

AUDIT AND GOVERNANCE COMMITTEE – 17 MARCH 2014

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.	A	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 – Action complete	Complete 25.11.13	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

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<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 – Action complete	Complete 25.11.13	25.11.13	TR
<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 – Action complete	Complete 25.11.13	25.11.13	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 – Action complete	Complete 25.11.13	25.11.13	PG

MINUTE NO.	MATTER	CURRENT STATUS	RAG	TARGET DATE	OWNER
<u>Actions arising from meeting held on 25 November 2013:</u>					
67	Response to Internal Audit Report Recommendations – Client Monitoring of Payroll System – Audit, Risk & Assurance Manager to undertake a follow up audit and report back to the Committee.	Follow-up audit planned for February 2014 with reporting of findings to Audit & Governance Committee on 17.03.14.	G	17.03.14	TR
68	Response to Internal Audit Report Recommendations – Response Repairs Contract – Asset Manager to provide further update at the Audit & Governance Committee in March 2014	This item has been added to the agenda for the Audit & Governance Committee meeting on 17.03.14.	G	17.03.14	RW/TR
69	The Corporate Director of Resources to arrange Treasury Management Training event	This has been arranged to take place before the Audit and Governance Committee on 26 June 2014.	G	26.03.14	PG
70	Annual Governance Statement Action Plan 2013/14 – need to amend to read '31 January <u>2014</u> '	Appropriate amendment made.	G	27.01.14	PG/TR
74	Internal Audit Plan 2013/14 – Monitoring Report – Streetcare Contract – Head of Neighbourhood Services to provide verbal update at the meeting in March 2014	This item has been added to the agenda for the Audit & Governance Committee meeting on 17.03.14.	G	17.03.14	RC/TR
80	Work Programme – Additional meeting of the Committee to be held in late January / early February	Meeting has been arranged for Monday, 27 January 2014	G	27.01.14	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.