

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	MEMBER TRAINING	which, Officers outlined proposed training topics for the Committee namely: - § 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 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	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.	Training to be organised by Alan Robinson. Training arranged for 13/3/13	22/03/2013	Robinson, Alan

		session as a matter of urgency and details would be circulated to all Members in due course.					
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
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	PLEASE ADD ITEM TO F PLAN FOR mARCH MEETING This will be presented as a verbal update during matters arising at the Committee meeting on 21 march 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		22/03/2013	Abbott, Rachel

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	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. ALEX TO UPDATE VERBALLY AT MARCH COMMITTEE MEETING	At Committee	21/03/2013	Reeks, Alex
5	MIN 50 - Public Challenge	Members questioned Public Challenge, and it was confirmed that the fees would be dependent on the challenge. It was also rare for electors to take the public challenge route, favouring the use of the Freedom of Information Act. WLDC were currently processing a Public Challenge, and the Head of Financial Services undertook to advise Members of the details at the appropriate time.	06/06/2013	The challenge relates to the fee charged for a particular planning application. At this time it is not considered appropriate to provide further information.			Stone, Russell
5	MIN 54 - LIMITED ASSURANCE (FINANCE)	The limited assurance given to financial services was discussed, and clarified as to the reasons why it had been given. Budget Managers were being given more and more responsibility, and training and confidence was required to improve this. Members wished for	06/06/2013	Discussions held and information circulated to Governance and Audit committee members.			Stone, Russell

		the Chairman and Vice Chairman of the Committee to meet with the Chief Executive to discuss resourcing the finance team to be able to deliver its difficult goals in this time of austerity. RS TO ACTION					
6	MIN 54 - INTERNAL AUDIT PROGRESS REPORT	Updates for the following meeting were requested on the NNDR Collaboration and the specifics of the 20% of escalated recommendations.	06/06/2013	Update to be provided as part of the quarterly progress report.			Stone, Russell

BRAG status red - Overdue matters

ID	Action	Action Required	Due Date	Comments	Remedial Action	Remedial Action Due Date	Assigned To

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	MIN 51 - JPU	Members expressed concern about the JPU's deliberations, although the report indicated that this was on track. In addition, local parishes had expressed confusion as to the process and how they can feed in to it (including the Community Infrastructure Levy). The Assistant Chief Executive	06/06/2013				Reeks, Alex

	undertook to raise the matter with the Director for Planning and Regeneration and provide an update to the next Committee meeting.				
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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	MIN 54 - MEMBER FORUM	Alan to set up a meeting of the Member Forum to discuss issues raised at Committee such as: - the Planning Application Process - sharing of planning information with members - equality of ward representation at planning committee - clarity around the constitution and the role and responsibilities of Members and officers	31/07/2013	To be included as part of Member training on the 10th July			Robinson, Alan	1534
3	MIN 48 - MEMBER DEVELOPMENT PLAN	In reference to discussion around a closed MA on Min 27, it was agreed that the Member Development Plan be brought to the next Committee Meeting. It was further agreed that the information previously	26/09/2013	Member development plan to be brought to a future meeting once available.			Robinson, Alan	1533

		circulated relating to appraisals be sent to Members of the Committee. Standards for training for planning committee members to form part of the report. ITEM ADDED TO FP - NC							
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