

AUDIT AND GOVERNANCE COMMITTEE – 25 NOVEMBER 2013

ACTION PLAN

MINUTE NO.	MATTER	CURRENT STATUS	RAG	TARGET DATE	OWNER
<u>Actions arising from meeting held on 24 September 2012:</u>					
17	Combined Heat and Power installation at GL1.	Included in action 23 from meeting of 24 June 2013.	Carried Forward	31.03.14	RW
17	Purchase of software with a modern stock control facility at The Guildhall.	The stock control facility is part of a broader system requirement for the Guildhall operations. A new Manager has now been appointed at the Guildhall, who will review existing processes and systems and develop a business case for a new system as required. This will include stock control functionality.	A	31.03.14	SG
21	Internal Audit Plan 2012/13 – Fixed Asset Register to be in place.	Detailed spreadsheet in place. Currently evaluating a system linked to the financial ledger. Financial System upgrade to be completed December 2013. Once upgrade completed successfully project will commence for asset register transfer to ledger.	A	Priority	JB
<u>Actions arising from meeting held on 26 November 2012:</u>					
34	RIPA – annual update and external inspection report to be presented to the Committee each year.	Report due to come to Audit & Governance on 25.11.13	G	25.11.13	SM
35	Business Rates Pooling – annual report to be presented to the Committee.	Report due to come to Audit & Governance in June 2014	G	24.06.14	PG

MINUTE NO.	MATTER	CURRENT STATUS	RAG	TARGET DATE	OWNER
<u>Actions arising from meeting held on 18 March 2013:</u>					
15	Internal Audit – Quarterly Monitoring Report – Members to see some of the action plans produced by Service Managers following internal audits.	At the Chair & Vice Chair Briefing held on 6 November 2013, it was agreed that the current arrangements whereby managers are invited to attend a meeting of the Audit & Governance Committee to discuss implementation of audit recommendations, were sufficient – Action complete	Complete	By 30.09.13	TR
<u>Actions arising from meeting held on 24 June 2013:</u>					
23	Combined Heat and Power Installation.	Following investigative works it has been identified that the CHP plant at GL1 is not functioning correctly. In order to resolve this matter, officers will be employing the services of a third party expert (quotes are currently being sought) to identify what measures can be taken to improve the installation. We would anticipate that survey work will be completed by the end of November. Allowing for due process, procurement procedures and subject to budgetary provision, we believe that remediation/improvement works will be undertaken first quarter 2014.	A	31.03.14	RW
29	Internal Audit – Quarterly Monitoring Report – the Payroll Client Manager to be invited to the Committee	This item has been added to the agenda for the Audit & Governance Committee meeting on 25.11.13.	G	25.11.13	PG

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36	Treasury Management Strategy 2013/14 – Audit & Governance Committee to receive training to monitor achievements	Members of the Audit & Governance Committee have now received training - Action complete	Complete	23.09.13	PG
<u>Actions arising from meeting held on 23 September 2013:</u>					
46	Response to Internal Audit Report Recommendations – Markets – update to be provided at the next meeting.	This item is included in the Internal Audit Plan Monitoring Report due to come to Audit & Governance on 25.11.13	G	25.11.13	TR
48	Action Plan – action plans produced by Service Managers following internal audits to be discussed at the next pre-meeting with the Chair and Vice Chair.	See also ‘Actions arising from meeting held on 18 March 2013’. At the Chair & Vice Chair Briefing held on 6 November 2013, it was agreed that the current arrangements whereby managers are invited to attend a meeting of the Audit & Governance Committee to discuss implementation of audit recommendations, were sufficient – Action complete	Complete	30.09.13	TR
52	Annual Governance Statement 2012/13 – Committee requested confirmed target / completion dates to be included in the Action Plan.	Report due to come to Audit & Governance on 25.11.13	G	25.11.13	PG
54	Treasury Management Strategy 2013/14 – Corporate Director of Resources to attend Group Meetings, where possible, and provide further information on CoCo.	Corporate Director of Resources attended all appropriate meetings – Action complete	Complete	30.09.13	PG
56	Internal Audit Plan 2013/14 – Quarterly Monitoring Report. The Asset Manager to be invited to the next meeting of Audit & Governance Committee in November 2013.	This item has been added to the agenda for the November meeting – Action complete	Complete	25.11.13	PG

PLEASE NOTE: Rolling agenda items requested by the Committee have not been included above but have been included on the Audit and Governance Work Programme.