

AUDIT AND GOVERNANCE COMMITTEE – 8 SEPTEMBER 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.	<u>Minute 95 – Meeting on 17 March 2014</u> The Asset Manager to provide the Committee with an update on progress and a chronology of events.	Action complete	26.06.14	RW
		<u>Minute 6 – Meeting on 26 June 2014</u> The Asset Manager to provide a further update at the Audit & Governance Committee in January.	G	19.01.15	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. NB A review of the Guildhall operations, including IT requirements, is currently being undertaken by Consultants and a cross party working group of Members. A decision on whether to purchase new software has been put on hold pending the results of the consultants' review, the findings from which are due to be reported in November 2014.	G	31.03.14 30.11.14 (revised date)	SG MS

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		<p><u>Minute 7 – Meeting on 26 June 2014</u></p> <p>The Committee requested that their concerns relating to the further delays of the stock control facility are reported to the Corporate Director of Services and Neighbourhoods.</p> <p>Committee also requested for an audit of current bar stock controls to be carried out.</p>	Action complete	27.06.14	TR
21	Internal Audit Plan 2012/13 – Fixed Asset Register to be in place.	<p>Detailed spreadsheet in place.</p> <p>Currently evaluating a system linked to the financial ledger.</p> <p>Financial System upgrade to be completed December 2013. Once upgrade completed successfully project will commence for asset register transfer to ledger.</p>	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.	<p>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.</p>	Action complete	<p>26.06.14</p> <p>08.09.14 (revised date)</p>	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.	<p>Complete. Briefings on progress made to inform Members of the financial planning processes have been sent.</p>	Action complete	31.03.14	PG

MINUTE NO.	MATTER	CURRENT STATUS	RAG	TARGET DATE	OWNER
<u>Actions arising from meeting held on 26 June 2014:</u>					
12	Payroll Contract SLA – HR & OD Manager to be invited to attend the September meeting to update the Committee	This item has been added to the agenda for the Audit & Governance Committee on 8 September 2014.	Action Complete	08.09.14	TR/RA
12	Revenues and Benefits Contract – Audit, Risk and Assurance Manager to report on implementation of o/s Rank 1 recommendation to the September Committee.	This item will be included as part of the Internal Audit Plan Quarterly Monitoring Report for the Audit & Governance Committee on 8 September 2014.	Action Complete	08.09.14	TR
12	The Docks / the Arbor Catering. Audit, Risk and Assurance Manager to provide an update on the implementation of recommendations to the September Committee.	This item will be included as part of the Internal Audit Plan Quarterly Monitoring Report for the Audit & Governance Committee on 8 September 2014.	Action Complete	08.09.14	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.