

AUDIT AND GOVERNANCE COMMITTEE – 26 JUNE 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.	R	31.03.14	RW
		<p><u>Minute 23 – Meeting on 24 June 2013</u></p> <p>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.</p>	R	31.03.14	RW
		<p><u>Minute 95 – Meeting on 17 March 2014</u></p> <p>The Asset Manager to provide the Committee with an update on progress and a chronology of events.</p>	R	26.06.14	PG/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

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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.	G	Priority	JT
<u>Actions arising from meeting held on 26 November 2012:</u>					
35	Business Rates Pooling – annual report to be presented to the Committee.	This item was added to the agenda for the Audit & Governance Committee on 26 June 2014. However, the necessary information will not be available in time for this meeting so the item has been added to the agenda for the Audit and Governance Committee on 8 September 2014.	G	26.06.14 08.09.14 (revised date)	JT
<u>Actions arising from meeting held on 17 March 2014:</u>					
98	Budget Monitoring – Month 9. Corporate Director of Resources to advise all Members that some of the issues raised in the peer review report had been addressed.	Complete. Briefings on progress made to inform Members of the financial planning processes have been sent.	G	31.03.14	PG
106	Audit & Governance Work Programme – Annual Report of the Audit Committee to be presented at next meeting.	This item has been added to the agenda for the Audit & Governance Committee on 26 June 2014.	Action Complete	26.06.14	TR

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.