

## AUDIT AND GOVERNANCE COMMITTEE

### ACTIONS ARISING FROM MEETING HELD ON 24 SEPTEMBER 2012

MINUTE NO.	MATTER	ACTION BY / DEADLINE
17	Report on the Combined Heat and Power installation at GL1	Director of Regeneration – 26.11.12
17	Purchase a software with a modern stock control facility at The Guildhall.	Director of Resources - priority
20	Risk Management – identify the four outstanding services and current progress. Notify Members by email of the new areas and deadline dates.	Group Manager, Audit and Assurance
20	Risk Register to be in place by the end of September/mid-October.	Interim Finance Change Manager – mid-October
21	Internal Audit Plan 2012/13 – Fixed Asset Register to be in place.	Interim Finance Change Manager – priority
21	Arrange internal meetings to monitor the audit.	Councillor Llewellyn / Director of Resources
22	Annual report on internal complaints.	Director of Resources
24	Statement of Accounts – revised audit plan based on the current risks to be presented to the next meeting.	Group Manager, Audit and Assurance – 26.11.12
25	Completion of the audit plan.	KPMG – 05.11.12
25	ISA 260 report to be presented at the next meeting.	KPMG – 26.11.12
25	Sign off audit report on the Council's financial statements.	KPMG / Director of Resources – 30.09.12
25	Following the November meeting, provide monthly updates on the audit process to Members.	Director of Resources / Group Manager, Audit and Assurance / Interim Finance Change Manager