

## 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				
<b>Status</b>	<b>Title</b>	<b>Action Required</b>	<b>Comments</b>	<b>Due Date</b>	<b>Allocated To</b>
<b>Black</b>					
	<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>Choice Based Lettings has now been identified as an issue in the approved AGS, therefore all updates on progress in this area will be available through that reporting mechanism.</b>	31/12/16	Michelle Howard
	<b>number of fixed term contracts</b>	Extract from mins 15/9/16  Members requested details of the number of fixed term contracts currently in existence across the Council. The Director of Resources undertook to provide this figure outside of the meeting.	<b>Please can you feedback through this Matters arising the number of such contracts. figure was provided at mtg on 8 November as 26</b>	06/11/16	Tracey Bircumshaw

	<b>thank you letter</b>	extract from mins of mtg 8/11/16 The Committee wished Mr Benselin all the best for the future and for all his hard work on behalf of West Lindsey. The Chairman requested that a letter of thanks be sent of his behalf.	<b>letter sent 11/11</b>	11/11/16	Katie Coughlan
	<b>technical update queries</b>	Extract from mins of mtg 8/11/16 Members were asked to raise any issues or comments they had regarding the document's content, to either KPMG direct, or with the Chairman, and these would be discussed further at his next briefing meeting in January.	<b>item added to January briefing agenda .  no comments or queries were received</b>	28/12/16	Katie Coughlan
	<b>governance options consultation</b>	extract from mins of mtg 8/11/16 RESOLVED that the content of the consultation on Governance Arrangements for West Lindsey District Council be approved, subject to it being plain English checked in the first instance.	<b>Document plain English checked. and circulated to all parties as stated in report. Consultation close date will be later than expected as it has been tied in with the general citizen's panel survey. - Verbal update to chairs brief. chairs briefing advised that the project remains on target and the working group will be meeting again in February to look at the consultation responses</b>	31/01/17	Alan Robinson
	<b>external audit appointment rec to council</b>	extract from mins of mtg 8/11/16 RESOLVED that it be RECOMMENDED to Full Council that West Lindsey District Council participate in the national scheme for the appointment of External Auditors.	<b>recommendation submitted and accepted by Council 14 November 2016</b>	14/11/16	Ian Knowles

	<b>briefing notes</b>	extract from mins of mtg 8/11/16 It was noted that two items previously identified for submission to this meeting would now be circulated as briefing notes to the Committee, in the light that no decisions were required, these were: - <ul style="list-style-type: none"> <li>• Sample Decision Making</li> <li>• Timeline for the early closure of accounts</li> </ul>	<b>Sample decision making briefing note circulated. Closure of accounts timeline, is now contained within a report on the January agenda and therefore no briefing note now required.</b>	30/11/16	Ian Knowles
	<b>work plan amendment</b>	extract from mins of mtg 8/11/16 With regard to the latter Members requested that the item be re-instated for January 2017, to allow them time to debate the matter. (Member Champs)	<b>item has been re-instated on f plan - kjc</b>	30/11/16	Alan Robinson
	<b>quickline query</b>	Extract from mins of mtg: -  Members did pose a question around the cost of sales and Officers undertook to discuss this with Quickline and feedback to Members outside of the meeting.	<b>This information has been provided to the Member who requested it</b>	17/01/17	Ian Knowles
<b>Green</b>					
	<b>ags refresher training</b>	Extract from mins of mtg 8/11/16 It was suggested that an AGS refresher training session may be useful.	<b>To be raised at chairs brief initially - added to jan agenda . discussion held, training will be arranged in May/June 2017 (following annual council and re appointment of cttees) and will include training on the wider role of the cttee also</b>	31/05/17	James O'Shaughnessy / Katie Coughlan
<b>Grand Total</b>					