

## 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          | <b>Currently outstanding</b>  |
| 17  | Purchase of software with a modern stock control facility at The Guildhall.   | Corporate Director of Resources – priority             | <b>Currently outstanding</b>  |
| 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                       | <b>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</b> |
| 21  | Internal Audit Plan 2012/13 – Fixed Asset Register to be in place.  | Interim Finance Change Manager – priority              | <b>Detailed spreadsheet in place. Currently evaluating a system linked to the financial ledger</b>  |
| 21  | Arrange internal meetings to monitor the audit.   | Councillor Llewellyn / Corporate Director of Resources | <b>Meetings underway and ongoing</b>  |

Actions arising from meeting held on 26 November 2012:

|    |   |   |  |
|----|---|---|--|
| 29 | Fixed Asset Register – consider options for a suitable system.                                  | Interim Finance Change Manager – 18.03.13   | <b>Detailed spreadsheet in place. Currently evaluating a system linked to the financial ledger</b> |
| 34 | RIPA – annual update and external inspection report to be presented to the Committee each year. | Monitoring Officer – annually               | <b>Report due to come to Audit &amp; Governance on 25.11.13</b>                                    |
| 35 | Business Rates Pooling – annual report to be presented to the Committee.                        | Corporate Director of Resources – June 2014 | <b>Report due to come to Audit and Governance in June 2014</b>                                     |