

CRAVEN DISTRICT COUNCIL

AUDIT AND GOVERNANCE COMMITTEE

Action Check Sheet for Meeting held on 30 March 2015

For the attention of:- Nicola Chick, Martin Helm, Claire Hudson, Rebecca Steel, Carol Lee, Paul Ellis Susan Callaghan, Copies to all Committee Members, Cllr Myers, Paul Shevlin, Annette Moppett, Greg Robinson, Cameron Waddell and Rochelle Tribe for information.

<u>Minute No</u>	<u>Decision</u>	<u>Officer</u>
AC.228	<p>Risk Management</p> <ul style="list-style-type: none"> - revised corporate risk register, upgraded health and safety risk and revised risk register for Skipton Town Hall Project all approved. - Lead Member and Lead Officer for the Town Hall Project to be both invited to attend the Committee's next meeting (22 June 2015) to speak about Phase 2. - Risk Management Group to look at the structure of the committee report and what information is presented to enable the Committee to be assured as to the risk management plans and mitigation measures in place. - the Audit Committee to be represented on the Risk Management Group, the Independent Person to be the Committee's representative. Cameron indicated that he may also be able to attend / assist the Group in reviewing its approach etc. (Need to ensure both Greg and Cameron have plenty of notice / liaised with re the date of next meeting.) <p>(Note : Need to clarify Independent Persons involvement with the Group ie once initial piece of work concluded.)</p> <ul style="list-style-type: none"> - submit a report on training for the Audit Committee to the Committee's next meeting, the training to include a module on risk management (Cameron indicated that he would check re risk management training modules and forward details). 	<p align="center">C Lee</p> <p align="center">Cllr Myers / Paul Ellis (S Callaghan)</p> <p align="center">N Chick / C Lee</p> <p align="center">N Chick / C Lee (G Robinson + C Waddell)</p> <p align="center">N Chick (Cameron)</p>
AC.229	<p>Internal Audit</p> <p>a. Recommendations Database</p> <ul style="list-style-type: none"> - audit recommendations completed as presented at Appendix B to the monitoring report and amended at the meeting re C4 06 noted; content of Appendix B, as amended, approved. - Cllr Turner asked that it be checked whether the records management policy had been approved and published on 31st March 2015. (C4 08 refers). Inform Committee Members. <p>b. Draft Internal Audit Plan 2015-16</p> <ul style="list-style-type: none"> - proposed Internal Audit Plan approved. 	<p align="center">R Steel</p> <p align="center">R Steel</p> <p align="center">N Chick / M Helm</p>

	<p>c. Audit Reports</p> <ul style="list-style-type: none"> - reports noted / accepted, add agreed recommendations within the sundry debtors audit in the monitoring database - provide Cllr Jaquin (copy to all committee members) with clarification of position reached re debt recovery – Page 7 of sundry debtors audit report refers. 	<p>R Steel</p> <p>M Helm</p>
AC.230	<p>Recorded Votes at Council Budget Meetings</p> <ul style="list-style-type: none"> - Council procedure rules to be amended as recommended – submit to Council for confirmation. 	<p>A Moppett</p>

No action required

- **Audit Strategy Memorandum : Memorandum accepted.**
- **Financial Reporting Changes : Report noted.**