

Audit and Governance Committee Action Sheet

Date	Action	Officer	Delegated officer	Completed
27 th 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 Jaynes		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
	Treasury Management Strategy Update	Rob Emery		Completed.

	The Committee queried whether there should be a risk specifically relating to climate change and environmental issues.			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.
	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.
	Circulate link to National Local Growth Assurance Framework. Send Neil Cuttall's email address to A & G Members	Katarina O'Dell		Completed.
	Corporate Risk Register *Chair requested for wording to be amended in accordance to the Committee role (page 7, page 9) *page 12: continually, not continuously	Francesca Houston		Completed.
	KO to send email reminder to Members about any themes for internal Auditors to look at to be sent to the Chair by end of January.	Katarina O'Dell		Completed.
	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		March 2020

	Explore options to track a measure of growth, including environmental factors, alongside GVA.	Roberta Fulton		
	The Committee requested a report on 27 March 2020 reviewing the effectiveness of the proposed new governance arrangements.	Dermot Pearson		March 2020
	Report to describe governance arrangements of subsidiary companies.	Dermot Pearson / Rochelle White		March 2020
	Mayor to attend A & G. KO to send an email reminder to Members re the Mayor's attendance and any questions Members wish to raise in advance.	Katarina O'Dell		March 2020 Mid-February 2020
	Internal Audit Report Update (incl. on continued work around AEB arrangements) Next Internal Audit Report to include a simple procedure on how A & G can request information on any urgent items.	Steve Crabtree / Jon Alsop		March 2020
	Date for Induction to be identified and circulated (as near as possible to first meeting – May 2020) Joint with O & S.	Katarina O'Dell		
	Value for Money Workshop	Katarina O'Dell / Jon Alsop		March 2020
	A briefing note on how environmental measures are being incorporated into the work of the Combined Authority, to hold to account on process, role of Independent Commission (similar request was made at O & S).			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.	Neil Cuttell		March 2020
	Adult Education Budget A & G requested an insight into a range of activities and timeline. This to come to A & G annually.	Neil Cuttell		March 2020
	Adult Education Budget information paper.	Neil Cuttell		May 2020
	Neil Cuttell to attend A & G in a year's time.	Neil Cuttell		December 2020
	Update from the Data Protection Officer Update to include data on aspects such as the volume of data, any requests for erasure etc.	Dermot Pearson		December 2020