

## Governance & Audit Committee Matters Arising Schedule

### 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

Active/Closed	Active				
Meeting	Governance and Audit Committee				
Status	Title	Action Required	Comments	Due Date	Allocated To
Black					
	<b>member training</b>	<p>extract from minutes of mtg 21/6/16</p> <p>Debate ensued and the Chairman indicated that he too would like to be provided with the level of up-take of on-line training</p> <p>It was suggested that the difficult customer / conflict management / assertiveness session should touch on on-line situations also.</p>	<p><b>some suggestions and requests made when considering MDev Plan. Dinah please can you build these into your processes. thanks</b></p>	31/08/16	Dinah Lilley

	<p><b>report format</b></p>	<p>extract from mins of mtg 14/4/16  There was a detailed discussion regarding how reports were presented to Committee, with lay Members making a number of suggestions as to how the reports could be more engaging. Officers undertook to take the suggestions away and give these further consideration.</p>	<p><b>this item will be discussed at Chairs Briefing</b></p> <p><b>It was agreed</b></p> <p><b>Executive summaries will be included on reports and these should be in total no more than 30 pages for the meeting Duplication will be challenged in reports</b></p> <p><b>I will contact the County who I was advised have made strides in this area We will consider the use of hyperlinks to make the process of drilling into the detail easier.</b></p> <p><b>Continue to keep this under review and discuss again at our next briefing. Deferred to Septembers briefing in absence of MO . Further discussion held, cttee admin are in the process of rolling out a new cttee management system and some of these area may feasible to address through this new system. we will continue to review and engage members where appropriate.</b></p>	<p>31/08/16</p>	<p>Alan Robinson</p>
	<p><b>governance project - briefing item</b></p>	<p>extract from mins of mtg 26/7  In light of the resolution made by Annual Council in May 2016 regarding investigating alternative governance models, the Chairman requested that a verbal discussion item be added to his next Chairman’s briefing and included for the September Committee Meeting in respect of this matter.</p>	<p><b>added to relevant work plans and agendas and relevant officer advised accordingly .</b></p> <p><b>Item included on september's agenda and all members invited to the debate</b></p>	<p>24/08/16</p>	<p>Katie Coughlan</p>

	<b>FRAUD INVESTIGATION - future report format</b>	<p>extract from mins of mtg 26/7</p> <p>The general consensus was that the Commercial element of the report was more appropriate for Policy Committee consideration, however the Committee would still welcome an annual report on the number of cases undertaken.</p>	<p><b>please ensure both these reports are added to the FP for GA in July 17 and to CPR for a similar time. Please liaise with Demo Services if assistance required.</b></p> <p><b>Items added to both work plans for July 17</b></p>	30/09/16	Angela Matthews
<b>Green</b>					
	<b>internal audit monitoring reports</b>	<p>extract from mins of mtg 26/7</p> <p>The Committee indicated that in future reports it would be useful if Appendix 4 (outstanding actions) could include a short summary setting out the detail of each outstanding action, and any ongoing related activity.</p>		30/09/16	Ian Knowles
	<b>whistleblowing report - future format</b>	<p>extract from mins of mtg 26/7</p> <p>It was suggested that in future the whistle blowing report, if a nil return, should be extended to include the other support packages and measures on offer to employees. It was further suggested that "web page hits" data could be incorporated.</p>		31/12/16	Alan Robinson
	<b>quickline - future report formats</b>	<p>extract from mins of mtg 26/7</p> <p>It was suggested that if explanatory notes could be included against any figure which had a greater variance than 10% this would be of assistance. Members also requested that the cumulative sales figures be expressed as a graph in future reports.</p>		30/09/16	Tracey Bircumshaw

	<b>Choice Based Lettings</b>	(i) Officers continue to maintain formal communications with ACIS Group Ltd; (ii) Officers continue to provide operational and strategic leadership to the wider partnership; (iii) assurance be sought on the new ICT system for Choice Based Lettings; and (iv) complete the partnership agreement between ACIS and WLDC	<b>This action only to be turned black when PC Cttee are assured that this work has been completed</b>	31/12/16	Michelle Howard
<b>Grand Total</b>					