

AUDIT COMMITTEE ACTION SHEET

18th January 2013

Democratic Service Officer - Karen Blong

<i>Minute Number</i>	<i>Title of Report</i>	<i>Action</i>	<i>Person Responsible</i>	<i>Deadline</i>	<i>Progress</i>
Matters C/F from previous meetings which have not reached their deadline					
Matters Arising from the meeting of 3rd February 2012					
90. 2/12	Internal Audit - Anti Fraud Bribery Corruption Strategy & Policy	Measuring the benefit of pro-active fraud work and valuing the deterrent effect of good fraud prevention arrangements is planned for research with networking groups in 2012/13.	Melanie Henchy-McCarthy/ Alison Mullis	January 2013	NFA LG Fraud launch provided an opportunity to re-assess the potential fraud loss and the valuation of preventative work - included in Fraud update at Jan 2013.
Matters Arising from the meeting of 20th April 2012					
104.4/12 (iv)	Governors Procedures	(i) A review of the Guidance and Training to Governors via the Development Service is under way.	Melanie Henchy-McCarthy/ Alison Mullis	By end of January	To be circulated by end of January and brought for information to April 2013 meeting .
107.4/12	Draft 2012/13 Work Programme and Core Cities Work Programme	CIA to examine the Leeds report on "Financial Management Arrangements" to ensure Bristol City Council report on all areas.	Melanie Henchy-McCarthy/ Alison Mullis	By end of January	To be circulated by end of January and brought for information to April 2013 meeting .

Minute Number	Title of Report	Action	Person Responsible	Deadline	Progress
	Comparison				
109.4/12	Government Response to the future of Local Public Audit Consultation	The Committee to receive further clarification, as it becomes available, as to the issues associated with the potential establishment of a Core Cities Mutual Independent Audit Appointments Panel (IAAP)	Melanie Henchy-McCarthy/ Alison Mullis	Ongoing	Response to latest consultation sent. No further information at this time. Committee to receive update in due course.
Matters Arising from the meeting of 9th November 2012					
46.11/12	Action Sheet - Summary of Gateway Reviews	Intelligent Council Programme reported as an overall amber/red rating, indicating issues requiring urgent attention. Committee requires more follow up information of remedial actions and /or scheduling in upcoming Work Programme .	Stephen Hilton	By end of January	To be circulated by end of January and brought for information to April 2013 meeting .
48.11/12	Neighbourhoods and City Development Risk Register	The Committee to receive a further clarifying report on: <ul style="list-style-type: none"> • the risk cycle process ,and risk register version control / comparative version reference details; • flooding risk and defences; weather warning and forecast arrangements; • civil emergency exercise participation. 	Mike Harding	By year end	Completed - report circulated Dec.
		<i>Current and Previous risk status</i> - future reports should include the dates/version numbers which are subject to comparative analysis	Melanie Henchy-McCarthy/ Alison Mullis	Noted for future submission of registers	

Minute Number	Title of Report	Action	Person Responsible	Deadline	Progress
		<i>Civil Emergency Resource Plans</i> - in the event of plans being further delayed, an explanation report be brought back to the Audit Committee for consideration.	Mike Harding		Noted for future submission of explanation (if plans subsequently delayed)
		<i>Flood risk</i> - once finalised, the draft report, related to the Flood Risk Assessment Low Defences and hydraulic modelling , to be circulated to Audit Committee Members.	Mike Harding		Noted for future circulation of finalised report
49.11/12	Children & Young Peoples Services Risk Register	Future reports should : <ul style="list-style-type: none"> • provide explanations on risk removal • contain a register presented in larger font to be more easily read 	Melanie Henchy-McCarthy/ Alison Mullis		Noted for future submissions
		Consideration be given to setting target current (residual) risk scores - by which to measure progression in managing the risks down.	Melanie Henchy-McCarthy/ Alison Mullis	January 2013	Views of the 22/1/13 Corporate Risk Management Group being sought to progress this item.
50.11/12	Update on Information Security	Strategic Leadership Team to be notified the Committee recommend that Information Security Training be integrated into all staff's Performance Management and Development monitoring.	Human Resources	End of April	Internal Audit to liaise with HR Lead ,and People Programme Lead
		The Committee recommend to Group Leaders that the Information Security Training should be mandatory for all Councillors.	Karen Blong/ Rachel Boast/ Bernadette Keen	January	Group Leaders agreed and arrangements in hand to facilitate.
		The Committee to receive a further report	Bernadette	By year end	Completed - circulated

Minute Number	Title of Report	Action	Person Responsible	Deadline	Progress
		clarifying: <ul style="list-style-type: none"> the processes followed to ensure accounts closed and equipment returned when staff leave employment 	Keen		Dec
		The Committee to receive for review the Information Security Risk Register	Bernadette Keen	March/April	Existing risk register to be provided and circulated to Committee Members. However, it will be heavily revised for April 2013 to reflect the new strategy.
		The Committee to receive for information a copy of a briefing note & discussion paper (recently presented to Cllr Rogers) summarising the Information Security Strategic Action Plan.	Bernadette Keen	December	Completed - circulated Dec
		The Information Security Strategy to be added to the Work Programme for review when completed.	Bernadette Keen	June	Report to June 2013 Agenda
51.11/12	Code of Conduct for Members and Officers - Planning Matters	The Code of Conduct to be amended to include the requirement for Members to sit in the public gallery following a declaration of a Disclosable Pecuniary Interest	Shahzia Dya	January	Necessary amendment to be reported back to a planning committee.
54.11/12	Benefit Fraud Investigation Team - Half Yearly Report	Allocation of money recovered from fraudulent housing payments: <ul style="list-style-type: none"> CIA to identify potential support from 	Melanie Henchy-McCarthy/	April	Letter to Core Cities drafted and ready for signature by

Minute Number	Title of Report	Action	Person Responsible	Deadline	Progress
		<ul style="list-style-type: none"> Core Cities and liaise with Chair, and consult with local MPs and Police Commissioner, prior to lobbying Central Government 	Alison Mullis		Committee Members.
		Future Benefit Fraud reports presented to the Committee will include statistical information (ie monetary values) about how information on fraud is collected (ie telephone hotline, data matching etc).	Teresa Marston	Noted for future submission of reports	
55.11/12	Risk Management Annual Report	Information on the current BCC insurance policies be circulated to the Committee Members (re potential risk rated discounts)	Henchy-McCarthy/ Alison Mullis	December	Completed - circulated Dec
		The Committee to be circulated with a copy of the North Somerset Council peer review report .	Henchy-McCarthy/ Alison Mullis	December	Completed - circulated Dec
		CIA to conduct future peer reviews with cities comparable in size to Bristol, ie a Core City.	Henchy-McCarthy/ Alison Mullis	2013/14	Internal Audit is seeking to develop (in consultation with Grant Thornton) and will report to the Committee in the new Municipal year.
57.11/12	Internal Audit Half Yearly Report	CIA to circulate to the Committee: <ul style="list-style-type: none"> performance bench marking figures a Landlord Services report detailing problems and mitigations , which (subject to Members resultant views) 	Henchy-McCarthy/ Alison Mullis	January	Performance benchmarking figures circulated Jan. Landlord Services paper circulated Jan.

Minute Number	Title of Report	Action	Person Responsible	Deadline	Progress
		may prompt further consideration as a Work Programme item .			
		CIA to present future Internal Audit Progress reports to the Committee as: <ul style="list-style-type: none"> • non-exempt, with • confidential information contained in an exempt appendix • larger font size appendix to be more easily readable 	Henchy-McCarthy/ Alison Mullis		Noted for future submissions