

Audit Committee Action Sheet – actions from meeting held on 25 January 2018

Action number	Item/report	Action and deadline	Responsible officer	Action taken / progress
1	Matter arising from minutes: Key decisions / Mayor's forward plan	The Chair to write on behalf of the committee to the Mayor / Mayor's office advising the committee's concerns about the number of urgent key decisions being taken at Cabinet without any opportunity for pre-scrutiny; also, concerns about the need to populate the forward plan with as much detail as possible about key decisions to be taken in the next 12 months. A response from the Mayor to be requested.	Nancy Rollason to liaise with the Chair so that a note is sent to the Mayor on the committee's behalf.	Note sent to the Mayor; a response was received on 12 March.
2	BDO's 2016-17 grants report – Housing benefit subsidy	Further discussions to take place between BCC finance and BDO ahead of certification, and to settle fees.	Chris Holme / Tony Whitlock	
3	Revised Code of Corporate Governance	Approved - to be taken forward / implemented.	Jonathan Idle / Shahzia Daya	To be taken to Full Council.
4	Bundred report and Annual Governance Statement tracker	An Excel version of the tracker document to be sent to committee members.	Chris Holme	
5	Bundred report and Annual Governance Statement tracker	Comments against Action AGS 13.1 to be updated to reflect that constitutional changes will be reported to Full Council in March or May 2018	Chris Holme	
6	Draft terms of reference for the Audit Committee	Support given by the committee to terms of reference being revised to take account of best	Shahzia Daya / Nancy Rollason	Being progressed as part of the

Action number	Item/report	Action and deadline	Responsible officer	Action taken / progress
		practice and CIPFA guidance; to be progressed for Full Council approval as part of the constitution review.		constitutional review.
7	Summary update: complaints against councillors	Monitoring Officer to review cases as they occur and identify any wider training issues for councillors more generally that arise from issues that have been the subject of complaints.	Shahzia Daya / Nancy Rollason	To be kept under review on an ongoing basis.