

AUDIT COMMITTEE**ACTION SHEET**2nd May 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 19 th 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
Matters Arising from the meeting of 28 th June 2013					
17.6/13	Grant Thorntons	A disconnection suggested between	MHM	2013/14	Audit follow up work

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	Progress Report	evidence gathering and decision making.			has concluded the processes by which decisions are made are working satisfactorily and a Grant Thornton follow up of Governance matters is imminent.
Matters Arising from the meeting of 24th September 2013					
35.9/13	Statement of Accounts	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
Matters Arising from the meeting of 8th November 2013					
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

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
Matters Arising from the meeting of 17th January 2014					
62.01/14	Minutes – 8 th Nov 2014	Minuted that “When considering a risk register, it would be useful to include the minutes from the previous meeting when the risk register was discussed. This would enable progress to be monitored”.	AM/MHM	Noted for future reference.	
66.01/14	Work Programme	Corporate Risk Register to be presented to the 25 th April Audit Committee	AM/MHM	April 2014	Progress Report to April 2014 meeting
68.01/14	Applications for dispensations	Circulate up to date guidance on Member Declarations of Interest and the Bribery Act	Karen Blong	February 2014	Guidance provided to Committee at 7/2/2014: (i) Guidance document “Openness and transparency on personal interests” (ii) Hyperlinks to The Bribery Act 2010 Report presented to Committee at 8/7/2011, & the Anti-Fraud, Bribery and Corruption Policy Members also reminded of the e-learning package on the Bribery Act.
75.01/14	Internal Audit compliance with	Regular meeting between the Chair of Audit and CIA to be arranged.	Chair/AM/MHM	Noted for future reference.	

	PSIAS				
		Chair of the Audit Committee should contribute to the performance of the Chief Internal Auditor,	Chair/AM/MHM	Noted for future reference.	
76.01/14	Fraud update	Revised fraud policy be amended to reflect that Councillors receive detailed feedback when CIA reporting the issues.	AM/MHM	Noted for future reference.	
Matters Arising from the meeting of 14th February 2014					
85.02/14	Employer costs of Bristol City Council employee pensions	A briefing with the Mayor be arranged to highlight : a) The Avon Pension Fund Committee Governance arrangements and investment activity b) The Pension Liability Risks when transferring Services	Karen Blong	2013/14	Mark Taylor to provide a verbal update at the meeting on the 25th April 2014.
86.02/14	Minutes – 17 th Jan 2014 – Media Protocol	Clarify with the Service Director, Legal Services, the Bristol City Council constitutional guidance regarding Media relations and Published Material (Part 5c Protocol for Member / Officer Relations (Part 7.1) [Ref 55.11/13: Chair to release a press statement highlighting good work of the Benefit Fraud Investigation Team, but failed to be issued]	Karen Blong	2013/14	Tim Borrett, Service Manager – Media to draft a protocol.