

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 | | | | |
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| Meeting | Governance and Audit Committee | | | | |
| Status | Title | Action Required | Comments | Due Date | Allocated To |
| Black | | | | | |
| 1 | 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 KJC if this is too early This document was reviewed by the Chairman and Vice-Chairman at their briefing in April 2017. They were happy with its content and the scope of the work to be undertaken. | 30/04/17 | Matthew Waller |

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| 2 | emerging risks for consideration by GCLT | <p>extract from mins of mtg 14/3/17 (b) the Governance Corporate Leadership Team be requested to consider the following emerging risks as a priority: -</p> <ul style="list-style-type: none"> • Managers Stress Survey • Property and Assets – corporate landlord, resources and future provision of the service • Resource to deliver Property Growth and Commercial agenda | please make GCLT aware of cttee's view | 31/03/17 | Ian Knowles |
| 3 | internal audit plan | <p>extract from mins of mtg 14/3/17 In light of the Committee concerns the Chairman requested all items categorised as “red / red” or “red/ amber” “amber/red” in Appendix C of the report be further consider at future chairman briefing meetings.</p> | <p>added to brief agenda - kjc</p> <p>The Chairman and Vice Chairman received information in respect of each of these areas. They have requested the Head of Paid Service attend to give her assurance that there are strategies in place to address the risks that have been raised regarding capacity particularly in the services areas detailed in the emerging risks section of the report (ref draft internal audit plan March 2017 meeting)</p> | 31/03/17 | Ian Knowles |

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| 4 | internal audit plan - rationale for no audit | extract from mins of mtg 14/3/17 Officers also undertook to provide rationale relating to each of those Auditable areas listed in Appendix C to Chairman's Briefing. | To be considered at the June Briefing | 31/03/17 | Ian Knowles |
| Green | | | | | |
| 1 | whistleblowing report - future format | extract from mins of mtg 26/7 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. | | 28/07/17 | Alan Robinson |
| 2 | ags refresher training | extrcat from mins of mtg 8/11/16 It was suggested that an AGS refresher training session may be useful. | 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 |

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| 3 | 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. mtg arranged for 18/4</p> | 30/04/17 | Ian Knowles |
| 4 | member training - future topic request | <p>extract from mins of mtg 14/3</p> <p>The rationale for reviewing sales invoicing was further explained and it was noted that key staff were been offered training around commerciality. Members requested that some level of commercial awareness training be built into the Member Training Plan in the future.</p> | please build into plan going forward | 30/06/17 | Alan Robinson |
| Grand Total | | | | | |