

Audit and Governance Committee Action Sheet 2020/21

| Meeting Date | Action | Officer | Delegated officer | Completed |
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| | OPEN ACTIONS | | | |
| 26 May 2020/31 July 2020 | The Committee agreed to an independent review of the Lancaster Way Traffic Scheme | John Pye (Chair)/Robert Parkin/Jon Alsop | | Chair's Announcement at 31 July 2020 meeting and further update at this meeting |
| 31 July 2020 | The Mayor of the CA be invited to the 2 October 2020 meeting of the Committee to update on the MHCLG correspondence | Scrutiny Officer | | Mayor James Palmer has confirmed attendance at the meeting of 27 November as he is away on 2 October |
| 31 July 2020 | A report on information security and governance to be submitted to the Committee. This to be included in the work programme at an agreed date. | Robert Parkin | | To be timetabled on the Committee Work Programme |
| 31 July 2020 | A further report to the Committee be programmed for December 2020 to explain the process for formulating recommendations | Paul Raynes | Adrian Cannard | January 2021 – no Committee meeting in December 2020 |
| 31 July 2020 | Climate change to appear on future risk register reports to the Committee as a discrete risk. | Francesca Houston | | Ongoing |
| 26 May 2020 | The Independent Commission on Climate Change would be commencing its work shortly. The Chair asked that climate change be included on the Risk Register | Francesca Houston | | Ongoing |

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| 26 May 2020 | There should be ongoing work to present the Risk Register in a legible format | Francesca Houston | | Ongoing |
| 26 May 2020 | There be a future development session for the Committee on Trading Companies | Robert Parkin/ Rochelle White | | To be timetabled |
| 26 May 2020 | A response would be provided to the Committee related to the employment status of the Trading Companies Company Secretary | Robert Parkin | | Verbal confirmation to be provided at 31 July 2020 meeting |
| 26 May 2020 | Future 'to note' items are sent to members in advance of Committee publication deadlines | Robert Fox | | Ongoing |
| 26 May 2020 | The Committee agreed to an independent review of the Lancaster Way Traffic Scheme | John Pye (Chair)/Robert Parkin/Jon Alsop | | Chair's Announcement at 31 July 2020 meeting and update at this meeting |
| 26 May 2020 | Value for Money Workshop | Robert Fox/Jon Alsop | | October 2020 |
| 26 May 2020 | Adult Education Budget A & G requested a landscape view on areas where money has been contracted and the Combined Authority has the authority/obligation that standards are met. | | | November 2020 |
| 26 May 2020 | Update from the Data Protection Officer Update to include data on aspects such as the volume of data, any requests for erasure etc. | Robert Parkin | Rochelle White | January 2021 |

| | CLOSED ACTIONS | | | |
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| 31 July 2020 | The MHCLG/Mayoral correspondence be circulated to the Committee together with an analysis of the issues raised by the Minister. | Kim Sawyer | Robert Parkin | Circulated to members of the Committee |
| 31 July 2020 | The Internal Audit Plan 2020/21 to be presented at the 2 October 2020 meeting of the Committee | Jon Alsop | RSM UK | Completed on agenda |
| 31 July 2020 | That a date for the workshop session for the Constitution review be forwarded to the Committee members as soon as possible. | Robert Parkin | Scrutiny Officer | Occurred on 17 September 2020 followed by a meeting to consider Constitution revisions on 24 September |
| 31 July 2020 | The names of all on the Independent Commission on Climate Change will be provided to the Committee. | Paul Raynes | Adrian Cannard | Provided to Committee members |
| 31 July 2020 | The Constitution review should include protocols for appointments to Boards, Commissions and Working Groups. | Robert Parkin | | Consideration as part of the Constitution work moving forward |
| 31 July 2020 | A further update on the Corporate Risk Register will be received at the 2 October 2020 meeting of the Committee. | | | Completed on agenda |
| 31 July 2020 | The work programme revisions to be published alongside the minutes of the meeting | Scrutiny Officer | | Published on the CA meetings website |

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| 26 May 2020 | The Annual Report of the Chair of the Audit & Governance Committee for 2019/20 to the CA Board on 3 August 2020 | John Pye (Chairman) | | 5 August 2020 (revised CA Board date) |
| 26 May 2020 | Chief Executive to provide detail on the Local Transport Plan and how it relates to Peterborough | Kim Sawyer (CEO) | | Provided in advance of 31 July 2020 meeting. |
| 26 May 2020 | Any changes to the membership of the Committee to be reported to the next meeting. | Robert Fox | | Completed on agenda. |
| 26 May 2020 | A paper regarding Internal Audit provision following the cessation of the Service Level Agreement with Peterborough City Council would be presented to the next meeting | Jon Alsop | | Completed on agenda. |
| 26 May 2020 | Action Sheets to be presented to future meetings in a format that more clearly distinguished open and closed actions | Robert Fox | | Completed on agenda |
| 26 May 2020 | The Chair asked that the final statement of accounts be forwarded to members in advance of the publication deadline for the 31 July 2020 Committee meeting. | Jon Alsop | | Completed |
| 26 May 2020 | A member requested further detail on the loans provided and who they were to as there are likely to be questions prompted by this | Jon Alsop | | Completed on agenda |
| 26 May 2020 | The s.73 Officer agreed to make sure that the notes to the accounts provided context to the section on salaries and salary related payments, as this was likely to be an area of public interest | Jon Alsop | | Completed on agenda |
| 26 May 2020 | The final statement of accounts notes would provide context to salaries and salary related payments | Jon Alsop | | Completed on agenda |

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| 26 May 2020 | A further update on External Audit requested for 31 July 2020 meeting | Ernst & Young | | Completed on agenda |
| 26 May 2020 | The next Committee meeting on 31 July 2020 be presented with an updated risk register. That update should highlight the top three or four risks and show where risks were increasing or decreasing | Francesca Houston | | Completed on agenda |
| 26 May 2020 | The presentation of the work programme be developed to improve clarity | Robert Fox | | Completed on agenda |
| 26 May 2020 | Protocols for agreeing changes to the Audit Plan and developing future plans would be included as part of the next report to Committee in December 2019. | Steve Crabtree/Jon Alsop | | Completed. |