

AUDIT COMMITTEE**ACTION SHEET**24th Sep 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.	Following consultation between the CIA and the Service Director, Human Resources, concluded this is part of a wider "compliance" issue, and IA to discuss further with the People Programme Lead .		
		The Committee to receive for review the Information Security Risk Register	Bernadette Keen	Sep	Report to Sep 2013 Agenda
		The Information Security Strategy to be added to the Work Programme for review when completed.	Bernadette Keen	Sep	Report to Sep 2013 Agenda
Matters Arising from the meeting of 23rd January 2013					

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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	Nov or Jan	Originally the update report was requested to cover specific requests for further information. Deferred in June/Sep and Committee require to decide whether now to report in Nov or revert to original annual cycle, ie Jan 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	Audit response to the Report findings and recommendations to Nov 2013 Agenda	
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. BCC whole constitution be reviewed in relation to the current acceptance of	Shahzia Daya	September	Constitution currently under full Legal Services review . Awaiting response from Legal Services.

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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	
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)	Standards complaints considered by the Monitoring Officer to be reported to AC on a quarterly basis.	Melanie Henchy McCarthy/ Shahzia Daya	Awaiting response from Legal Services	
		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 2012/13	Awaiting response from Vice Chair 2012/13	
Matters Arising from the meeting of 28th June 2013					

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14.6/13	Corporate Risk Register	Members queried why the “Current risk” for CYPS corporate risk CRR20 Delivery of the Capital Programme was moderately assessed at Medium (4) when the January forecast figures indicate a significant capital spend slippage ?	Craig Bolt (CYPS Risk Champion)		<p>Craig Bolt’s response to the Committee’s enquiry :</p> <p><i>“The slippage has not been material to the delivery of the additional school places. An element of it also isn’t really slippage - there has been a significant re-prioritisation of schemes and delivery dates. The budget was largely established on funding we had received (as a consequence of successful bids) rather than cash flow/expenditure. This has now been rectified for the current year”.</i></p>
15.6/13	Draft Statement of Accounts	A joint Audit Committee and Resources meeting be arranged to address concerns related to Pension Fund deficit.	Gary Hopkins/Mark Brain		Joint meeting being arranged for late Jan/Feb 2014 (following conclusion of the fund valuation results anticipated in December for 31/3/2013).
		Briefing session for Final Statement of Accounts	Tony Whitlock Geraldine Meade		Anticipated attendance number for the Briefing was 3, but no suitable time/date could be agreed which all could meet. Members invited to contact Tony Whitlock to arrange informal one to one briefing as

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					required.
17.6/13	Grant Thorntons Progress Report	A disconnection suggested between evidence gathering and decision making.	Melanie Henchy McCarthy	2013/14	A follow up audit is planned as to the processes by which decisions are made - as per the Annual Audit Plan.
18.6/13	Benefit Fraud Investigation Annual Report	A letter be drafted to the Minister for Welfare Reform to re-iterate the AC's concerns about countering fraud against reductions in DWP grant/increasing budget pressures.	Teresa Marston	Sep	Draft prepared for signature at Sep Audit Committee meeting.
		The Committee continue to support the important work of the Benefit Fraud Investigation Team, and Internal Audit. Resolved to demonstrate their support in a cross party letter to the Mayor and Cabinet.	Melanie Henchy McCarthy	Sep	Draft prepared for signature at Sep Audit Committee meeting.