

### Audit and Governance Committee Action Sheet

Date	Action	Officer	Delegated officer	Completed
27 <sup>th</sup> Sept 2019				
	Chief Finance Officer to prepare a briefing note on the combined Authority's policy documents relating to the rules and regulations adhered to in the national policies, followed also by CIPFA.	Jon Alsop		Completed
	Transport Team be invited to a future meeting of the Committee to deliver a presentation on the accelerated delivery process including information on risk management.	Chris Twigg	P Raynes & R Potter invited to attend Sept meeting (22/07/2019)	Completed
	Annual Internal Audit Report would be considered at the next meeting	Emma Powley		Completed
	Statement report on Value for Money (VfM) to be considered, including 'benefit-cost-ratio')	Jon Alsop		Completed
	It was agreed that the HR Manager would attend a future meeting to brief the Committee on the work undertaken to address the concerns identified by Internal Audit.	Martin Jeynes		Completed
	Business Board Governance Arrangements – brief presentation from the MO (at the next Committee	Dermot Pearson		Completed

	pre-meet) to elaborate on the Committee's role in reviewing the Business Board			
	Chief Officer of Business Board to provide an update on the priorities and objectives of the Business Board.	John T Hill		Completed
	Performance report be produced	Paul Raynes		Completed
	Chief Executive circulate the draft statutory notice to the members of the Audit and Governance Committee prior to publication.	John Hill		Completed
	Chief Executive liaise with all affected constituent Councils and send a letter to government expressing their dissatisfaction with the auditor's performance and the impacts this has had on each Council.	John Hill		Completed
	Chair to write to the Partner leading the Ernst and Young Government and Public Sector Assurance team expressing the Committee's concern and seeking assurance that the situation would not be repeated	Chair		Completed
	Skills Set form to be resent to Members who have not yet completed it.	Katarina O'Dell		Completed
	Report on Fols, Fraud, Whistleblowing and Complaints be produced for review.	Monitoring Officer/Emma Powley		Completed
	The Committee agreed that a discussion would be had with the HR department to ensure that all new people joining the Authority would be informed of the whistleblowing and anti-fraud policy.	Martin Jaynes/Dermot Pearson		Completed. A discussion took place, new employees being advised that the CA has such policies and where

				to find them. Information to be posted on notice board in the office. The policy itself is due to being reviewed in January 2020.
	Information clarifying the roles of each of the joint CEO's be produced and circulated to members.	John Hill (CEO)		
	Timeline of the implementation of a significant project carried out be reported back with a proposed case study and time line.	John Hill		December 2019
	Treasury Management Strategy Update	Rob Emery		December 2019
	Explore options to track a measure of growth, including environmental factors, alongside GVA.	Roberta Fulton		
	The Committee queried whether there should be a risk specifically relating to climate change and environmental issues.			December 2019
	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		December 2019
	The Committee requested a report on 27 March 2020 reviewing the effectiveness of the proposed new governance arrangements.	Dermot Pearson		March 2020