

Audit, Governance and Standards Committee Action List – 6th July 2017 Meeting

Ref	Action / Issue	Discussed	Lead Officer(s) / Member(s)	Priority / timescale	Latest Officer / Member Response & Action Status
1	<p>Statement of Accounts 2014/15</p> <p>Inventories Request for further details in relation to £27k Inventories.</p>	<p>Minute No's: 32 of 28.01.16 62 of 21.04.16 12 of 07.07.16 37 of 02.02.17 51 of 27.04.17 meeting</p>	<p>Jayne Pickering Kevin Hirons Dave Jones Cllr Potter</p>	<p>06.07.17 meeting</p>	<p>Mr Jones reported at the 02.02.17 meeting that he had met with Officers in late April 2016 to discuss the inventories position and detailed his findings in this regard. A delay had arisen with the reporting of this information as Mr Jones had not been able to attend the previous two meetings of the Committee. In light of the feedback provided the Committee requested that Kevin Hirons, Environmental Services Manager, be invited to attend the 27.04.17 meeting to discuss the issues raised by Mr Jones. As Mr Hirons was unable to attend that meeting it was agreed that a separate meeting (outside of the Committee) would take place between relevant Officers and Members and that this would be reported back on at the 06.07.17 meeting.</p> <p>UPDATE TO BE PROVIDED AT 06.07.17 MEETING. REMOVE FROM ACTION LIST IF COMPLETED.</p>
2	<p>Debt Recovery Update – Quarters 1 and 3 2015/16</p> <p>Write-offs / Measures Dashboard Request for levels of debts written</p>	<p>Minute No's: 43 of 28.01.16 62 of 21.04.16 12 of 07.07.16 37 of 02.02.17 51 of 27.04.17</p>	<p>Jayne Pickering Dave Jones</p>	<p>06.07.17 meeting</p>	<p>Mr Jones reported at the 02.02.17 meeting that he had met with Officers to review the Measures Dashboard. In light of the feedback provided it was agreed that Mr Jones would arrange to meet with Jayne Pickering to discuss the position, and that a</p>

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	off for 2014/15.	meeting			<p>further update on this would be given at the 27.04.17 meeting. No update was provided at the April meeting and it was therefore agreed that this would be given at the 06.07.17 meeting.</p> <p>UPDATE TO BE PROVIDED AT 06.07.17 MEETING. REMOVE FROM ACTION LIST IF COMPLETED.</p>
3	<p>External Audit – Certification Work Report 2015/16</p> <p>Officer batch testing of claims – result trends</p> <p>Request for information as to whether batch testing undertaken by Quality Officer showed an upward or downward error trend.</p>	Minute No. 43 of 27.04.17 meeting	Jayne Pickering	06.07.17 meeting	<p>Officers agreed to check whether the testing of claims which was regularly undertaken by the Quality Officer had resulted in an upward or downward trend in identified errors.</p> <p>UPDATE TO BE PROVIDED AT 06.07.17 MEETING. REMOVE FROM ACTION LIST IF COMPLETED.</p>
4	<p>Internal Audit – progress Report</p> <p>Community Centres review – non-statutory requirements / good site management practice</p> <p>Request for clarification as to whether any additional non-statutory / good site management practice elements were not being complied with.</p>	Minute No. 49 of 27.04.17 meeting	Andy Bromage	06.07.17 meeting	<p>Officers agreed to clarify the position in relation to the non-statutory / good site management practice elements referred to in the report.</p> <p>MEMBERS WERE EMAILED ON 19.05.17 WITH CONFIRMATION THAT THERE WERE NO ADDITIONAL AREAS FOR REPORTING AND THAT THE ONLY KEY ELEMENT OF NON-STATUTORY COMPLIANCE RELATED TO THE DISPLAYING OF CURRENT INSURANCE POLICY DOCUMENTATION AND PUBLIC LIABILITY INSURANCE CERTIFICATE .</p>

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					ACTION COMPLETED – REMOVE FROM ACTION LIST.
5	<p>Compliance Team Update</p> <p>Monies Recovered and Repayment Timescales Request for details of actual monies recovered and agreed repayment timescales to be included in next report.</p>	Minute No. 33 of 02.02.17 meeting	Mandy Singleton Paul Stephenson	21.09.17 meeting	<p>Officers will look to see whether it is possible to include this information in the next report to Committee on 21.09.17.</p> <p>RETAIN ON ACTION LIST FOR 21.09.17 MEETING.</p>
6	<p>Treasury Management Strategy Statement and Investment Strategy 2017/18 to 2019/20</p> <p>Yield Benchmark Data Request from Mr Jones for yield benchmark data showing how the Authority invested its funds to be included in report.</p>	Minute No's: 32 of 02.02.17 51 of 27.04.17 meeting	Jayne Pickering	01.02.18 meeting	<p>Officers will look to provide this information in the 2018 Treasury Management Strategy report.</p> <p>RETAIN ON ACTION LIST FOR 01.02.18 MEETING.</p>