

AUDIT AND GOVERNANCE COMMITTEE – ACTION SHEET

Actions arising from meeting held on 24 September 2012:			
MINUTE NO.	MATTER	ACTION BY / DEADLINE DATE	STATUS
17	Report on the Combined Heat and Power installation at GL1.	Corporate Director of Regeneration – 26.11.12	Currently outstanding
17	Purchase of software with a modern stock control facility at The Guildhall.	Corporate Director of Resources – priority	Currently outstanding
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 & Assurance	This relates to Service risk registers for 2012/13. The most recent outstanding service registers were Catering and Asset Management. The timetable for the completion of the 2013/14 Service plans is 15/3/13. A review to identify any missing registers will be undertaken following this date – ACTION PENDING
20	Risk Register to be in place by the end of September/mid-October.	Interim Finance Change Manager – mid-October	Register produced, as part of actions above – ACTION COMPLETE
21	Internal Audit Plan 2012/13 – Fixed Asset Register to be in place.	Interim Finance Change Manager – priority	Detailed spreadsheet in place. Currently evaluating a system linked to the financial ledger
21	Arrange internal meetings to monitor the audit.	Councillor Llewellyn / Corporate Director of Resources	Meetings underway and ongoing

22	Annual report on internal complaints.	Director of Resources	Report on agenda for 18.03.13.
24	Statement of Accounts – revised audit plan based on the current risks to be presented to the next meeting.	Group Manager, Audit & Assurance – 26.11.12	Revised Internal Audit Plan presented to Audit & Governance meeting 26/11/12 – ACTION COMPLETE.
25	Completion of the audit plan.	KPMG – 05.11.12	Update on the completion of the Audit provided by KPMG – 26/2/13. ACTION COMPLETE
25	ISA 260 report to be presented at the next meeting.	KPMG – 26.11.12	ISA 260 report considered at meeting on 26.02.13 ACTION COMPLETE
25	Sign off audit report on the Council's financial statements.	KPMG / Corporate Director of Resources – 30.09.12	Accounts and Audit process and report signed off – 28.02.13 ACTION COMPLETE
25	Following the November meeting, provide monthly updates on the audit process to Members.	Corporate Director of Resources / Group Manager, Audit and Assurance / Interim Finance Change Manager	Accounts and Audit process report signed off – 28.02.13 ACTION COMPLETE
Actions arising from meeting held on 26 November 2012:			
29	Risk Management / Risk Register – update to be provided at the next meeting.	Group Manager, Audit & Assurance – 18.03.13	

29	Fixed Asset Register – consider options for a suitable system.	Interim Finance Change Manager – 18.03.13	Detailed spreadsheet in place. Currently evaluating a system linked to the financial ledger
29	Internal Complaints – annual report to be presented at the Committee at the end of the municipal year.	Monitoring Officer – 18.03.13	Report on agenda for 18.03.13
32	A special meeting to be arranged in the New Year to consider the audit of accounts and outstanding items.	Corporate Director of Resources / Group Manager Audit & Assurance / Interim Finance Change Manager – January 2013	Meeting held on Accounts and Audit process and report signed off – 26&28.02.13 ACTION COMPLETE
32	Audit of accounts – provide monthly updates by email to Members.	Corporate Director of Resources – monthly	Accounts and Audit process and report signed off – 26&28.02.13 ACTION COMPLETE
34	RIPA – annual update and external inspection report to be presented to the Committee each year.	Monitoring Officer – annually	Report due to come to Audit & Governance on 25.11.13
35	Business Rates Pooling – annual report to be presented to the Committee.	Corporate Director of Resources – June 2014	Report due to come to Audit and Governance in June 2013