

## 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
<b>Black</b>					
	<b>length style of cttee papers</b>	<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><b>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.</b></p> <p>Alan provided an update at the 1 June Briefing stating that the meeting had been positive and agreed a house style for reports. Alan would work with SLT and new officers to advise on the recommendations.</p>	30/04/17	Ian Knowles

Green					
	<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>		28/07/17	Alan Robinson
	<b>ags refresher training</b>	<p>extract from mins of mtg 8/11/16</p> <p>It was suggested that an AGS refresher training session may be useful.</p>	<p><b>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 Following discussion at Briefing on 1 June, agreed that WLDC members be invited to an event in the autumn to be organised by LCC, Chair, Vice and Lucy to liaise further and all members to be provided with event details in due course</b></p>	29/08/17	James O'Shaughnessy
	<b>member training - future topic request</b>	<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>	<p><b>please build into plan going foward</b></p>	30/06/17	Alan Robinson

	<p><b>strategic risk register</b></p>	<p>extract from mins of mtg 18/4/17: -</p> <p>Discussion ensued and Members were asked to consider whether there were any further strategic risks they considered should be reflected on the register.</p> <p>The following suggestions were made: -</p> <ul style="list-style-type: none"> <li>• Uncertain outcome of the general election</li> <li>• County Council’s plans regarding unitary authorities</li> </ul> <p>Officers undertook to consider these further.</p>	<p><b>james please see above, and feedback through this matters arising any comments you have.</b></p> <p><b>James to provide an update at 1 June Briefing.</b></p> <p><b>Work is on-going, suggestions made to date continue to be considered. Members will next review the Risk Register in November.</b></p>	<p>25/10/17</p>	<p>James O'Shaughnessy</p>
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	<p><b>strategic risk register - cross reference</b></p>	<p>extract from mins of mtg 18/4/17:  There was also a suggestion that those areas which were not being audited, referred to in the Internal Audit Plan, considered by the Committee at the March meeting, should be included. In response it was noted that a number of these, whilst not explicit, were included and examples were cited. The remaining issues would be incorporated into 16/17 AGS and thus tracked through that process. The Committee indicated that some form of cross referencing would be beneficial.</p> <p>Following further discussion the Director of Resources undertook to give this suggestion further consideration.</p>	<p><b>james please see above, please feedback thorough these matters arising any progress / thoughts.</b>  <b>James provided verbal update at 1 June Briefing.</b>  <b>The attached document summarises to members were assurance are being received in the absence of formal audits (electronic copy of the document to be circulated with the meeting Agenda).</b></p>	<p>20/06/17</p>	<p>James O'Shaughnessy</p>
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