

AUDIT COMMITTEE
ACTION SHEET

19th April 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 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	Circulated 22/3/13 and brought for information to April 2013 meeting .
107.4/12	Draft 2012/13 Work Programme and Core Cities Work Programme Comparison	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	Circulated 5/4/13 and brought for information to April 2013 meeting .
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	Intelligent Council Programme reported as an overall amber/red rating, indicating	Stephen Hilton	By end of March	Circulated 8/4/13 and brought for information

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	Reviews	issues requiring urgent attention. Committee requires more follow up information of remedial actions and /or scheduling in upcoming Work Programme .			to April 2013 meeting .
48.11/12	Neighbourhoods and City Development Risk Register	<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	Testing of the plan proceeded without further delay.	
		<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	In the event, the draft was not circulated to the Committee because very quickly afterwards it was finalised into a report for the December meeting of Sustainable Development and Transport Scrutiny Commission, and the January Full Council meeting - for which the Committee have access to the papers.	
49.11/12	Children & Young Peoples Services Risk Register	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	April 2013	Report by Interim City Director to 5/3/13 SLT and Cllr Gollop at 14/3/13 to progress. Supplemented by initiation of a Review of Risk Management in BCC - target date for completion 3/5/13.
50.11/12	Update on Information Security	Strategic Leadership Team to be notified the Committee recommend that Information	Human Resources	End of April	Internal Audit to liaise with HR Lead ,and

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		Security Training be integrated into all staff's Performance Management and Development monitoring.			People Programme Lead
		The Committee to receive for review the Information Security Risk Register	Bernadette Keen	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 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 Daya	Required amendment reported to Elections and Democracy Committee for necessary change to Constitution , as it affects all meetings.	
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 Core Cities and liaise with Chair, and • consult with local MPs and Police Commissioner, prior to • lobbying Central Government 	Committee Chair/ Teresa Marston	April 2013 (Chairs Business)	Lobby letter despatched to Welfare Minister who responded by providing a background to the benefit changes and an overview of the new Universal Credit as well as mention of the

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					SFIS pilot activity that is currently underway. The Minister promised continued funding to support Local Authorities administer benefit, including anti fraud activity but longer-term concerns were not addressed.
Matters Arising from the meeting of 23rd January 2013					
65.1/13	Chairs Business - Core Cities Audit Committee Chairs Group	Audit Committee chair to write to the Mayor asking that he request the reformation of the Group.			Mayor's Office unable to exert any additional influence to bear upon the present Audit Chairs - who are not in favour of reforming the Chairs Group, but, should there be a change in those sitting as Chair, would assist to make contact with them.
67.1/13	Work Programme - school website, created to inform the public about school closures during adverse weather	Chair to write to Michael Brannigan, Strategy Leader - capital, assets & School Organisation to express concerns related to the failure of the external website providing information on schools closures during the adverse weather	Committee Chair	February 2013	School web page now moved to a larger capacity and more resilient server. Intended to improve systems and processes so that in future Heads will be able to directly update information on the status of schools themselves.

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69.1/13	Business Continuity Annual Report	An updated Business Continuity report be presented to the Audit Committee in 6 months time	Jim Gillman	June 2013	Report to June 2013 Agenda
71.1/13	Corporate Risk Register	Audit Committee request that the Summary Header list the risks in order of risk severity	Henchy-McCarthy/ Alison Mullis	Noted for future submissions	
		The Committee's concerns related to the political capacity and accountability of the Mayor (due to his current work portfolio) be conveyed to the Mayor.	Henchy-McCarthy/ Alison Mullis	Email despatched by CIA in Jan 2013	
74.1/13	Tenancy Fraud Initiative	Audit Committee requested more detailed financial information in future, by which to contrast money recovered/invested (cost benefit).	Henchy-McCarthy/ Alison Mullis	Noted for future submissions	
75.1/13	Fraud Update	Audit Committee convey to the Mayor their concerns related to future budget reductions in Internal Audit and the impact of this on the Authorities ability to combat fraud.	Internal Audit budget for 2013/14 was not reduced to the level that was originally set.		