

CRAVEN DISTRICT COUNCIL

AUDIT AND GOVERNANCE COMMITTEE

Action Check Sheet for Meeting held on 29 September 2014

For the attention of:- Nicola Chick, Martin Helm, Claire Hudson, Rebecca Steel, Carol Lee, Andrew Mather, Paul Ellis and Heather Eagland. Copies to all Committee Members, Paul Shevlin, Cameron Waddell and Rochelle Tribe for information.

<u>Minute No</u>	<u>Decision</u>	<u>Officer</u>
AC.206	<p>Audit Completion Report</p> <p>- completion report accepted, Chairman indicated that the Committee would discuss the areas for improvement with officers over the coming months</p>	N Chick
AC.207	<p>Statement of Accounts</p> <p>- statement, including corrections reported at the meeting, approved, pass on the Committee's thanks to the whole Team for the improvement shown. Publish the statement.</p>	N Chick
AC.208	<p>Internal Audit</p> <p>a. Reporting on Implementation of Audit Recommendations</p> <p>- for a trial period of 12 months with effect from November 2014 frequency on the reporting of progress against internal audit recommendations, with the exception of Priority One recommendations is amended to six monthly; progress against Priority One recommendations to be reported to each meeting of the Committee .</p> <p>b. Recommendations Database</p> <p>- audit recommendations completed in the first quarter of 2014/15 noted as presented at Appendix B to the monitoring report; content of Appendix B approved.</p> <p>- managers to be advised that their responses need to be clearer / more informative, target dates also need to be clear and realistic.</p> <p>- discuss with internal audit those recommendations where it is considered the outstanding recommendations are no longer relevant.</p> <p>c. Internal Audit Plan 2014/15 ; Progress</p> <p>- revised allocation of audit days for 2014/15 approved as presented at Appendix 1 to the report.</p> <p>- Chairman suggested that consider training for members on fraud detection and prevention – policies and awareness etc in 2015/16.</p>	<p>C Hudson / R Steel / M Helm</p> <p>R Steel</p> <p>N Chick</p> <p>N Chick / M Helm</p> <p>M Helm / N Chick</p> <p>A Mather / N Chick</p>

	<p>d. Audit Reports</p> <ul style="list-style-type: none"> - implementation of outstanding recommendations within the audit reports to be monitored through the arrangements now in place, report back to the Committee's next meeting on progress against the Priority 1 recommendations. - Head of the IT Department to attend this Committee's meeting on 12th January 2015 re Report Ref C4/8 and staff turnover within the Department. 	<p>R Steel / M Helm / N Chick</p> <p>P Ellis / H Eagland</p>
AC.209	<p>Risk Management Update</p> <ul style="list-style-type: none"> - risks added / deleted from the risk profile noted; review wording of risk re Craven Pool. - updated corporate risk register and Skipton Town Hall refurbishment risk register approved. 	<p>C Lee / C Hudson</p> <p>C Lee</p>
AC.210	<p>Review of Tender Limits</p> <ul style="list-style-type: none"> - recommendation adopted ie. retain the current quotation/tender levels contained in the Contract Procedure Rules until 31 March 2015 consideration re amending them for the 2015/16 financial year onwards deferred pending a further update report to the meeting of January 2015. - reply to Cllr Beck with copy to other committee members re number of tenders scheduled / tender timetable for 2015/16. - provide the Committee with a report at some point on work being carried out for the Council by Scarborough' (include within the report to Committee in January 2015 re tender limits ?) 	<p>C Hudson</p> <p>C Hudson</p> <p>C Hudson</p>
AC.211	<p>Financial Procedure Rules Update</p> <ul style="list-style-type: none"> - changes re job titles, bad debt write off and creditor invoice authorisations approved as recommended, points raised by Internal Auditor and Cllr Turner also accepted; need to make managers aware of updated procedures. - report changes in annual constitution update to Annual Council in May 2015, in the meantime re-issue to Members. 	<p>N Chick</p> <p>A Mather</p>
AC.212	<p>Internal Audit Service</p> <ul style="list-style-type: none"> - check whether a voluntary transparency notice is required. - recommendation to Council that the internal audit shared service arrangement with Harrogate Borough Council is continued for a further three years from April 2015. 	<p>N Chick</p>