) / Measures Dashboard</p> <p>Issue raised on reporting of different KPIs in regard to the audit plan/service delivery, which it was felt could be presented in a dashboard.</p>	<p>Minute No's: 56 of 21.04.16 12 of 07.07.16</p>	<p>Jayne Pickering Andy Bromage Dave Jones</p>	<p>22.09.16 meeting</p>	<p>The S151 officer and Internal Audit Manager have arranged a meeting with Dave Jones, Independent Member, to address the issues raised.</p>
5	<p>Action Plan to be included in the Annual Governance Statement.</p> <p>The Annual Governance Statement as presented to the meeting did not include the S11 Action Plan and Members requested that this was included for the final version.</p> <p>In addition an Action Plan to be included in the Corporate Governance and Risk Report for future meetings, to include all External and Internal Audit Recommendations.</p>	<p>Minute No's: 10 & 11 of 07.07.16</p>	<p>Jayne Pickering Sam Morgan</p>	<p>22.09.16 meeting</p>	<p>As agreed with Grant Thornton the final version of the Annual Governance Statement included the S11 Action Plan.</p> <p>Following the final Audit Findings report (as presented to the September meeting) the Action plan to include all recommendations be included in the Corporate Governance and Risk Report for future meetings.</p>