

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					
	public participation	extract from mins : - However the Chairman advised that Mr Steve Taylor had intended to attend the meeting to pose a question to the Committee. Unfortunately he was not now able to attend. It was suggested that Mr Taylor be advised to submit his question in writing in advance of the next meeting.	mr taylor contacted by DL nothing forthcoming.	22/02/17	Katie Coughlan

	outstanding audit recommendations	<p>extract from mins of mtg 17/1/17</p> <p>Referring to Appendix 6, outstanding recommendations, concern was expressed that a number of actions had the comment “officer unavailable for update” assigned to them.</p> <p>The Committee requested that this document be updated and re-circulated by e-mail, in advance of the next meeting.</p>	<p>please can you co-ordinate the collation of comments please and ensure the document is circulated before the cttee next meets .</p> <p>document was circulated to cttee Members , with the agenda and reports for March 2017.</p>	14/03/17	James O'Shaughnessy
	audit of development management	<p>extract from mins of mtg 17/1/17</p> <p>Concern was also expressed that the Phase 1 and 2 Development Management Audits had been cancelled. The Chairman requested that this be re-instated and made the following proposal which was duly seconded:</p> <p>“That the Head of Internal Audit take the lead in a comprehensive audit of the Council’s planning services as a priority for the work in the coming year and it be scoped in the fourth quarter of the current year being reported to the meeting on the 14 March and to be completed and reported to the Committee by not later than the end of the 2nd quarter of next year.”</p>	<p>item added to f plan and chairs brief - kjc</p> <p>Work on the scope for this Audit has commenced. A number of lead elected Members including the Chair and Vice of this Committee and the Chair and Vice of Planning Committee have been engaged in its development. The audit is on track to be completed within the timescales requested by the Committee</p>	22/02/17	Matthew Waller
Green					

	whistleblowing report - future format	<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>		28/07/17	Alan Robinson
	ags refresher training	<p>extract from mins of mtg 8/11/16</p> <p>It was suggested that an AGS refresher training session may be useful.</p>	to be raised at chairs brief initially - added to jan agenda . discussion held, training will be arrange in May/June 2017 (following annual council and re appointment of cttees) and will include training on the wider role of the cttee also	31/05/17	James O'Shaughnessy
	length style of cttee papers	<p>extract from mins of mtg 17/1/17: -</p> <p>There had previously been a Matters Arising regarding an informal sub-group to look at the length and style of reports to the Governance and Audit Committee (Mr Morris and Councillor Mrs Brockway to be engaged). Members requested that this action be re-instated as progress had not been achieved.</p>	<p>item will be added to briefing agendas - kjc</p> <p>discussed at briefing. a mtg is to be arranged between Cllr JB, Mr AM IK, AR and KJC to progress this matter. This will be held in late March / early April</p>	31/03/17	Ian Knowles

	Audit of the Entrepreneurial Board	extract from mins of mtg 17/1/17 Following the earlier debate it was also proposed and seconded that Internal Audit be requested to include in their 17/18 Audit Plan, an Audit of the Entrepreneurial Board. It was further requested that the scope and detail of the work to be undertaken in relation to this Audit be reported to a future Chairs Briefing.	item added to chairs brief for april 5 , matt please advise katie if this is too early	31/03/17	Matthew Waller
Grand Total					