

AUDIT COMMITTEE

ACTION SHEET

17th January 2014

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 19th April 2013					
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	Yet to have the first hearing. Review to be undertaken after a hearing has taken place.	
		BCC whole constitution be reviewed in relation to the current acceptance of anonymous Public Forum Statements	Shahzia Daya	May 2014	To be included in the annual review of the Constitution to Full Council in May 2014
93.4/13	Draft 2013/14 Audit Committee Work Programme (WP)				
		Committee Vice-Chair to write to Chair of			. The Chair of the RSC and the Chair

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& 45.11/13		the Resources Scrutiny Committee to highlight concerns re public transport subsidies and to request there is appropriate scrutiny to ensure VFM.	Cllrs Hopkins & Weston		of the SD and TS Committee would consult the Committee Members about the Audit Committee concerns related to Public Transport Subsidies and Value for Money - AND UPDATE THE MEETING IN JANUARY 2014
Matters Arising from the meeting of 28th June 2013					
17.6/13	Grant Thorntons Progress Report	A disconnection suggested between evidence gathering and decision making.	MHM	2013/14	A follow up audit is planned as to the processes by which decisions are made - as per the Annual Audit Plan.
Matters Arising from the meeting of 24th September 2013					
33.9/13	Work Programme	A joint Audit Committee and Resources meeting be arranged to address concerns related to Pension Fund deficit.	Karen Blong Tom Wallen Mark Taylor		Joint meeting of AC & RSC arranged for 9.30 14/2/14, subject to availability of Avon Pension rep. A briefing paper on the Pension Fund to be circulated to Members prior to the joint meeting, and include the

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& 45.11/3				limitations of pensions investments An agenda conference meeting is arranged (for 5pm on Monday, 27 th Jan 2014) prior to the joint meeting	
35.9/13	Statement of Accounts	A Statement of Accounts informal training session be arranged for 7 th March (spare AC meeting date), and to consider how the foreword could be presented in a more understandable format.	Mark Taylor Tony Whitlock (John Golding offered to assist)	Mar 2014	Arranged for 7 th March 2014
		A report to be brought to the Committee on the Treasury Management process (i.e investment trends, capital programmes, re-balancing of reserves etc.)	Mark Taylor	April 2014	Report to Apr 2014 Agenda
37.9/13	Grant Thornton's Value for Money (VFM) Reports	A Control & Governance Action Plan be created for the January Audit Committee meeting and updated at each meeting thereafter	Mark Taylor AM/MHM	Jan 2014	Verbal Report to Jan 2014 Agenda

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Matters Arising from the meeting of 8th November 2013					
51.11/13	Neighbourhoods Risk Register	The Committee requested that a copy of a report intended for the Housing Management Board be circulated to the Audit Committee	Rob/Gilmore Karen Blong	Dec 2013	Circulation completed
52.11/13	Regeneration Risk Register	John Roy, Group Manager, Transport Assets to ascertain if new salt storage sites had been explored and to circulate information to the Committee	Rob Gilmore/ Karen Blong	Dec 2013	Circulation completed
		That the risk register be amended in future to state that archived material would be accessible in future	Rob Gilmore/ Karen Blong	Dec 2013	Amendment completed
55.11/13	Benefit Fraud Investigation – Half year Report	Annual report to include breakdown of the type of fraud which has resulted in prosecution	Teresa Marston	June 2014	Report to June 2014 Agenda
		Audit Committee Chair to contact Mayor asking local MPs be lobbied to seek information on development of the Single Fraud Investigation Service	Chair	Dec 2013	Chair to update January 2014 meeting

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		Chair to release a press statement highlighting good work of the Benefit Fraud Investigation Team	Chair/Teresa Marston/ Karen Blong	Dec 2013	Complete
56.11/13	Annual Report – Strategic Risk Management	Risk Registers to be considered by Scrutiny Commissions prior to presentation at the Audit Committee	AM/MHM	2014/15	To progress 2014/15