

AUDIT COMMITTEE**ACTION SHEET**28th June 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 9th November 2012					
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.	Referred to Service Director (Human Resources) and awaiting response.		
		The Committee to receive for review the Information Security Risk Register	Bernadette Keen	June	Report to June 2013 Agenda
		The Information Security Strategy to be added to the Work Programme for review when completed.	Bernadette Keen	June	Report to June 2013 Agenda

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Matters Arising from the meeting of 23rd January 2013					
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
Matters Arising from the meeting of 19th April 2013					
84.4/13	ACTION SHEET: Risk management review	One-off (public/private sector) review to consider RM across the whole council.	Melanie Henchy/McCarthy	Preliminary work completed. Report findings and recommendations to Sep 2013 Agenda	
	Core Cities Audit Committee Chairs Group	Re-formation - MHM to liaise with her Core Cities counterparts to suggest informal working group with AC Chairs (following Elections period).	Melanie Henchy/McCarthy	June	Referred back to respective Audit Committee Chairs and await response.
86.4/13	Update on Code of Conduct matters	Procedure for hearings into breach of Code of Conduct (as adopted by AC) to be reviewed (following the first hearing) to consider potential streamlining.	Shahzia Daya	September	Constitution currently under full Legal Services review
		BCC whole constitution be reviewed in relation to the current acceptance of			

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		anonymous Public Forum Statements			
87.4/13	Landlord Services Risk Register	Further updated register (incorporating outcome of Welfare Reform issues) to be presented to AC in 6 months,	Steven Barrett/ Mary Ryan	Report to November 2013 Agenda	
88.4/13	Threshold for registration of gifts and hospitality	Agreed £25 threshold to remain, but arrangements to be put in place requiring Members to record attendance at events when costs were unknown.	Ian Pagan	Immediate effect	Ian Pagan to address options to June Audit Committee direct.
90.4/13	Grant Thornton's Audit Plan 2012/13	Account governance of the Housing Revenue Account, and cyclical review of Internal Audit, to be included in the Grant Thornton Audit Plan	Melanie Henchy McCarthy	Immediate effect	Awaiting response from Grant Thornton
93.4/13	Draft 2013/14 Audit Committee Work Programme (WP)	Items listed in the AC Annual Report as "Forward Looking" to be more clearly identified in the WP.	Melanie Henchy McCarthy	June	Completed
		Policy review work in relation to Standards to be added to WP.	Melanie Henchy McCarthy/ Liam Nevin	September	CIA and Senior Solicitor to consider reporting format
		Standards complaints considered by the	Melanie Henchy		

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		Monitoring Officer to be reported to AC on a quarterly basis.	McCarthy/ Shahzia Daya		options and report to June Agenda
		Committee Vice-Chair to write to Chair of the Resources Scrutiny Committee to highlight concerns re public transport subsidies and to request there is appropriate scrutiny to ensure VFM.	Audit Committee Vice-Chair		KB to expedite