

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					
1	AGS refresher training	Extract 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 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. Added to Briefing Agenda for 1 June, requirements to be discussed further.	20/06/17	James O'Shaughnessy

			Refresher training delivered at 20 June meeting. Action completed.		
2	strategic risk register - cross reference	<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>James please see above, please feedback through these matters arising any progress / thoughts. James to provide verbal update at 1 June Briefing. 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). Document circulated. Action completed.</p>	20/06/17	James O'Shaughnessy
Green					

1	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>	<p>Whistleblowing Report is on the July Agenda, discuss whether amendments/proposals were considered/incorporated.</p> <p>The format of the report was discussed at the Brief with recommendations made about additional information being added.</p>	25/07/17	Alan Robinson
2	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>	<p>Please build into plan going forward.</p> <p>Discussion took place to confirm what training Members required. Agreed to look at courses to aid better understanding of issues such as Procurement, Commercial awareness, Ethics, Decision making, Business Case risk/understanding, Conflicts of Interest, Commercialism, setting up a Private Company and related risks, Contract management. External and Internal training options to be considered.</p>	29/08/2017	Alan Robinson
3	strategic risk register	<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>James please see above, and feedback through this matters arising any comments you have. James to provide an update at 1 June Briefing.</p> <p>Work is on-going, suggestions made to date continue to be</p>	26/10/17	James O'Shaughnessy

		<p>The following suggestions were made:</p> <p>-</p> <ul style="list-style-type: none"> • Uncertain outcome of the general election • County Council's plans regarding unitary authorities <p>Officers undertook to consider these further.</p>	<p>considered.</p> <p>Members will next review the Risk Register in November.</p>		
4		<p>Extract from Minutes – 20/06/17: The chairman requested to see the list of training attended by Members.</p>	<p>Katie to arrange for the relevant information be provided to Cllr McNeill as requested.</p>	25/07/17	Katie Coughlan
Grand Total	6				