



Audit and Governance Committee

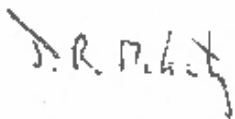
Meeting: Monday, 13th November 2023 at 6.30 pm in Civic Suite, North Warehouse, The Docks, Gloucester, GL1 2EP

Membership:	Cllrs. Wilson (Chair), Gravells MBE (Vice-Chair), Bowkett, Brooker, Durdey, Morgan, Patel, Sawyer and Mr. Peter Tervet
Contact:	Democratic and Electoral Services 01452 396127 democratic.services@gloucester.gov.uk

AGENDA

1.	APOLOGIES To receive any apologies for absence.
2.	DECLARATIONS OF INTEREST To receive from Members, declarations of the existence of any disclosable pecuniary, or nonpecuniary, interests and the nature of those interests in relation to any agenda item. Please see Agenda Notes.
3.	MINUTES (Pages 5 - 10) To approve as a correct record the minutes of the meeting held on 11 September 2023.
4.	PUBLIC QUESTION TIME (15 MINUTES) To receive any questions from members of the public provided that a question does not relate to: <ul style="list-style-type: none"> - Matters which are the subject of current or pending legal proceedings or - Matters relating to employees or former employees of the Council or comments in respect of individual Council Officers. To ask a question at this meeting, please submit it to democratic.services@gloucester.gov.uk by 12 noon on Wednesday 8 November 2023 or telephone 01452 396203 for support.
5.	PETITIONS AND DEPUTATIONS (15 MINUTES) To receive any petitions and deputations provided that no such petition or deputation is in relation to: <ul style="list-style-type: none"> - Matters which are the subject of current or pending legal proceedings or - Matters relating to employees or former employees of the Council or comments in respect of individual Council Officers.

	To present a petition or deputation at this meeting, please submit it to democratic.services@gloucester.gov.uk by 12 noon on Wednesday 8 November 2023 or telephone 01452 396203 for support
6.	INTERNAL AUDIT ACTIVITY QUARTERLY PROGRESS REPORT (Pages 11 - 32) To consider the report of the Head of ARA.
7.	TREASURY MANAGEMENT PERFORMANCE 2023/24 SIX MONTHLY UPDATE (Pages 33 - 44) To consider the report of the Cabinet Member for Performance and Resources updating Members on treasury management activities for the six month period of 1st April 2023 to 30 th September 2023 in accordance with the Chartered Institute of Public Finance and Accountancy Code of Practice for Treasury Management.
8.	S. 106 AGREEMENTS - UPDATE To receive a progress update. <i>Verbal update at pre-meet with written update to follow.</i>
9.	2021/22 ACCOUNTS To receive a verbal update on the planned audit of the 2021/22 accounts.
10.	AUDIT AND GOVERNANCE COMMITTEE WORK PROGRAMME (Pages 45 - 46) To consider the Committee's Work Programme.
11.	DATE OF NEXT MEETING Monday 15 January 2024 at 6.30pm in the Civic Suite, North Warehouse.



Jon McGinty
Managing Director

Date of Publication: Friday, 3 November 2023

NOTES

Disclosable Pecuniary Interests

The duties to register, disclose and not to participate in respect of any matter in which a member has a Disclosable Pecuniary Interest are set out in Chapter 7 of the Localism Act 2011.

Disclosable pecuniary interests are defined in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 as follows –

<u>Interest</u>	<u>Prescribed description</u>
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the Council) made or provided within the previous 12 months (up to and including the date of notification of the interest) in respect of any expenses incurred by you carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between you, your spouse or civil partner or person with whom you are living as a spouse or civil partner (or a body in which you or they have a beneficial interest) and the Council (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged
Land	Any beneficial interest in land which is within the Council's area. For this purpose "land" includes an easement, servitude, interest or right in or over land which does not carry with it a right for you, your spouse, civil partner or person with whom you are living as a spouse or civil partner (alone or jointly with another) to occupy the land or to receive income.
Licences	Any licence (alone or jointly with others) to occupy land in the Council's area for a month or longer.
Corporate tenancies	Any tenancy where (to your knowledge) – (a) the landlord is the Council; and (b) the tenant is a body in which you, your spouse or civil partner or a person you are living with as a spouse or civil partner has a beneficial interest
Securities	Any beneficial interest in securities of a body where – (a) that body (to your knowledge) has a place of business or land in the Council's area and (b) either – i. The total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or ii. If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you, your spouse or civil partner or person with

whom you are living as a spouse or civil partner has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

For this purpose, "securities" means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

NOTE: the requirements in respect of the registration and disclosure of Disclosable Pecuniary Interests and withdrawing from participating in respect of any matter where you have a Disclosable Pecuniary Interest apply to your interests and those of your spouse or civil partner or person with whom you are living as a spouse or civil partner where you are aware of their interest.

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Any recording must take place in such a way as to ensure that the view of Councillors, Officers, the Public and Press is not obstructed. The use of flash photography and/or additional lighting will not be allowed unless this has been discussed and agreed in advance of the meeting.

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- You should proceed calmly; do not run and do not use the lifts;
- Do not stop to collect personal belongings;
- Once you are outside, please do not wait immediately next to the building; gather at the assembly point in the car park and await further instructions;
- Do not re-enter the building until told by a member of staff or the fire brigade that it is safe to do so.



AUDIT AND GOVERNANCE COMMITTEE

MEETING : Monday, 11th September 2023

PRESENT : Cllrs. Wilson (Chair), Gravells MBE (Vice-Chair), Bowkett, Brooker, Morgan and Patel.

Others in Attendance

Monitoring Officer
Head of Finance and Resources
Accountancy Manager
Head of Audit Risk and Assurance (ARA)
Group Manager (ARA)
Principal Auditor
Democratic and Electoral Services Team Leader

APOLOGIES : Cllrs. Pullen and Mr Tervet.

16. DECLARATIONS OF INTEREST

There were no declarations of interest.

17. MINUTES

The minutes of the meeting held on 17 July 2023 were agreed and signed by the Chair.

18. PUBLIC QUESTION TIME (15 MINUTES)

There were no public questions.

19. PETITIONS AND DEPUTATIONS (15 MINUTES)

There were no petitions nor deputations.

20. ANNUAL REPORT OF THE HEAD OF INTERNAL AUDIT 2022-23

20.1 The Head of Audit, Risk and Assurance (ARA) began by informing the Committee that a new Group Manager had been recruited and was in

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attendance. The Head of ARA provided an outline of work undertaken by the internal audit team throughout the year and thanked them for the endeavours throughout the year. work was carried out in accordance with the Public Sector Internal Audit Standards (PSIAS) 2017 and the CIPFA Local Government Application Note for the UK PSIAS. He also confirmed that there had, overall, been a satisfactory opinion and confirmed that no limitations had been placed on internal audit's work.

- 20.2 In response to a query from the Chair regarding whether the effect of the cyber incident could be considered a restriction, the Head of ARA advised that some audits had been unable to be progressed and that internal audit had assisted the Council through various means including providing resource to progress financial reconciliations. He further confirmed that no information relevant to audits had been lost, 77% of the plan had been undertaken and that this proved sufficient to enable the internal audit team to provide a good level of assurance.
- 20.3 Councillor Morgan asked whether the reference to monitoring recruitment and retention meant that this was identified as a problem for the Council. The Head of ARA clarified that this was in order to highlight a possible risk rather than an actually existing risk.
- 20.4 The Chair conveyed the thanks of the Committee to the internal audit team in what had been a challenging environment.
- 20.5 **RESOLVED that:-** The Audit and Governance Committee
- (1) Assessed, from the findings set out in this Annual Report on Internal Audit Activity 2022/23, whether it can take reasonable assurance that the internal control environment, comprising risk management, control and governance is operating effectively;
 - (2) Note that the performance of Internal Audit meets the required standards; and
 - (3) Note the Council wide counter fraud activity during 2022/23 which includes the fraud reporting requirements as mandated by the Local Government Transparency Code 2015.

21. ANNUAL REPORT ON COUNTER FRAUD ACTIVITY

- 21.1 The Head of ARA outlined counter fraud activity for the year and clarified that, in previous years, such information was contained within the Internal Audit report. Having it as a stand lone report provided greater focus on counter fraud activity. In response to the Chair asking for clarification on what was the definition of an 'irregularity' the Head of ARA confirm that some matter could be incorrect but not necessarily fraudulent (e.g. human error in reporting). He also clarified that some fraudulent activity was non-financial and that some of ARA's work was preventative.
- 21.2 **RESOLVED that:-** The Audit and Governance Committee

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- i. Assessed, from the report's high level workstreams and the progress against the 2022/23 Action Plan, that it could take reasonable assurance that the Counter Fraud Team is operating effectively;
- ii. Note that £3,444 was recovered in-year. This includes monies relating to prior years' fraud investigations; and
- iii. Note the Council's compliance with local government 'Annual Fraud Transparency Data' 2022-23 reporting.

22. INTERNAL AUDIT ACTIVITY 2023/24 - PROGRESS REPORT

22.1 The Head of ARA advised that much of Internal Audit's work was currently in progress given the point of the year that the meeting was taking place.

RESOLVED that:- The Audit and Governance Committee accept the progress against the internal Audit Plan 2023/24.

23. AUDIT PLAN - 2021/22 STATEMENT OF ACCOUNTS'

23.1 The External Auditor confirmed that the Plan was for 2021/22 Year End and was due to commence shortly. It was anticipated that it would be completed by the end of the calendar year. It may have been the case that the cyber incident had an impact on progressing the plan, but it would not be known until the testing started.

23.2 In the External Auditor's view, there were two significant audit risks which in and of themselves were not unusual. The first being management override, and the second being capital expenditure. The External Auditor's focus would be on property valuations and the council's pensions liability. Both materiality and value for money would also be examined within the External Auditors report, and they would also have a specific focus on the cyber incident and its impact. The External Auditor provided further details to Members on what constituted materiality.

23.3 In response to a query from the Chair about timelines, the External Auditor confirmed that their report would be available by the January Committee meeting.

23.4 The Head of Finance and Resources outlined that the Government had introduced new backstop deadlines for the submission of accounts. These were for 2021/22, 31st March 2024 and for 2022/23 these would be 30th September 2024. He confirmed that these were final deadlines and if they were to be missed, the accounts would be considered inaccurate which would therefore create difficulties in receiving a qualified opinion from the External Auditors.

RESOLVED that:- The Audit and Governance Committee **NOTE** the Audit Plan 2021-22.

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24. S. 106 AGREEMENTS - UPDATE

24.1 The Head of Finance and Resources outlined that ARA had brought it to the council's attention and provided associated background information. He further stated that in the process of implementing agreements, five had reached their expiration point. Management were reviewing all agreements and when income had been received. He further confirmed upon a query from the Chair that there was confidence that the total figure was accurate, but it required calculating which project it was relevant to.

24.2 Councillor Gravells asked that further detail be provided at the next Committee meeting and the Head of Finance and Resources advised that the examination taking place currently was 'line by line' and that it would be preferable to have accurate information rather than inaccurate but speedy updates. He also confirmed that the five agreements which had been previously raised would be resolved by the next Committee meeting.

RESOLVED that:- The Audit and Governance Committee **NOTE** the progress update.

25. TREASURY MANAGEMENT - QUARTERLY UPDATE

25.1 The Head of Finance and Resources introduced the report and advised Members that it was as a result of recent CIPFA recommendation. It outlined finances for expenditure that no new long term borrowing had taken place and what the current rates of interest were.

RESOLVED that:- The Audit and Governance Committee **NOTE** the report.

26. LOCAL GOVERNMENT OMBUDSMAN - RECENT FINDING

26.1 The Monitoring Officer outlined the key recommendations within the report and confirmed that all actions had been completed. Upon advice, she confirmed that processes were being reviewed in respect of how the council would deal with business to business complaints.

26.2 The Chair noted that the Ombudsman had examined the matter in significant detail which was of benefit to the council.

26.3 Councillor Patel queried what residents could do to raise complaints and if figures could be obtained as to how many had been made over the past 12 months. He also asked whether work could be done to improve this. The Monitoring Officer acknowledged the question and agreed that she would seek to get figures on this matter.

26.4 Councillor Gravells expressed his displeasure at the outcome and requested whether there could be a retrospective examination in order to examine whether a similar incident had occurred previously. The Monitoring Officer advised that this had been examined and that there had been no previous cases.

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RESOLVED that:- The Audit and Governance Committee **NOTE** the report.

27. AUDIT AND GOVERNANCE COMMITTEE WORK PROGRAMME

RESOLVED that:- The Audit and Governance Committee **NOTE** the work programme.

28. DATE OF NEXT MEETING

Monday 13th November 2023 at 6.30pm in the Civic Suite, North Warehouse.

Time of commencement: 6.30 pm hours

Time of conclusion: 7.30 pm hours

Chair

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Gloucester City Council

Meeting:	Audit and Governance Committee	Date:	13th November 2023
Subject:	Internal Audit Activity Progress Report 2023/24		
Report Of:	Head of Audit Risk Assurance (ARA)		
Wards Affected:	Not applicable		
Key Decision:	No	Budget/Policy Framework:	No
Contact Officer:	Piyush Fatania, Head of ARA		
	Email:	Tel:	
	piyush.fatania@gloucestershire.gov.uk	01452 328883	
Appendices:	A: Internal Audit Activity Progress Report 2023/24		

FOR GENERAL RELEASE

1.0 Purpose of Report

- 1.1 To inform the Committee of the Internal Audit activity progress in relation to the Internal Audit Plan 2023/24.

2.0 Recommendations

- 2.1 Audit and Governance Committee is asked to **RESOLVE** to:
- i. Accept the progress against the Internal Audit Plan 2023/24; and

3.0 Background and Key Issues

- 3.1 The Committee approved the Internal Audit Plan 2023/24 at the 6th March 2023 Committee meeting. In accordance with the Public Sector Internal Audit Standards 2017 (PSIAS), this report (through **Appendix A**) details the outcomes of Internal Audit work carried out in accordance with the approved Plan.

- 3.2 The Internal Audit Activity Progress Report 2023/24 at **Appendix A** summarises:
- i. The progress and final position on the Internal Audit Plan 2023/24, including the assurance opinions on the effectiveness of risk management and control processes;
 - ii. The outcomes of the delivered Internal Audit Plan 2023/24 activity;
 - iii. The number of recommendations that remain open from 2022/23 and 2023/24 to date; and

iv. Special investigations/counter fraud activity.

3.2 The report is the third report in relation to the Internal Audit Plan 2023/24.

4.0 Social Value Considerations

4.1 There are no Social Value implications as a result of the recommendations made in this report.

5.0 Environmental Implications

5.1 There are no Environmental implications as a result of the recommendations made in this report.

6.0 Alternative Options Considered

6.1 No other options have been considered. The purpose of this report is to inform the Committee of the Internal Audit work undertaken to date and the assurance opinions provided. Non-completion of Internal Audit Activity Progress Reports would lead to non-compliance with the PSIAS and the Council Constitution (see report section 7.2 and 7.3).

7.0 Reasons for Recommendations

7.1 The role of the ARA Shared Service is to examine, evaluate and provide an independent, objective opinion on the adequacy and effectiveness of the Council's internal control environment, comprising risk management, control and governance. Where weaknesses have been identified, recommendations have been made to improve the control environment.

7.2 The PSIAS state the Head of ARA should report on the outcomes of Internal Audit work, in sufficient detail to enable the Committee to understand what assurance it can take from that work and what unresolved risks or issues it needs to address.

7.3 Consideration of reports from the Head of ARA on Internal Audit's work and performance during the year is also a requirement of the Audit and Governance Committee's terms of reference (part of the Council Constitution).

8.0 Future Work and Conclusions

8.1 Internal Audit Activity Progress Reports against the 2023/24 Risk Based Internal Audit Plan are scheduled to be presented to the Audit and Governance Committee within 2023/24. This is in accordance with the PSIAS and as reflected within the Audit and Governance Committee work programme.

9.0 Financial Implications

- 9.1 There are no Financial implications as a result of the recommendations made in this report.

Financial Services have been consulted in the preparation this report.

10.0 Legal Implications

- 10.1 Monitoring the implementation of Internal Audit recommendations assists the Council to minimise risk areas and thereby reduce the prospects of legal challenge.

The Monitoring Officer has been consulted in the preparation this report.

11.0 Risk and Opportunity Management Implications

- 11.1 Failure to deliver an effective Internal Audit service will prevent an independent, objective assurance opinion from being provided to those charged with governance. That the key risks associated with the achievement of the Council's objectives are being adequately controlled.

12.0 People Impact Assessment (PIA) and Safeguarding:

- 12.1 The Internal Audit service is delivered by ARA which is an Internal Audit and Risk Management Shared Service between Gloucester City Council, Stroud District Council and Gloucestershire County Council. Equality in service delivery is demonstrated by the team being subject to, and complying with, the Council's equality policies.

- 12.2 A PIA is not necessary.

13.0 Community Safety Implications

- 13.1 There are no Community Safety implications as a result of the recommendations made in this report.

14.0 Staffing and Trade Union Implications

- 14.1 There are no Staffing and Trade Union implications as a result of the recommendations made in this report.

Background Documents:

[PSIAS](#)

CIPFA Local Government Application Note for the UK PSIAS

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PROGRESS REPORT ON INTERNAL AUDIT ACTIVITY

November 2023

1. Introduction

- 1.1 The Council's Internal Audit service is provided by Audit Risk Assurance (ARA) under a Shared Service agreement between Gloucestershire County Council, Stroud District Council and Gloucester City Council.
- 1.2 ARA provides these services in accordance with the Public Sector Internal Audit Standards 2017 (PSIAS) which represent the "proper Internal Audit practices". The standards define the way in which the Internal Audit service should be established and undertake its operations.
- 1.3 In accordance with the PSIAS, the Head of Internal Audit is required to regularly provide progress reports on Internal Audit activity to management and the Audit and Governance Committee. This report summarises:
 - i. The progress against the Internal Audit Plan 2023/24 (Appendix A);
 - ii. The outcomes of the 2023/24 Internal Audit activity delivered up to mid-October 2023; and
 - iii. Special investigations and counter fraud activity.
- 1.4 Internal Audit plays a key role in providing independent assurance and advice to the Council that these arrangements are in place and operating effectively. However, it should be emphasised that officers of the Council are responsible for establishing and maintaining appropriate risk management processes, control systems (financial and non-financial) and governance arrangements.

2. Summary of 2023-24 Internal Audit work delivered up to mid-October 2023

- 2.1 The following Assurance criteria are applied to Internal Audit reports:
 - i. Substantial assurance – all key controls are in place and working effectively with no exceptions or reservations. The Council has a low exposure to business risk;
 - ii. Acceptable assurance – all key controls are in place and working but there are some reservations in connection with the operational effectiveness of some key controls. The Council has a low to medium exposure to business risk;
 - iii. Limited assurance – not all key controls are in place or are working effectively. The Council has a medium to high exposure to business risk; and
 - iv. No assurance – no key controls are in place, or no key controls are working effectively. The Council has a high exposure to business risk.

2.2 **Audit Activity: Health and Safety Follow Up (Service Area: Communities)**

- i. The audit followed up the implementation of one outstanding recommendation made from the 2018-19 audit. An initial follow-up was completed in April 2022 where it was confirmed that two recommendations were implemented.
- ii. The outstanding recommendation was high priority and related to the Property and Commissioning Manager providing clarity to building managers on where the division of responsibilities lay regarding premise related health and safety issues.
- iii. A corporate project was in place to implement the Techforge system as a buildings database, including health and safety responsibilities for the Council, partners and tenants. However, as a result of the cyber incident and a lack of resources, the project has been paused and the recommendation remains open.

2.3 **Audit Activity: Assurance Mapping (Service Area: Council Wide)**

- i. Assurance Level for this report: An assurance level was not required for this activity as this was a consultancy assignment.

2.4 **Objectives** - The key objectives of this review were to:

- i. Provide advice and guidance on developing the risk assurance map; and
- ii. Report on how to build upon the outcome of this assignment and complete the assurance map, including procedural guidance to be added to the risk management procedures.

2.5 A risk assurance map will give senior officers and Members a visual representation of where the Council receives assurances from for the achievement of their key objectives. The risk assurance map would highlight both gaps and duplications in the assurance framework for the Council using the three lines of defence model.

2.6 **Deliverables** - The deliverables from this activity were:

- i. A Risk Assurance Map template - with Strategic Risks and scoring. These need to be developed by the Council to populate with the assurance for each risk;
- ii. Assurance Mapping Guidance – detailed guidance on how to complete and maintain the assurance map; and
- iii. Assurance Mapping report – a report detailing the next steps the Council needs to take to complete the assurance mapping.

2.7 **Audit Activity: Guildhall Galvanise Project Grant (Service Area: Culture)**

- i. ARA completed an audit of the Guildhall Galvanise project on 8th February 2023. An additional audit report was issued on 20th February 2023 with the objective of getting the outstanding balance of grant paid. ARA was then requested by Arts

Council to make further amendments to the report in September 2023 so that the Council could receive any grant balance due.

2.8 The amendments made to the report were the following;

- i. Adding the Arts Council project number;
- ii. Revised the wording regarding expenditure and income (but not the amount);
- iii. Added the name of the ARA accountant, including qualifications, who completed the audit work; and
- iv. Added the name of the Head of ARA who completed review and approval of the report.

2.9 **Audit Activity: Leavers Process – Off-Boarding (Service Area: Council Wide)**

- i. Assurance Level for this report: Acceptable.
- ii. Recommendations arising from this review have been prioritised as:

High Priority:	1
Medium Priority:	2
Low Priority:	1
Rejected:	0

2.10 **Scope** - This audit reviewed whether the Council used a consistent and formal process for the off-boarding of leavers. This was to ensure that final salary payments made were accurate, Council assets were returned, and access rights were removed to ensure the integrity of systems and data.

2.11 **Key Findings**

- i. The process for the return of IT assets was not being consistently followed. Instances were identified whereby a laptop was passed to another member of staff instead of being returned to IT to be wiped prior to re-issue. There was another instance where evidence was not available to support a laptop having been returned. A review of the asset register identified a leaver still listed on the asset register with equipment allocated to them.

Risk: Loss of Council assets. Potential risk of loss of data integrity through unauthorised use.

Recommendation: Managers should be reminded of their responsibilities in ensuring that Council assets are returned to IT when an employee leaves as part of the wider leaver process.

- ii. Custodians were reliant on the return of an ID card to facilitate the removal of access rights to a Council building. There was no log kept for ID cards issued and returned to identify outstanding and yet to be returned cards.

Risk: ID cards retained by a leaver could be used inappropriately, including impersonating a current employee. Potential unauthorised access to a Council building.

Recommendation: A monthly list of leavers from HR should be provided to the Custodians to facilitate the prompt removal of building access by the team. The Custodians should maintain a log of issued and destroyed cards to better manage access rights to Council buildings.

- iii. The leavers checklist available on the staff intranet page was part of an outdated process which had changed significantly in part due to the changes in arrangements including Civica no longer having any involvement with the Council IT.

Risk: Loss of Council assets. Potential risk of loss of data integrity through unauthorised use.

Recommendation: The leavers checklist available on the staff intranet page should be amended or removed to reflect the updated arrangements regarding leavers for the Council. This should then be communicated to managers for awareness.

- iv. HR were sending a list of leavers to the Appointments and People Sourcing Team within the Business Service Centre (BSC) at Gloucestershire County Council on a monthly basis. It was confirmed that ID cards are now administered internally by the Council. Therefore, the Appointments and People Sourcing Team are no longer required to receive leaver information as they are not responsible for administering ID cards.

Risk: Unnecessary process.

Recommendation: HR should cease sending leaver information relating to Council to the Appointments and People Sourcing Team at Gloucestershire County Council. This information should be sent to the Custodians at the Council to facilitate their reconciliation of the leavers and outstanding ID badges.

3. Recommendation Monitoring - Open Audit Recommendations

- i. For all recommendations, updates are requested from action owners following the agreed implementation date, to establish progress in implementing the recommendations. For any recommendations that continue to be progressed, further updates are obtained based on any revised implementation dates.
- ii. Table 1 below summarises the current open recommendations from 2022-23 and 2023-24 (to date) per audit and risk priority. Full details of all the open recommendations can be seen at Appendix B.

Ref.	Audit Activity	Total No. of Open Recommendations	Risk Priority		
			High	Medium	Low
1.	Gloucestershire Airport	2	0	2	0
2.	Health & Safety Limited Assurance 2 nd Follow Up	1	1	0	0
3.	Recycling Commodities	2	1	1	0
4.	Community Infrastructure Levy (CIL) and Section 106	8	4	4	0
5.	Housing Strategy	1	1	0	0
6.	Procurement	5	3	2	0
	Total	19	10	9	0

Table 1 – Open Recommendations

4. Counter Fraud Update – Summary of Counter Fraud Activities

Current Year Counter Fraud Activities

- 4.1 To date in 2023-24 there have been five new referrals made to the ARA Counter Fraud Team (CFT).
- 4.2 After initial triage by the CFT, four of the referrals were converted to cases. Of the four, one has now been closed as has the remaining referral.
- 4.3 The closed case was around internal controls and the perceived application of those existing controls. The investigation established that the correct procedures had been followed however, communications and decision-making records needed to be improved for transparency. Actions to address this have already been implemented.
- 4.4 The closed referral was a request to undertake financial searches to assist the Council with a case being investigated under the Housing Act 2004 and the offences and supplementary provisions of Part 2 of the Act and Rent Repayment Orders.
- 4.5 The remaining three cases are ongoing and will be reported to the Committee on their completion.
- 4.6 Not all investigations (for example conduct, non-compliance and ethics issues) can have an assessed value attached to them or result in the recovery of monies. CFT investigations, analytics and consultative work may add value in other ways such as providing assurance to members and residents, reducing Council vulnerabilities and mitigating risk.
- 4.7 It should be noted that many of the cases referred to the CFT involve intricate detail and, sometimes, police referral. This invariably results in a delay before the

investigation can be classed as closed and the summary outcome reported to Committee.

- 4.8 In addition to the above, counter fraud advice and alerts are routinely provided outside of the creation of referrals and cases.

National Fraud Initiative (NFI)

- 4.9 The CFT continues to support the NFI which is a biennial data matching exercise administered by the Cabinet Office. The data matching reports for the 2022-23 exercise have been released for review.
- 4.10 Council Tax and Electoral data is due to be uploaded between 30th November 2023 and no later than 19th January 2024. The CFT will continue to liaise with the relevant teams to ensure that the set deadlines are met.
- 4.11 Full details of the NFI timetables can be found using the link available on GOV.UK website – www.gov.uk/government/publications/national-fraud-initiative-timetables.
- 4.12 Examples of NFI data sets uploaded to NFI includes housing, insurance, payroll, creditors, council tax, electoral register and licences for market trader or operator, taxi drivers and personal licences to supply alcohol.
- 4.13 Not all matches are investigated. Where possible, all recommended or high fraud risk matches are reviewed by either the CFT or the appropriate service area within the Council.

National Anti-Fraud Network (NAFN)

- 4.14 NAFN is a public sector organisation which exists to support its members in protecting the public interest. It is one of the largest shared services in the country managed by, and for the benefit of its members. NAFN is currently hosted by Tameside Metropolitan Borough Council.
- 4.15 Membership is open to any organisation that has responsibility for managing public funds or assets. Use of NAFN services is voluntary, which ensures delivery of value for money. Currently, almost 90% of councils are members and there are a rapidly growing number of affiliated wider public sector bodies including social housing providers.
- 4.16 Many potential attempted frauds are intercepted. This is due to a combination of local knowledge together with credible national communications, including those from the NAFN. Fraud risk areas are swiftly cascaded to teams by the CFT for the purpose of prevention, for example national targeted frauds.

International Fraud Awareness Week

- 4.17 The Council continues to register as a supporter of the annual International Fraud Awareness Week -12-18 November 2023. The aim of the week is to raise awareness of fraud prevention through education and campaigns.

- 4.18 During the week the CFT will be sharing fraud awareness messages and information on the latest fraud trends and scams together with advice on how to prevent becoming a victim.

Gloucester City Council 2023-24 Internal Audit Progress Report - November 2023

Ref	Plan Quarter	Actual Quarter	Dept.	Audit	Comment	Risk	Status Now	Status Last Quarter	Comments
Completion of 2022-23 Work									
1	2	2	Policy and Resources	Agency Staff	Assurance	Medium	Draft Report Issued	Field Work Started	Update October 2023: the draft report was issued to management in September 2023.
2	2	3	Communities	Housing Strategy	Assurance	High	Final Report Issued	Final Report Issued	Final report issued
3	3	3	Council Wide	Procurement	Assurance	High	Final Report Issued	Final Report Issued	Final report issued June 2023.
4	NEW	4	Policy and Resources	Test and Trace Support Payment Scheme	Assurance	High	Final Report Issued	Final Report Issued	Final report issued June 2023
5	NEW	1	Place	Section 31 Biodiversity Net Gain	Assurance	High	Final Report Issued	Final Report Issued	Grant audit. Notification of audit requirement received March 2023.
Work Planned for 2023-24									
6	1	N/A	Communities	High Street Heritage Action Zone	Assurance	Medium	Replaced by UK Shared Prosperity Fund audit		Update October 2023: This audit was completed in 2022. It has been replaced by the UK Shared Prosperity Fund audit (added below) as agreed with management.
7	NEW	2	Place	UK Shared Prosperity Fund	Assurance	High	Field Work Started	Field Work Started	Update October 2023: Audit added to the plan (Q2) as agreed with management. Fieldwork has commenced.
8	NEW	2	ICT	Patch Management	Assurance	High	Field Work Started	Field Work Started	Update October 2023 2023: This audit started in August 2023. Fieldwork has been completed and the report is being drafted.
9	4	2	Council Wide	Leavers Processes (Off-Boarding)	Assurance	Medium	Draft Report Issued	Field Work Started	This review to assess the effectiveness of arrangements for managing the process for when employees leave the Council. Update October 2023: The draft report was issued to management in September 2023.
10	4	2	Policy and Resources	IR35 (Off Payroll Working)	Assurance	Medium	Draft Report Issued	Field Work Started	To review the systems, policies and procedures in place to ensure that new and existing off-payroll workers are identified, assessed and paid in accordance with IR35 requirements. Update October 2023: The draft report was issued to management in September 2023.
11	3	2	Policy and Resources	Payroll	Assurance	Financial audit	Draft Report Issued	Field Work Started	Following the cyber incident in 2021-22, assess veracity of internal control in this area. Update October 2023: The draft report was issued to management in September 2023.

Gloucester City Council 2023-24 Internal Audit Progress Report - November 2023

Ref	Plan Quarter	Actual Quarter	Dept.	Audit	Comment	Risk	Status Now	Status Last Quarter	Comments
12	NEW	2	Council Wide	Assurance mapping	Consultancy	Medium	Final Report Issued	Field Work Started	Update October 2023: This consultancy piece of work has now been completed.
13	2	N/A	Culture	Blackfriars Turnover Certificate	Assurance	Sign-off	Field Work Started	Planned	Assess whether turnover values stated to English Heritage are in accordance with and supported by documents and records held by the Council. Update October 2023 The fieldwork has commenced.
14	2	N/A	Communities	Health and Safety Follow-up	Assurance	High	Final Report Issued	Planned	Assess the effectiveness of the new framework for managing health and safety risks across the Council. Update October 2023: This audit has been completed.
15	2	N/A	Place	City Growth Strategies	Consultancy	Consultancy	Field Work Started	Planned	ARA to engage with management to confirm updated risk position and consultancy need. Update October 2023 The draft Terms of Reference for this consultancy activity has been issued.
16	2	N/A	Council Wide	Employee Wellbeing and Retention	Consultancy	Consultancy	Field Work Started	Planned	Consultancy on employee wellbeing themes: Employee training and retention schemes; A review of the Mental Health & Wellbeing Policy against best practice and industry leaders; and A review of the Agile Working Policy Update October 2023 Fieldwork has commenced.
17	NEW	N/A	ICT	Back-ups	Assurance	High	Planned	Planned	Update October 2023: This ICT audit is planned for Q3 as agreed with management.
18	NEW	2	Culture	Guildhall Galvanise Project	Assurance	Grant	Final Report Issued	N/A	Update October 2023: Following a request from the Arts Council the report previously issued in February 2023 was revised to include additional information to enable the Council to receive the grant balance due. The revised final report has been issued.
19	NEW	2	Policy and Resources	Free Hospital Trust	Assurance	Sign-off	Field Work Started	N/A	To review the statement of accounts for 2022-23 as per the Charity Commission's requirement for an annual independent examination of the accounts.

Ref	Plan Quarter	Actual Quarter	Dept.	Audit	Comment	Risk	Status Now	Status Last Quarter	Comments
20	3	N/A	Policy and Resources	Treasury Management	Assurance	Financial audit	Field Work Started	Planned	Following the cyber incident in 2021-22, assess veracity of internal control in this area. <u>Update October 2023:</u> Fieldwork has commenced.
21	3	N/A	Policy and Resources	Housing Benefits & Council Tax Reduction	Assurance	Financial audit	Planned	Planned	Following the cyber incident in 2021-22, assess veracity of internal control in this area. <u>Update October 2023</u> Draft Terms of Reference has been issued.
22	3	N/A	Policy and Resources	National Non Domestic Rates (NNDR)	Assurance	Financial audit	Planned	Planned	Following the cyber incident in 2021-22, assess veracity of internal control in this area. <u>Update October 2023</u> Terms of Reference has being drafted.
23	3	N/A	Place	Planning Performance and Income	Assurance	Medium	Planned	Planned	Assess the arrangements in accepting, validating, publicising and determining planning applications. <u>Update October 2023:</u> This audit has been moved from Q1 to Q3 at Management's request.
24	3	N/A	Place	First Homes	Assurance	Medium	Planned	Planned	Discussions ongoing with service leads. Audit timing and need dependent on legislation update. <u>Update October 2023:</u> This audit has been moved from Q2 to Q3 as agreed with management.
25	3	N/A	Communities	Homeless Pathway	Assurance	Medium	Planned	Planned	Review the effectiveness of the systems for processing applications and monitoring homelessness cases <u>Update October 2023:</u> This audit has been moved from Q2 to Q3 as agreed with Management.
26	3	N/A	Culture	Culture Grants (Guildhall and Museum)	Assurance	Medium	Planned	Planned	<u>Update October 2023:</u> This audit has been moved from Q2 to Q3 as agreed with Management.
27	3	N/A	Culture	Statues and Monuments	Consultancy	Consultancy	Planned	Planned	Support on the Cultural Strategy and Statues and Monuments consultancy. Deferred at management's request and the updated risk position. <u>Update September 2023:</u> This consultancy piece of work has been moved from Q1 to Q3 as agreed with management.
28	3	N/A	Policy and Resources	Sickness and Absence	Assurance	Medium	Planned	Planned	Review of Sickness and Absence policy and procedures

Gloucester City Council 2023-24 Internal Audit Progress Report - November 2023

Ref	Plan Quarter	Actual Quarter	Dept.	Audit	Comment	Risk	Status Now	Status Last Quarter	Comments
29	NEW	N/A	ICT	Third Party Hosting	Assurance	High	Planned	Planned	Update October 2023: This ICT audit is planned for Q3 as agreed with management.
30	4	N/A	Communities	CIL and Section 106 Agreements - Follow Up	Assurance	Follow-up	Planned	Planned	Update October 2023: The scope will be a follow-up of the actions agreed in the previous S106 audit report (CIL will not be in scope) as agreed with Management.
31	4	N/A	Policy and Resources	Creditors	Assurance	Financial audit	Planned	Planned	Following the cyber incident in 2021-22, assess veracity of internal control in this area. Update October 2023: This audit has been moved from Q3 to Q4 at Management's request.
32	4	N/A	Policy and Resources	Debtors	Assurance	Financial audit	Planned	Planned	Following the cyber incident in 2021-22, assess veracity of internal control in this area. Update October 2023: This audit has been moved from Q3 to Q4 at Management's request.
33	4	N/A	Policy and Resources	Main Accounting Systems, Budgetary Control and Bank Reconciliations	Assurance	Financial audit	Planned	Planned	Following the cyber incident in 2021-22, assess veracity of internal control in this area. Update October 2023: This audit has been moved from Q3 to Q4 at Management's request.
34	4	N/A	Climate	Climate and Carbon Reduction	Assurance	High	Deferred to 2024/25	Planned	Audit scope to focus on governance arrangements. Update October 2023: This audit has been deferred at the request of management to 2024/25 as the new climate strategy is planned to be in place by the end of Q4.
35	4	N/A	Council Wide	Contract Management	Assurance	High	Planned	Planned	Procurement review to be prioritised. Contract management risk assessment and review need to be updated. Update October 2023: This audit has been moved from Q2 to Q4 at Management's request.
36	4	N/A	Culture	Cultural Recovery Fund	Assurance	Medium	N/A	Replaced by Risk Management audit follow-up	Update October 2023: 3 audits were completed in 21/22 for the Cultural recovery fund (covering the 3 rounds). The fund is now closed. The audit has been replaced by the Risk management follow-up audit (added below) as agreed with management.

Ref	Plan Quarter	Actual Quarter	Dept.	Audit	Comment	Risk	Status Now	Status Last Quarter	Comments
37	NEW	N/A	Council Wide	Risk Management audit - Follow-up	Assurance	High	Planned	Planned	Update October 2023: Audit added to the plan (Q4) as agreed with management.
38	4	N/A	Policy and Resources	Asset Management Strategy	Assurance	High	Planned	Planned	Three main lines of consideration: (i) Do the Strategy, policies and guidance, including roles and responsibilities, provide for effective management of assets. (ii) Are processes, systems and tools to manage assets effective and efficient to ensure complete and timely recording, capitalization, depreciation and tagging of assets, tracking of internal and external asset movements and periodic verification and reconciliation of assets. (iii) Are assets adequately safeguarded and utilized as intended
39	NEW	N/A	ICT	Tiering of Administrator Accounts	Assurance	High	Planned	Planned	Update October 2023: This ICT audit is planned for Q4 as agreed with management.
40	4	N/A	Policy and Resources	Fixed Assets & Capital Accounting	Assurance	High	Planned	Planned	Following the cyber incident in 2021-22, assess veracity of internal control in this area. Update September 2023: This audit has been moved from Q3 to Q4 as agreed with Management.
41	4	N/A	Culture	Tourism Strategy	Consultancy	Consultancy	Planned	Planned	Assess the governance arrangements and the progress towards delivering the Council's commitment in this area. Deferred at management request and the updated risk position. Update October 2023: The name has been changed from Marketing Strategy to Tourism Strategy as agreed with Management.
42	4	N/A	Communities	Home Improvement Agency	Consultancy	Consultancy	Planned	Replaced by ICT audits	Consultancy on the option of the Council to establish a Home Improvement Agency for the delivery of Disabled Facilities Grants Update September 2023: The 12 days allocated to this consultancy piece of work will be transferred to ICT assurance assignments.
Work Planned for Throughout 2023-24									

Ref	Plan Quarter	Actual Quarter	Dept.	Audit	Comment	Risk	Status Now	Status Last Quarter	Comments
43	2	3	ICT	ICT Audits	Assurance	High	Field Work Started	Field Work Started	The Information Governance Board (IGB) has requested ARA advice on draft ICT policies. This work is in progress.
44			Council Wide	ICT Audits	Assurance	High	On-going	Ongoing	To be completed across 2023-24. Update October 2023: 4 ICT audits will be delivered: - Patch management - Back-ups - Tiering of Administrator Accounts - Third Party hosting This will replace the change management and ICT Benefits realisation as agreed with management. These 4 ICT audits represent 32 days versus 20 days budgeted in 23/24 for ICT audits. It is agreed to deliver those 4 ICT assurance work and remove the 12 days for the consultancy piece of work on "Home improvement agency" initially planned.
45			Counter Fraud	Counter Fraud	Assurance	High	On-going	Ongoing	Counter Fraud activity progresses throughout the year and is reported at each Committee.
46			Risk Management	Risk Management Support	Assurance		On-going	Ongoing	Advise on the improvements to risk management including but not limited to the Strategic Risk Register, Risk Management Strategy, Risk Appetite and assurance mapping to identify the key sources of assurance. Update October 2023: Assurance mapping has been reported.
47	1	N/A	ICT	ICT Cyber Incident Support	Assurance	High	On-going	Ongoing	Support from ARA on this area is available and accessible. Area discussed at each ARA and Section 151 Officer monthly meeting. Draw down not required as at June 2023.

Key

- The audit has started or will start on time.
- The audit commencement has been or is likely to be delayed.
- The audit is not likely to be undertaken in this financial year.

TBC
N/A

To be confirmed.
Not applicable.

Directorate	Year	Audit	Rating	Date Final Report Issued	Target Implementation Date	Revised Implementation Date	Action Owner	Recommendation	Management Response	Management Updates	ARA Comments
Policy and Resources	2022-23	Gloucestershire Airport	Medium	30/06/22	31/07/2022		Director of Policy and Resources.	GAL should report the detail of any outstanding governance action plan issues with the indicative timescales for implementation, as part of their quarterly reporting to the Shareholders Forum. In addition, GAL report to the Shareholders Forum, progress on reviewing the airport's non-safety management policies and procedures.	Agreed. GAL will be contacted and requested to review and implement this recommendation.		The initial action owner has left the Council, this recommendation has recently been reallocated to the Head of Finance & Resources.
Policy and Resources	2022-23	Gloucestershire Airport	Medium	30/06/22	31/07/2022		Director of Policy and Resources.	The Airport to undertake annual Board effectiveness reviews with the outcome being reported to Shareholders.	GAL will be contacted and requested to review and implement this recommendation.		The initial action owner has left the Council, this recommendation has recently been reallocated to the Head of Finance &
Council Wide	2022-23	Health and Safety Limited Assurance Second Follow Up	High	04/04/22	31/07/2022	30/11/2022 31/01/2023 31/03/2023 30/06/2024	Property Commissioning Manager New Officer Responsible Senior Building Works Surveyor	The Property and Commissioning Manager should provide clarity to building managers on where the division of responsibilities lay regarding premise related health and safety issues.	Prior to the Audit we had commenced a gap analysis of our records, although inspections have been carried out jointly by Property Management and Community Wellbeing officers the records were incomplete. To complete this process, we are now on site carrying out property compliance inspections and will have finished this exercise by the end of March, steps are in place following this to close any gaps in our records and ensure that actions are picked up and all timescales complied with. We will also assist in drafting a manual for service managers and also one for Property Management officers. Any outstanding tests in the examples above have either been completed or contractors have been instructed. For the sake of clarity, it should be noted that there is no requirement for further asbestos testing at our properties unless work is being carried out.	<u>Update September 2019:</u> We are liaising with building managers direct and through the Strategic Health and Safety Management Group to provide clarity on the division of responsibility for compliance. When time allows, we hope to draft building manuals for the operational properties that will record the split. Any gaps in our records have now been filled in and any outstanding test revealed have been completed. We have an inspection regime in place, and we are also starting to inspect and check the compliance of any of our leased-out properties. <u>Update April 2022:</u> Subject to the accessibility of IT systems being restored, the project will identify staff resourcing needs and milestones for buildings health and safety issues which is integral to the Techforge project. This process is expected to be implemented by July 2022. <u>October 2023</u> The Council decided to implement a new system called Techforge back in 2020 and to write and embed building manuals, including the roles and responsibilities with regards to Health and Safety. However, following the Cyber incident and a lack of available resources, the project of implementing Techforge was paused. Property Services has relaunched the project and meetings have been agreed with Techforge in November 2023 to redesign the project plan.	Following the update received in October 2023 this recommendation is on-going a further update will be obtained in July 2024.
Place	2022-23	Recycling Commodities	High	11/10/22	31/03/2023	31/12/2023	Waste, Recycling and Environment Manager	Senior management should continue to engage with Gloucestershire County Council to table for consideration of the procurement of a contract to recycle street and road sweepings for all Gloucestershire councils.	This is something I have pressed for since 2015, but it is out of the district authority control. The WDA is responsible for this waste and is already in a contract with Urbaser through Javelin Park. Gloucester City Council will continue to look for opportunities with Gloucestershire County Council to recycle road sweepings and raise in the joint waste partnership meetings for discussion.	<u>Update March 2023</u> I continue to raise this at every meeting and I have been assured it is on County's agenda for this year, they are currently in conversation with processors. As you are aware this is something not in my control, but I am told each district are equally keen to see this waste stream recycled, as our the County Council, it is just a matter of time and priorities for them <u>October 2023</u> This is an ongoing action which is happening and was happening at the time of the audit. There has been no progress as the decision making sits with the county council and this is not being prioritised by them.	A further update will be obtained in January 2024 following the revised implementation date.
Place	2022-23	Recycling Commodities	Medium	11/10/22	31/03/2023	31/10/2023	Waste, Recycling and Environment Manager	The Council should document the processes and controls that are operating for the waste and recycling activities to enable continuity of service and provide a reference point for officers and management.	We will begin to write a manual when we have a new waste officer in post.	<u>October 2023</u> Due to be completed by the end of November.	A further update will be obtained in November 2023.
Place	2023-24	Community Infrastructure Levy (CIL) and Section 106	Medium	14/12/22	31/12/2022		CIL Manager	The Council should clearly record the value of monitoring fees collected from developers on the 2021-22 IFS and subsequently thereafter. The Council should ensure for future IFS, carried, and brought forward figures are correct and agree.	Accepted.	<u>August 2023</u> Part of the work is complete and part is on-going and will be fully achieved with the publication of the Infrastructure. Section 106 (S106) Action Plan also includes this as an action. The action on carried and brought forward figures relates only to S106 contributions and is being implemented, and should also be addressed with the publication of the IFS in December 2023.	A Limited Assurance Follow Up on Section 106 is due to commence January 2024.
Place	2023-24	Community Infrastructure Levy (CIL) and Section 106	High	14/12/22	31/03/2023	30/06/2023	Director of Communities	Exacom should be nominated the priority system for the administration of S106 agreements and fully utilised. The use of spreadsheets, which can be manually intensive and have a heightened risk of data inaccuracy including a lack of an effective audit trail, should be stopped. Work should be undertaken to identify all operating S106 agreements (both financial and non-financial) and to update the appropriate information into the Exacom system.	Agreed- prior to the cyber incident work had begun to use Exacom for this process. This is the preferred system for managing all of S106 and work is being planned to move to this as the sole system asap.	<u>October 2023</u> All new agreements and some old agreements are already on Exacom. Those that have been concuded and not put on the system will not be as resource will be focused on open agreements not yet concluded.)	A Limited Assurance Follow Up on Section 106 is due to commence January 2024.

Directorate	Year	Audit	Rating	Date Final Report Issued	Target Implementation Date	Revised Implementation Date	Action Owner	Recommendation	Management Response	Management Updates	ARA Comments
Place	2023-24	Community Infrastructure Levy (CIL) and Section 106	High	14/12/22	31/03/2023	30/06/2023 31/12/2023	Director of Communities	As a minimum, quarterly reconciliations should be completed between Exacom, Uniform and the general ledger to confirm all records agree. The reconciliations should be subject to management review and sign off.	Agreed. The review is incorporating the need for cross team reconciliation and regular overview to ensure effective monitoring of the breadth of S106. The reconciliations should be subject to management review and sign off.	<p>April 2023 The Director of Communities advised Internal Audit on 26th April that the external review of the S106 process has been completed and she is now in the process of creating the action plan off the back of the recommendations.</p> <p>July 2023 Senior Service Area management provided a status update to the recommendations raised by Internal Audit at the 17th July 2023 Audit and Governance Committee. Details are as follows: Now that the finance system is back up and running, we will look at opportunities to link to Exacom - Completion date September - December 2023.</p> <p>October 2023 Once all the information is on Exacom, reconciliations will be possible. This cannot happen until the Exacom work is completed.</p>	A Limited Assurance Follow Up on Section 106 is due to commence January 2024.
Place	2023-24	Community Infrastructure Levy (CIL) and Section 106	High	14/12/22	31/03/2023	30/06/2023 31/12/2023	Director of Communities	Once the planning and document management systems have been successfully restored, management should provide Internal Audit with details of the developer contributions calculations and figures (including the monitoring fee). Documentary evidence of management review and approval should also be provided.	This will be considered as part of the review and stored and managed via Exacom.	<p>April 2023 The Director of Communities advised Internal Audit on 26th April that the external review of the S106 process has been completed and she is now in the process of creating the action plan off the back of the recommendations.</p> <p>July 2023 Senior Service Area management provided a status update to the Internal Audit recommendations to the 17th July 2023 Audit and Governance Committee. Details are as follows: Agreed, and this information will be included in reporting to SMT and Committee - Completion date December 2023.</p>	A Limited Assurance Follow Up on Section 106 is due to commence January 2024.
Place	2023-24	Community Infrastructure Levy (CIL) and Section 106	High	14/12/22	31/03/2023	30/06/2023 31/12/2023	Director of Communities	Management should at least quarterly obtain summary information of the status and position of all operating S106 agreements to confirm effective monitoring and that developer obligations are being fulfilled. In addition, a review of developer contributions spend should be undertaken to confirm deadlines are being met, there are no overspends and, where appropriate, developer money is returned. Consideration should be given to providing the Planning Committee with a half yearly report of the status of all S106 agreements.	Managing funds consistently through Exacom as the central system will support these improvements and reduce the risk of contributions not being paid.	<p>April 2023 The Director of Communities advised Internal Audit on 26th April that the external review of the S106 process has been completed and she is now in the process of creating the action plan off the back of the recommendations.</p> <p>July 2023 Senior Service Area management provided a status update to the Internal Audit recommendations at the 17th July 2023 Audit and Governance Committee. Details are as follows: A S106 report template will be developed which will include current and outstanding S106 agreements and funds to ensure that deadlines are being met, there are no overspends and that underspends are identified quickly - Completion date September 2023. The Senior Management Team will receive and discuss quarterly S106 reports - Completion date October 2023. The Head of Place will prepare 6 monthly reports to the Planning Committee initially. This may then become annual in line with other reporting - Completion date December 2023.</p> <p>October 2023 Once all the information is on Exacom, reports will be shared with SMT on a regular basis. The review of developer contributions where there have been questions raised, is nearly complete.</p>	A Limited Assurance Follow Up on Section 106 is due to commence January 2024.
Place	2023-24	Community Infrastructure Levy (CIL) and Section 106	Medium	14/12/22	31/03/2023		Financial Services Manager	The Council should undertake the appropriate accounting adjustments from the S106 balance sheet general ledger account for monitoring fees.	Monitoring fees will be credited against the appropriate revenue budget. Completed as part of 2021/22 year end.		A Limited Assurance Follow Up on Section 106 is due to commence January 2024.
Place	2023-24	Community Infrastructure Levy (CIL) and Section 106	Medium	14/12/22	31/03/2023		Director of Communities	The Council should update the Land Charges register to reflect the discharge of a developer's obligations following agreement from management that they have successfully completed the requirements of the S106 agreement. This should then be maintained going forward and as a minimum, a quarterly reconciliation should be undertaken between the two systems to confirm agreement. The completed reconciliations should be subject to management review and formal approval.	Exacom will support this process and it will be considered as part of the review of the role of the Officer.	<p>October 2023 Waiting for all data to be updated to Exacom.</p>	A Limited Assurance Follow Up on Section 106 is due to commence January 2024.
Place	2023-24	Community Infrastructure Levy (CIL) and Section 106	Medium	14/12/22	28/02/2023		Director of Communities	Monitoring fees and design and management fees (if proven to be applied) should be recorded on the Council's Fees and Charges schedule and subject to annual review and approval by Members.	Monitoring Fees will be added to the Fees and Charges book. 2023-24 Council Approval Feb 2023.	<p>October 2023 These charges will be set as part of the policy which is being developed.</p>	A Limited Assurance Follow Up on Section 106 is due to commence January 2024.

Directorate	Year	Audit	Rating	Date Final Report Issued	Target Implementation Date	Revised Implementation Date	Action Owner	Recommendation	Management Response	Management Updates	ARA Comments
Communities	2023-24	Housing Strategy	High	06/06/23	03/05/2023	30/09/2023	Director of Communities	Formally document the linkage between the actions and outcomes against the four key performance measures in the HH&RS Strategy and to those in the Housing Service Plan.	This is a 5-year high level strategy which was developed with a wide range of partners, some of whom deliver the activity detailed. The outcomes and actions are mainly qualitative, with the more detailed activity being shown in service plans, personal performance plans and measured via a range of indicators on Pentana. We do not agree that there is no golden thread as the strategy was specifically designed to ensure it was a meaningful document which would be delivered on. When preparing the next report for Cabinet, Officers will ensure it is clear how activity links to the strategy and will also consider this in planning for the new strategy for 2025.	July 2023 Response back from Housing Innovation Manager. As set out in the management comments we intend to include this action in our next report for Cabinet which I don't believe has been programmed as yet. October 2023 The next cabinet report is due around April 2024 and the new strategy is due by April 2026.	A further update will be obtained in April 2024 following the revised implementation date.
Council Wide	2023-24	Procurement	High	21/06/23	31/07/2023	31/12/2023	Head of Finance & Resources	Procurement training should be recommenced and provided to all authorised officers and new starters as part of their mandatory induction training. Contract management and procurement guidance should then form part of the Council's mandatory programme of regular officer training.	Agree – procurement training will be reinstated asap		
Council Wide	2023-24	Procurement	High	21/06/23	31/07/2023	31/10/2023	Head of Finance & Resources	Regular monitoring of expenditure by the Interim Procurement Advisor should be reintroduced to: i. Identify non-compliance with Contract Rules and provide appropriate training or escalate to senior management; ii. Explore opportunities where a composite corporate contract could be established; and iii. Ensure an accurate contracts register is maintained to record all contracts for goods and services with a value that exceeds £5,000. A quarterly review of ProContract procurement activity should be undertaken to confirm that all events are promptly and properly completed and that no events have been deleted. Consideration should be given to providing an annual report to the Audit and Governance Committee of identified procurement issues.	Agree – quarterly reviews to be reintroduced		
Council Wide	2023-24	Procurement	High	21/06/23	31/07/2023	31/10/2023	Head of Finance & Resources	A review of the Council's requirements for the procurement advisory, oversight and monitoring role should be undertaken to confirm it is still appropriate and effective. As part of the above assessment the Council's risk appetite to procurement should be determined, documented, and used to help inform the review. The results should then be implemented.	Agree – Review of the procurement provision to be undertaken to ensure it remains appropriate.	July 2023 Interim Procurement Advisor has recently resigned. Revised target date agreed between Activity Manager and Head of Finance and Resources.	A further update will be obtained in November 2024 following the revised implementation date.
Council Wide	2023-24	Procurement	Medium	21/06/23	31/07/2023	31/10/2023	Head of Finance & Resources	Contract Rules should be promptly updated to reflect current procurement regulation changes. Officers should be promptly made aware of any new procurement regulations and changes to the Contract Rules.	Agree – contract rules to be reviewed and updated as required.		
Council Wide	2023-24	Procurement	Medium	21/06/23	31/07/2023	31/10/2023	Head of Finance & Resources	A review of user access should be undertaken by the Interim Procurement Advisor to identify and remove officers that do not require or should not have access to the procurement system. At a minimum a six-monthly review of user access should then be undertaken. Users that have not signed into the procurement system for more than four months should be contacted to confirm their access is still required or removed.	Agree – user access to be reviewed as part of the Councils wider IT strategy		

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Meeting:	Audit and Governance Committee Cabinet	13th November 2023
Subject:	Treasury Management Update – Mid Year Report 2023/24	
Report Of:	Cabinet Member for Performance and Resources	
Wards Affected:	All	
Key Decision:	No	Budget/Policy Framework: No
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Appendices:	1. Prudential and Treasury Indicators 2. Interest rate forecasts	

FOR GENERAL RELEASE

1.0 Purpose of Report

- 1.1 The CIPFA (Chartered Institute of Public Finance and Accountancy) Code of Practice for Treasury Management recommends that members be updated on treasury management activities regularly (TMSS, annual and midyear reports). This report covers the six months 1st April 2023 to 30th September 2023 and therefore, ensures this Council is implementing best practice in accordance with the Code.
- 1.2 This report will highlight issues specific to the Council and also highlight interest rate forecasts as provided by the Council’s treasury advisors Link Asset Services.
- 1.3 The body of the report provides an overview of the Councils performance for the first half 2023/24;
 - **Appendix 1** highlights the key performance indicators in line with the Councils Treasury Management Strategy.
 - **Appendix 2** Interest Rate Forecast.

2.0 Recommendations

- 2.1 Audit and Governance Committee is asked, subject to any recommendations it wishes to make to Cabinet, to note the contents of the report.

2.2 Cabinet is asked to **RESOLVE** that the contents of the report be noted.

3.0 Annual Investment Strategy

The Treasury Management Strategy Statement (TMSS) for 2023/24, which includes the Annual Investment Strategy, was approved by the Council on 23rd March 2022. It sets out the Council’s investment priorities as being:

- Security of capital;
- Liquidity; and
- Yield

3.1 The Council will aim to achieve the optimum return (yield) on its investments commensurate with proper levels of security and liquidity and with the Council’s risk appetite. In the current economic climate it is considered appropriate to keep investments short term to cover cash flow needs, but also to seek out value available in periods up to 12 months, with highly credit rated financial institutions, using our suggested creditworthiness approach, including a minimum sovereign credit rating, and Credit Default Swap (CDS) overlay information.

3.2 As shown by the interest rate forecasts in appendix 2, rates have improved dramatically during the first half of 2023/24 and are expected to improve further as Bank Rate continues to increase over the next few months.

3.3 The average level of funds available for investment purposes during the year to date was £6.65m. These funds were available on a temporary basis, and the level of funds available was mainly dependent on the timing of precept payments, receipt of grants and progress on the Capital Programme.

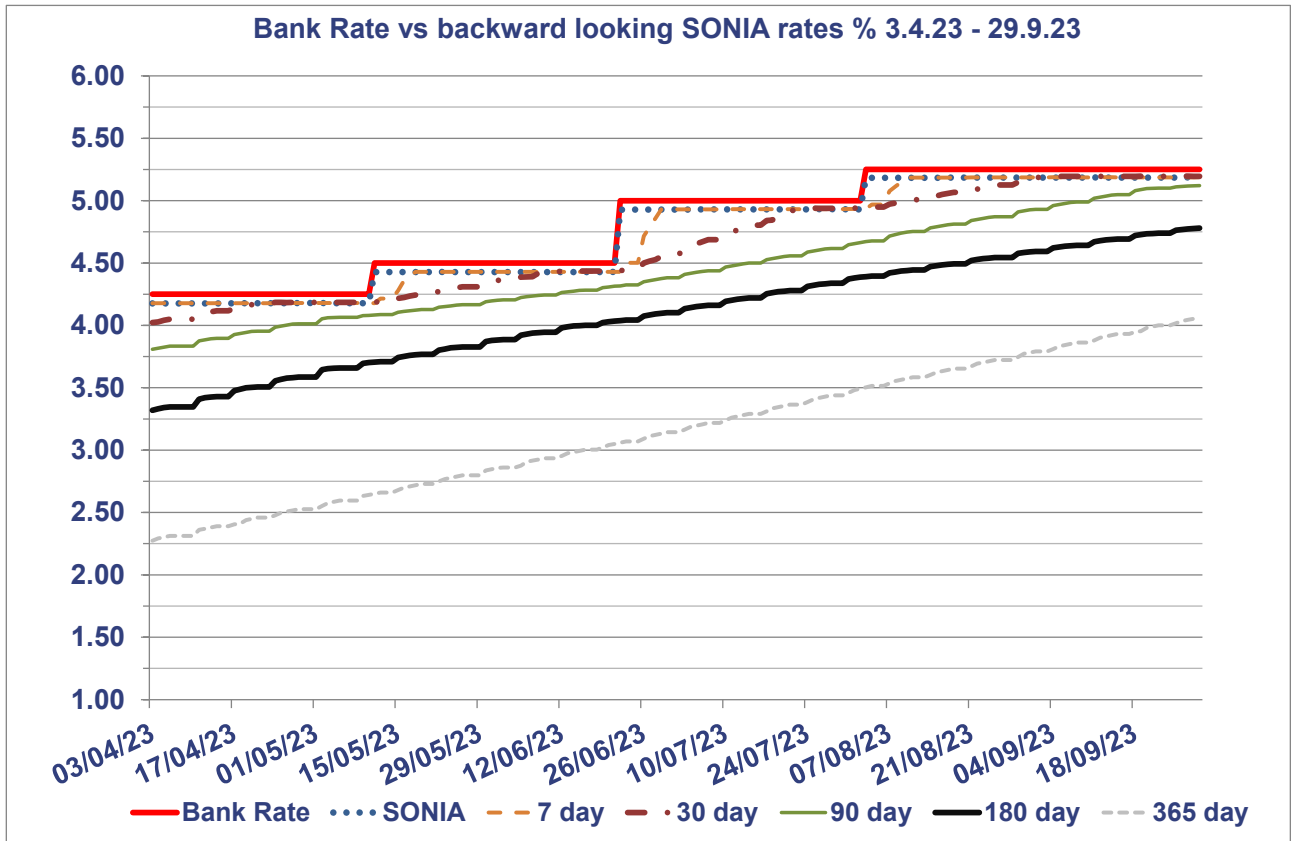
3.4 The Council holds £18.6m core cash balances for investment purposes (i.e. funds available for more than one year), the majority of these funds are held with the CCLA and have delivered £472k in dividends for the first six months of the year.

Investment performance for the financial year to date as at 30th September 2023

Benchmark	Benchmark Return	Council Performance	Investment Interest Earned
7 day	4.71%	4.69%	£311,848
1 month	4.64%	N/A	N/A
3 month	4.44%	N/A	N/A
6 month	4.10%	N/A	N/A
12 month	3.16%	N/A	N/A

As illustrated, the Council outperformed the benchmark by 0.02 bps on 7 day investment returns.

Interest Rate Profile - Half year ended 30 September 2023

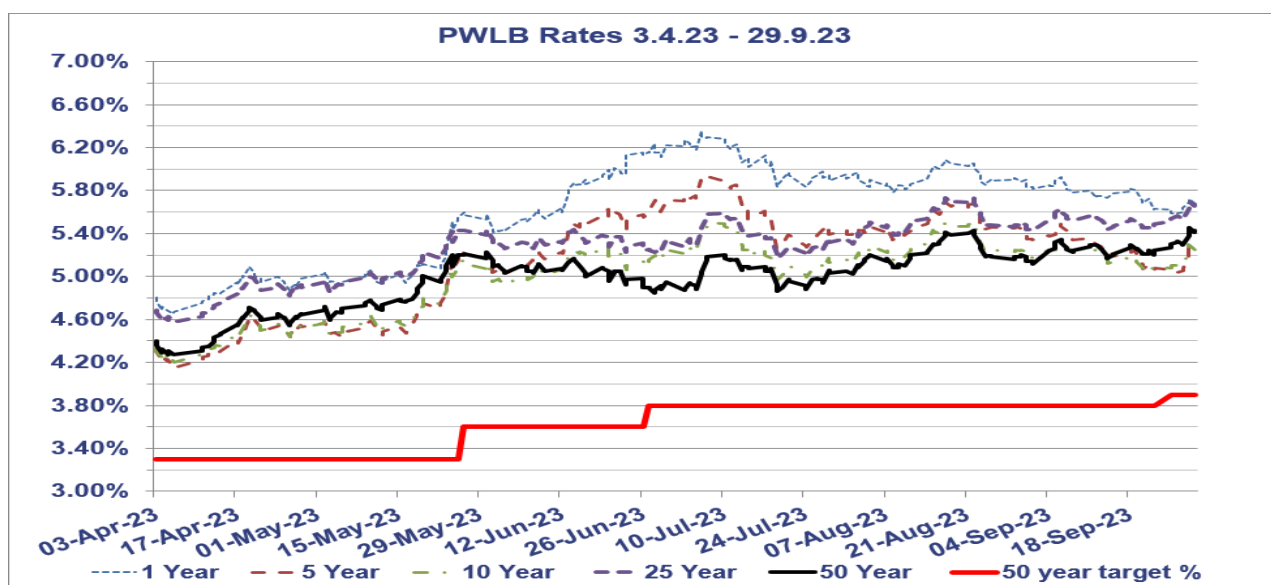


	Bank Rate	SONIA	7 day	30 day	90 day	180 day	365 day
High	5.25	5.19	5.19	5.20	5.12	4.78	4.06
High Date	03/08/2023	29/09/2023	04/09/2023	27/09/2023	29/09/2023	29/09/2023	29/09/2023
Low	4.25	4.18	4.18	4.02	3.81	3.32	2.27
Low Date	03/04/2023	04/04/2023	11/04/2023	03/04/2023	03/04/2023	03/04/2023	03/04/2023
Average	4.81	4.74	4.71	4.64	4.44	4.10	3.16
Spread	1.00	1.01	1.01	1.17	1.31	1.46	1.79

4.0 New Borrowing

- 4.1 No new long-term borrowing was undertaken during the first half of 2023/24.
- 4.2 The graph and table below show the movement in PWLB certainty rates for the first six months of the year to date. Gilt yields and PWLB rates were on a rising trend between 1st April and 30th September.

The 50-year PWLB target certainty rate for new long-term borrowing started 2022/23 at 2.20% before increasing to 4.80% in September.



	1 Year	5 Year	10 Year	25 Year	50 Year
Low	4.65%	4.14%	4.20%	4.58%	4.27%
Date	06/04/2023	06/04/2023	06/04/2023	06/04/2023	05/04/2023
High	6.36%	5.93%	5.51%	5.73%	5.45%
Date	06/07/2023	07/07/2023	22/08/2023	17/08/2023	28/09/2023
Average	5.62%	5.16%	5.01%	5.29%	5.00%
Spread	1.71%	1.79%	1.31%	1.15%	1.18%

5.0 Debt Rescheduling

- 5.1 Debt rescheduling opportunities have increased significantly in the current quarter where gilt yields, which underpin PWLB rates and market loans, have risen materially. Members will be advised if there is value to be had by rescheduling or repaying a part of the debt.

6.0 Compliance with Treasury and Prudential Limits

- 6.1 It is a statutory duty for the Council to determine and keep under review the affordable borrowing limits. The Council's approved Treasury and Prudential Indicators (affordability limits) are included in the approved TMSS.

6.2 During the financial year the Council has operated within the treasury limits set out in the Council's Treasury Management Strategy Statement and in compliance with the Council's Treasury Management Practices.

7.0 Other

7.1 The 2021 CIPFA Codes and guidance notes have placed enhanced importance on risk management. Where an authority changes its risk appetite e.g., for moving surplus cash into or out of certain types of investment funds or other types of investment instruments, this change in risk appetite and policy should be brought to members' attention in treasury management update.

8.0 Social Value Considerations

8.1 This report notes the treasury management performance of the Council. There are no anticipated Social Value considerations from this report as it is reporting performance and not making investment decisions.

9.0 Environmental Implications

9.1 This report notes the treasury management performance of the Council. There are no anticipated environmental implications from this report.

10.0 Financial Implications

10.1 Contained in the report

(Financial Services have been consulted in the preparation this report.)

11.0 Legal Implications

11.1 There are no significant legal implications in respect of the recommendations in this report. Compliance with the CIPFA Code of Practice for Treasury Management in the Public Services provides assurance that investments are, and will continue to be, within the Council's legal powers.

(Legal Services have been consulted in the preparation this report.)

12.0 Risk & Opportunity Management Implications

12.1 There are no specific risks or opportunities as a result of this report

13.0 People Impact Assessment (PIA):

13.1 A PIA screening assessment has been undertaken and the impact is neutral. A full PIA is not required.

14.0 Other Corporate Implications
Community Safety

14.1 None

Sustainability

14.2 None

Staffing & Trade Union

14.3 None

Prudential and Treasury Indicators as at 30th September 2023

Prudential Indicators 2022/23	2023/24 Budget £m	Six Months (Apr – Sept) Actual £m
Authorised limit for external debt	£260	£260
Operational Boundary for external debt	£240	£240
Gross external debt	£225	£172
Investments	N/A	£25
Net borrowing	£225	£147

Maturity structure of fixed and variable rate borrowing – upper and lower limits		
Under 12 months	0%-100%	41.22%
12 months to 2 years	0% - 100%	0.06%
2 years to 5 years	0% - 100%	21.55%
5 years to 10 years	0% - 100%	4.03%
10 years to 20 years	0% - 100%	13.14%
20 years to 30 years	0% - 100%	11.44%
30 years to 40 years	0% - 100%	8.57%
40 years to 50 years	0% - 100%	0%
Upper limit of fixed interest based on net debt	100%	97%
Upper limit of variable interest rates based on net debt	100%	3%

INTEREST RATES FORECASTS

The Council has appointed Link Group as its treasury advisors and part of their service is to assist the Council to formulate a view on interest rates. The PWLB rate forecasts below are based on the Certainty Rate (the standard rate minus 20 bps) which has been accessible to most authorities since 1st November 2012.

The latest forecast on 25th September sets out a view that short, medium and long-dated interest rates will be elevated for some little while, as the Bank of England seeks to squeeze inflation out of the economy.

Our PWLB rate forecasts below are based on the Certainty Rate (the standard rate minus 20 bps, calculated as gilts plus 80bps) which has been accessible to most authorities since 1st November 2012.

The Council's treasury advisor, Link Group, provided the following forecasts on 27th September 2022 (PWLB rates are certainty rates, gilt yields plus 80bps):

Link Group Interest Rate View	25.09.23												
	Dec-23	Mar-24	Jun-24	Sep-24	Dec-24	Mar-25	Jun-25	Sep-25	Dec-25	Mar-26	Jun-26	Sep-26	Dec-26
BANK RATE	5.25	5.25	5.25	5.00	4.50	4.00	3.50	3.00	2.75	2.75	2.75	2.75	2.75
3 month ave earnings	5.30	5.30	5.30	5.00	4.50	4.00	3.50	3.00	2.80	2.80	2.80	2.80	2.80
6 month ave earnings	5.60	5.50	5.40	5.10	4.60	4.10	3.60	3.10	2.90	2.90	2.90	2.90	2.90
12 month ave earnings	5.80	5.70	5.50	5.20	4.70	4.20	3.70	3.20	3.00	3.00	3.00	3.00	3.00
5 yr PWLB	5.10	5.00	4.90	4.70	4.40	4.20	4.00	3.90	3.70	3.70	3.60	3.60	3.50
10 yr PWLB	5.00	4.90	4.80	4.60	4.40	4.20	4.00	3.80	3.70	3.60	3.60	3.50	3.50
25 yr PWLB	5.40	5.20	5.10	4.90	4.70	4.40	4.30	4.10	4.00	3.90	3.80	3.80	3.80
50 yr PWLB	5.20	5.00	4.90	4.70	4.50	4.20	4.10	3.90	3.80	3.70	3.60	3.60	3.60

Additional notes by Link on this forecast table: -

- *LIBOR and LIBID rates ceased at the end of 2021. In a continuation of our previous forecasts, our money market yield forecasts are based on expected average earnings by local authorities for 3 to 12 months.*
- *Our forecasts for average earnings are averages i.e., rates offered by individual banks may differ significantly from these averages, reflecting their different needs for borrowing short term cash at any one point in time.*

Economics Update

- The first half of 2023/24 saw:
 - Interest rates rise by a further 100bps, taking Bank Rate from 4.25% to 5.25% and, possibly, the peak in the tightening cycle.
 - Short, medium and long-dated gilts remain elevated as inflation continually surprised to the upside.
 - A 0.5% m/m decline in real GDP in July, mainly due to more strikes.
 - CPI inflation falling from 8.7% in April to 6.7% in August, its lowest rate since February 2022, but still the highest in the G7.
 - Core CPI inflation declining to 6.2% in August from 7.1% in April and May, a then 31 years high.

- A cooling in labour market conditions, but no evidence yet that it has led to an easing in wage growth (as the 3myy growth of average earnings rose to 7.8% in August, excluding bonuses).
- The 0.5% m/m fall in GDP in July suggests that underlying growth has lost momentum since earlier in the year. Some of the weakness in July was due to there being almost twice as many working days lost to strikes in July (281,000) than in June (160,000). But with output falling in 10 out of the 17 sectors, there is an air of underlying weakness.
- The fall in the composite Purchasing Managers Index from 48.6 in August to 46.8 in September left it at its lowest level since COVID-19 lockdowns reduced activity in January 2021. At face value, it is consistent with the 0.2% q/q rise in real GDP in the period April to June, being followed by a contraction of up to 1% in the second half of 2023.
- The 0.4% m/m rebound in retail sales volumes in August is not as good as it looks as it partly reflected a pickup in sales after the unusually wet weather in July. Sales volumes in August were 0.2% below their level in May, suggesting much of the resilience in retail activity in the first half of the year has faded.
- As the growing drag from higher interest rates intensifies over the next six months, we think the economy will continue to lose momentum and soon fall into a mild recession. Strong labour demand, fast wage growth and government handouts have all supported household incomes over the past year. And with CPI inflation past its peak and expected to decline further, the economy has got through the cost-of-living crisis without recession. But even though the worst of the falls in real household disposable incomes are behind us, the phasing out of financial support packages provided by the government during the energy crisis means real incomes are unlikely to grow strongly. Higher interest rates will soon bite harder too. We expect the Bank of England to keep interest rates at the probable peak of 5.25% until the second half of 2024. Mortgage rates are likely to stay above 5.0% for around a year.
- The tightness of the labour market continued to ease, with employment in the three months to July falling by 207,000. The further decline in the number of job vacancies from 1.017m in July to 0.989m in August suggests that the labour market has loosened a bit further since July. That is the first time it has fallen below 1m since July 2021. At 3.0% in July, and likely to have fallen to 2.9% in August, the job vacancy rate is getting closer to 2.5%, which would be consistent with slower wage growth. Meanwhile, the 48,000 decline in the supply of workers in the three months to July offset some of the loosening in the tightness of the labour market. That was due to a 63,000 increase in inactivity in the three months to July as more people left the labour market due to long term sickness or to enter education. The supply of labour is still 0.3% below its pre-pandemic February 2020 level.
- But the cooling in labour market conditions still has not fed through to an easing in wage growth. While the monthly rate of earnings growth eased sharply from an upwardly revised +2.2% in June to -0.9% in July, a lot of that was due to the one-off bonus payments for NHS staff in June not being repeated in July. The headline 3myy rate rose from 8.4% (revised up from 8.2%) to 8.5%, which meant UK wage growth remains much faster than in the US and in the Euro-zone. Moreover, while the Bank of England's closely watched measure of regular private sector wage growth eased a

touch in July, from 8.2% 3myy in June to 8.1% 3myy, it is still well above the Bank of England's prediction for it to fall to 6.9% in September.

- CPI inflation declined from 6.8% in July to 6.7% in August, the lowest rate since February 2022. The biggest positive surprise was the drop in core CPI inflation, which declined from 6.9% to 6.2%. That reverses all the rise since March and means the gap between the UK and elsewhere has shrunk (US core inflation is 4.4% and in the Eurozone it is 5.3%). Core goods inflation fell from 5.9% to 5.2% and the further easing in core goods producer price inflation, from 2.2% in July to a 29-month low of 1.5% in August, suggests it will eventually fall close to zero. But the really positive development was the fall in services inflation from 7.4% to 6.8%. That also reverses most of the rise since March and takes it below the forecast of 7.2% the Bank of England published in early August.
- In its latest monetary policy meeting on 20 September, the Bank of England left interest rates unchanged at 5.25%. The weak August CPI inflation release, the recent loosening in the labour market and the downbeat activity surveys appear to have convinced the Bank of England that it has already raised rates far enough. The minutes show the decision was “finely balanced”. Five MPC members (Bailey, Broadbent, Dhingra, Pill and Ramsden) voted for no change and the other four (Cunliffe, Greene, Haskel and Mann) voted for a 25bps hike.
- Like the US Fed, the Bank of England wants the markets to believe in the higher for longer narrative. The statement did not say that rates have peaked and once again said if there was evidence of more persistent inflation pressures “further tightening in policy would be required”. Governor Bailey stated, “we’ll be watching closely to see if further increases are needed”. The Bank also retained the hawkish guidance that rates will stay “sufficiently restrictive for sufficiently long”.
- This narrative makes sense as the Bank of England does not want the markets to decide that a peak in rates will be soon followed by rate cuts, which would loosen financial conditions and undermine its attempts to quash inflation. The language also gives the Bank of England the flexibility to respond to new developments. A rebound in services inflation, another surge in wage growth and/or a further leap in oil prices could conceivably force it to raise rates at the next meeting on 2nd November, or even pause in November and raise rates in December.
- The yield on 10-year Gilts fell from a peak of 4.74% on 17th August to 4.44% on 29th September, mainly on the back of investors revising down their interest rate expectations. But even after their recent pullback, the rise in Gilt yields has exceeded the rise in most other Developed Market government yields since the start of the year. Looking forward, once inflation falls back, Gilt yields are set to reduce further. A (mild) recession over the next couple of quarters will support this outlook if it helps to loosen the labour market (higher unemployment/lower wage increases).
- The pound weakened from its cycle high of \$1.30 in the middle of July to \$1.21 in late September. In the first half of the year, the pound bounced back strongly from the Truss debacle last autumn. That rebound was in large part driven by the substantial shift up in UK interest rate expectations. However, over the past couple of months, interest rate expectations have dropped sharply as inflation started to come down, growth faltered, and the Bank of England called an end to its hiking cycle.

- The FTSE 100 has gained more than 2% since the end of August, from around 7,440 on 31st August to 7,608 on 29th September. The rebound has been primarily driven by higher energy prices which boosted the valuations of energy companies. The FTSE 100's relatively high concentration of energy companies helps to explain why UK equities outperformed both US and Euro-zone equities in September. Nonetheless, as recently as 21st April the FTSE 100 stood at 7,914.

Gloucester City Council
Audit and Governance Committee Work Programme 2023-24
Updated 3 November 2023

Item	Format	Committees	Lead Officer	Notes
13th November 2023				
1. Internal Audit Activity Progress 2023/24	Written Report	Audit and Gov	Head of IA&RM Shared Service	Part of the Committee's annual programme of work
2. Treasury Management Performance 2023/24 Six Monthly Update	Written Report	Audit and Gov Cabinet	Head of Finance and Resources	Part of the Committee's annual programme of work
3. S 106 agreements – progress update	Update	Audit and Gov	Head of Finance and Resources/Head of IA	Requested
4. 2021/22 Accounts	Update	Audit and Gov	Head of Finance and Resources	Requested
5. Audit and Governance Committee Work Programme	Timetable	-----	-----	Standing Agenda Item
15th January 2024				
1. 2021/22 Accounts – External Audit	Written Report	Audit and Gov	Deloitte	
2. Internal Audit Plan 2023/24 – Monitoring Report	Written Report	Audit and Gov	Head of IA&RM Shared Service	Part of the Committee's annual programme of work

3. Treasury Management – Quarterly Update	Written Report	Audit and Gov	Head of Finance and Resources	Part of the Committee’s standing work programme
4. S 106 agreements – progress update	Update	Audit and Gov	Head of Place	Request
5. Audit and Governance Committee Work Programme	Timetable	-----	-----	Standing Agenda Item
4th March 2024				
1. Internal Audit Activity 2023/24 – progress report.	Written Report	Audit and Gov	Head of IA&RM Shared Service	Part of the Committee’s annual programme of work
2. Draft Internal Audit Plan 2024-25	Written Report	Audit and Gov	Head of IA&RM Shared Service	Part of the Committee’s annual programme of work
3. S 106 agreements – progress update	Update	Audit and Gov	Head of Place	Requested
4. Strategic Risk Register	Written Report	Audit and Gov	Head of IA&RM Shared Service	Part of the Committee’s annual programme of work
5. Audit and Governance Committee Work Programme	Timetable	-----	-----	Standing Agenda Item