

ACTIONS

<u>ACTIONS FROM THE GOVERNANCE AND AUDIT MEETING HELD ON 19 JANUARY 2023</u>			
MINUTE NO.		ITEM	RESPONSIBLE OFFICER
32. 22/23		<u>ACTIONS</u>	
*		<p>Members referred to Action 24(c) relating to the ‘failure to deliver new homes programme’ risk (stated on the Q2 Risk Report) and questioned whether the delivery pace of new homes was too quick/frontloaded, potentially resulting in a future economic slowdown when projects were completed. Members requested a risk be included for this aspect of delivery.</p> <p>RESPONSE: Risk has been reviewed with Growth team, whilst there is no risk to over delivery of housing by the authority, there will always be a need to consider the wider need to accommodate population growth in an area</p> <p>The Business Intelligence and Change Manager had recently assured the Chairman that the risk would be reviewed in due course to consider the concerns raised. The action was to be marked as ‘in hand’.</p> <p>UPDATE: Noted with Growth team, future risk to be reviewed going forward which covers the wider growth of district population</p>	Corey Gooch
✓		<p>Regarding Action 18(a) relating to Housing Needs, Allocations, Homelessness and Housing Register: the Panel were advised that a presentation, to include details of emergency assessment cases, would be circulated to members by email on or before 17 February 2023.</p> <p>UPDATE: Presentation was circulated to the Panel by email on 16 February 2023</p>	Tom Marsters
33. 22/23		<u>Q3 RISK REPORT 22/23</u>	
✓	(a)	<p>Members stated that they had received an unprecedented number of reports relating to homelessness issues and agreed that the overall risk rating had been ‘critical’. Members also noted that the narrative which related to ‘Housing Team Resources and Support’ was unchanged from the previous iteration and had required updating.</p> <p>UPDATE: This will be updated as part of the next iteration of the risk register</p>	Corey Gooch

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✓	(b)	<p>Members also noted that the narrative for risk relating to ‘Council Financial Positions’ was unchanged and required updating.</p> <p>MINUTED MEETING RESPONSE: The Assistant Director – Finance responded that an update would come forward to the Panel</p> <p>UPDATE: Risk has been reviewed and an update is included in the Strategic Risk Register item being reported to the committee on 16th March 2023.</p>	Sam Knowles
✓	(c)	<p>As a general point regarding the updating of narratives, the Assistant Director – Finance suggested a system to track response updates and increase engagement be implemented and this would be discussed with the Assistant Director – Governance and the Business Intelligence and Change Manager.</p> <p>UPDATE: Risk reporting is now done via Pentana, this system is underpinned by audit features, this will also mark when a risk has been reviewed, so we can track responses and updates and encourage engagement where a risk has not been reviewed.</p>	Sam Knowles Corey Gooch John Medler
✓	(d)	<p>Regarding the Internal Communications risk, the Report Narrative would be updated to encapsulate all the communication strategies to engage the wider workforce</p> <p>UPDATE: Updated as part of risk review</p>	Sam Knowles Corey Gooch
34. 22/23		<u>DRAFT TREASURY MANAGEMENT POLICY AND TREASURY MANAGEMENT STRATEGY STATEMENT, MINIMUM REVENUE PROVISION POLICY STATEMENT AND ANNUAL INVESTMENT STRATEGY 2023/24</u>	
*	(a)	<p>Members queried whether the value/performance of assets were assessed, and a discussion ensued which distinguished between assets, revenue and capital spend.</p> <p>MINUTED MEETING RESPONSE: The Assistant Director – Finance stated that to support communication of the details, a budget book would be produced alongside the budget papers and circulated to all members, which presented the net operation cost for each asset function in a granular format.</p> <p>UPDATE: The 2023/24 budget is in the process of being considered by Cabinet & Council, once approved a Budget book will be produced and circulated.</p>	Sam Knowles

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✓	(b)	<p>Regarding the utilisation of reserves, Members asked if the lowest balance kept in reserve, as a 'safety net', could be disclosed.</p> <p>MINUTED MEETING RESPONSE: The Interim Treasury and Investment Manager responded that the figure would be considered and decided by the Section 151 Officer as part of the budget setting process.</p> <p>UPDATE: As part of the 2023/24 budget, the general fund level of reserves has been set at £2.078m</p>	Sam Knowles
✓	(c)	<p>Members referred to the Capital Budget and asked whether the Council's fleet of vehicles were to be transferred to electric vehicles.</p> <p>MINUTED MEETING RESPONSE: The Assistant Director – Finance responded that the requested information in respect of HRA vehicles would be checked and circulated when available.</p> <p>UPDATE: The replacement of the HRA fleet is included within the capital programme due to the expected lifespan of the current fleet. Prior to replacement, a condition report will be attained for each vehicle to understand if the useful life can be extended. Where it is considered that retaining a vehicle does not represent value for money a replacement will be considered. Replacements will include consideration of all suitable vehicles on the market, including an assessment of the infrastructure to support the running of each vehicle type.</p>	Sam Knowles
36. 22/23		<u>GOVERNANCE AND AUDIT COMMITTEE WORK PROGRAMME</u>	
✓		<p>Content for the Annual Report would be discussed at the Governance and Audit Committee meeting on 16 March 2023. In preparation for discussions at the meeting, the previous report would be circulated to Committee members.</p> <p>UPDATE: Circulated to Panel.</p>	Andrea Tait

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		<u>OUTSTANDING ACTIONS FROM PREVIOUS GOVERNANCE & AUDIT COMMITTEE MEETINGS</u>	
24. 22/23		<u>17 NOVEMBER 2022</u> <u>Q2 RISK REPORT</u>	
✓	(d)(ii)	Members referred to the risk relating to ‘failure to meet statutory requirements regarding general fund assets’ and queried whether the intention had been for the Business Support Officer role to remain temporary as the position was likely to be required going forward. UPDATE: Permanent post now in place	Corey Gooch
9. 22/23		<u>28 JULY 2022</u> <u>Q4 Risk Report</u>	
*	(a)	Members had not yet received the ‘external communications breakdown’ training UPDATE: Training will be covered in member training following the 2023 District Elections.	Shaun Gibbons Christine Morgan
10. 22/23		<u>28 JULY 2022</u> <u>GOVERNANCE AND AUDIT COMMITTEE WORK PROGRAMME</u>	
✓		<u>Regarding Appendix B:</u> New date for Draft Accounts training required UPDATE: Training Arranged for Thursday 9 March 4pm on Zoom.	Sam Knowles Ellie Stacey
41. 21/22		<u>17 MARCH 2022</u> <u>AUDIT COMMITTEE SELF-ASSESSMENT EXERCISE</u>	
*	(a)	Question 4 - Is the role and purpose of the audit committee understood and accepted across the authority? UPDATE: To be considered as part of the training plan being developed.	Christine Morgan Andrea Tait in liaison with Matt Waller Sam Knowles Chairman
*	(b)	Question 6 – Are the arrangements to hold the committee to account for its performance operating satisfactorily? The Head of Internal Audit confirmed that by producing an annual report to Council, this area would be satisfied.	Christine Morgan Andrea Tait in liaison with Sam Knowles

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		<p>UPDATE: at the 16 March 2023 meeting, the Governance and Audit Committee to consider information to be included within the annual report.</p>	Chairman
*	(c)	<p>Question 18 – Has the Committee obtained feedback on its performance from those interacting with the committee or relying on its work? Feedback would be requested at year end</p> <p>UPDATE: It was noted that Internal Audit would survey: the Chairman of G&A to obtain feedback of the Internal Audit’s work; and officers regarding interaction with the Committee.</p>	Matt Waller Internal Audit
*	(d)	<p>Question 15 – Has the membership of the committee been assessed against the core knowledge and skills framework and found to be satisfactory?</p> <p>UPDATE: To be incorporated as part of the Training Plan.</p>	Sam Knowles
42. 21/22		<p><u>17 MARCH 2022</u> <u>GOVERNANCE AND AUDIT COMMITTEE WORK PROGRAMME</u></p>	
*		<p>Training package prioritised Pensions and Cyber Security.</p> <p>UPDATE: Pensions training completed.</p>	Sam Knowles