

Purpose:

To consider progress on the matters arising from previous Governance & Audit Committee meetings.

Recommendation: That members note progress on the matters arising and request corrective action if necessary.

Matters arising Schedule

BRAG status black - Completed matters, not closed							
ID	Action	Action Required	Due Date	Comments	Remedial Action	Remedial Action Due Date	Assigned To
1	assurance mapping exercise currently being developed - member training / awareness session to be arranged	eXTRACT FROM MINS OF A MTG OF THE GA CTTEE - DEC 2011: "...There was a keen interest to gain greater understanding a.....suggested a short training session, covering the topic, be arranged for immediately prior to a future meeting of the Committee.	31/07/2012	Arrangements will be made in consultation with Lucy Pledge of LCC and Members advised accordingly.	This item will be going to the March Committee Meeting	08/02/2013	Stone, Russell
2	OFFER OF TRAINING	Officers again extended the previous offer to hold a training session for the Committee on the "Role of External Audit".	31/10/2012	Due to other commitments of External Audit Officers / Schedule of cttee meetings it is likely that this session will be held prior to December's meeting Update – Action delayed pending changes to delivery of external audit. Those members who attended the recent audit forum will have received an update on the pending changes.	THIS ITEM IS PICKED UP THROUGH THE MATTERS ARISING ON TRAINING, THEREFORE THIS MA IS NOW CLOSED	11/01/2013	Coughlan, Katie

BRAG status amber - deadline for completion flagged as at risk							
ID	Action	Action Required	Due Date	Comments	Remedial Action	Remedial Action Due Date	Assigned To
1	MEMBER TRAINING	<p>which, Officers outlined proposed training topics for the Committee namely: -</p> <ul style="list-style-type: none"> § Role of the Committee (priority) § Scrutiny of Accounts § Risk § Treasury Management § Standards § Role of Internal Audit and External Audit § Assurance Framework § Constitutional Matters § Fraud Awareness <p>Members were agreeable to the proposed topics and further suggested that emergency planning and business continuity be incorporated in the training programme. They further requested that consideration be given to varying the formats used to deliver such training. Officers undertook to arrange the first training session as a matter of urgency and details would be circulated to all Members in due course.</p>	30/07/2012	This item is ongoing. Additional training was discussed at the committee briefing and a session will be organised shortly. Reassigned to Alan R.	11/03 = TRAINING SESSION TO BE ORGANISED FOR 16TH APRIL AT 6.30PM TO COVER SOME OF THE TOPICS STATED ABOVE. NC TO WORK WITH LUCY ON A TRAINING PROGRAMME FOR G&A MEMBERS TO INCLUDE MINIMUM TRAINING REQUIREMENTS FOR COMMITTEE MEMBERS AND SUBSTITUTES.	22/03/2013	Robinson, Alan

2	CIRCULATION OF CIPFA DOCUMENT	EXTRACT FROM MINS OF MTG 7/06/12 A member made reference to the CIPFA document used to gauge an Audit Committee's effectiveness and the Head of Internal Audit undertook to circulate the Matrix. PLEASE CIRCULATE DOCUMENT TO CTTEE OR PASS TO KATIE FOR HER TO CIRCULATE	30/07/2012		Discussed at briefing, Lucy to provide document to N Calver to circulate. THIS IS NOW COMPLETE AND CAN BE TURNED TO BLACK – CIRCULATED TO COMMITTEE	20/12/2012	Pledge, Lucy
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BRAG status green - Outstanding matters, not yet due								
ID	Action	Action Required	Due Date	Comments	Remedial Action	Remedial Action Due Date	Assigned To	ID
1	future of public audit - watching brief topic	RESOLVED that the content of report GA.42 11/12, be received and noted and a 'watching brief' be kept on the issue of the Public of Future Audit at this stage.	01/05/2012	ongoing action THIS IS A WATCHING TOPIC AND THEREFORE IS NOT CLOSED AND IS ONGOING.		21/06/2013	Stone, Russell	928
2	training requirements	At its june mtg the committee resolved: the Governance and Audit Committee to look at the training requirements for substitutes on this Committee and this be added to the Workplan.	31/07/2012	This was a "lost" action. No action taken to date. not referenced in the review of constution. It suggested this matter be looked at by the Members Forum in the first instance Verbal Update to be provided to Members at the Meeting.	briefing requested a list of trained substitutes for G&A be made available to members. G&A training to be automatically given to new members. MINIMUM TRAINING REQUIREMENTS WERE DISCUSSED AT BRIEFING & A VERBAL UPDATE WILL BE GIVEN AT CTTEE	22/03/2013	Robinson, Alan	870

3	24 INTERNAL AUDIT PLAN 2012/13 – MAY TO AUGUST PROGRESS REPORT (GA.13 12/13)	Members made reference to the publication referred to on page 5 of the report “CIPFA / SOLACE Delivering Good Governance in Local Government – A Framework and Guidance” and indicated they would welcome a report summarising the outcome of the consultation at a future meeting.	07/12/2012	<p>PLEASE ADD ITEM TO F PLAN FOR mARCH MEETING</p> <p>This will be presented as a verbal update during matters arising at the Committe meeting on 21 march</p> <p>11/03 = FOLLOWING BRIEFING IT WAS AGREED THAT THIS ITEM WILL BE PRESENTED TO THE JUNE MEETING OF THE COMMITTEE AND WILL BE ADDED TO THE FORWARD PLAN ACCORDINGLY. NC</p>		22/03/2013	Abbott, Rachel	1375
4	23 PRESENTATION / VERBAL ITEM - FUTURE USE OF SHAREPOINT WITHIN THE ORGANISATION AND ANY FURTHER PROGRESS ACHIEVED IN IMPLEMENTING THE AUDIT RECOMMENDATIONS RELATING TO PROJECT MANAGEMENT.	Members requested that they be provided with, outside of the meeting, with details of the current financial cost to date of developing, implementing, refining and using the Sharepoint system within the Authority.	12/12/2012	<p>At briefing it was agreed that Alex would do a full update on project management at the committee meeting as part of the annual governance statement action plan.</p> <p>ALEX TO UPDATE VERBALLY AT MARCH COMMITTEE MEETING</p>	At Committee	21/03/2013	Reeks, Alex	1377