

# ACTIONS

<b><u>ACTIONS FROM THE GOVERNANCE AND AUDIT MEETING HELD ON 16 MARCH 2023</u></b>			
MINUTE NO.		ITEM	RESPONSIBLE OFFICER
41. 22/23		<b><u>INTERNAL AUDIT PROGRESS REPORT</u></b>	
✓	(a)	<p>Members referred to the Financial Services Key Controls – Accounts Receivable and noted an absence of associated priority level.</p> <p>MINUTED MEETING RESPONSE: The Head of Internal Audit stated that priority levels would be included in future reports</p> <p><b>UPDATE:</b> Future progress reports will contain the relevant priority level.</p>	<b>Matthew Waller</b>
✓	(b)	<p>Regarding corporate payment terms, members asked for the sample size of the audit.</p> <p>MINUTED MEETING RESPONSE: The Head of Internal Audit confirmed that CIPFA guides of best practice regarding sample sizes were adhered to. The specific size of the sample would be checked and circulated to the Committee</p> <p><b>UPDATE:</b> 10 invoices were tested, working papers recorded, results and findings reported in final report and to audit committee.</p>	<b>Matthew Waller</b>
*	(c)	<p>Regarding the ‘duplicate invoices’ recommendation, the Deputy Chief Finance Officer would circulate the value and rate of recoveries to the Committee.</p> <p><b>UPDATE:</b> The Accounts Payable team are working with suppliers to recover duplicate payments. A live update will be provided at the next meeting.</p>	<b>Ellie Stacey</b>
44. 22/23		<b><u>RISK REPORT 2022-23</u></b>	
✓		<p>Members welcomed the inclusion of the risk relating to the depot, nonetheless, as the site had been sold prior to the identification of a replacement site and therefore ongoing expenditure for a temporary site was being incurred, was the risk score correct?</p> <p>MINUTED MEETING RESPONSE: The Group Manager – Insights and Transformation would investigate the issue and a response would be circulated to the Committee.</p>	<b>Corey Gooch</b>

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		<p><b>UPDATE:</b> Comments from the panel are noted, however it is important to clarify this risk relates to the West Marsh Road Depot and the report will be updated to ensure this is clearer.</p>	
<b>46.</b> 22/23		<b><u>AUDIT RESULTS REPORT 2021/22</u></b>	
✓	<b>(a)</b>	<p>An update be provided to the Chairman of the Governance and Audit Committee regarding the difference of opinion for 'valuation of dwellings' after a further meeting between valuers and auditors on 24 March 2023 had taken place.</p> <p><b>UPDATE:</b> Further discussions have been held with both the external valuers and external auditors regarding data which has become available since the initial asset valuations were carried out in March 2022. It has been agreed that the valuations will be uplifted to reflect the updated HM Land Registry data showing average percentage changes in value by property type in South Holland, and the Finance team are awaiting an updated valuation schedule for the HRA dwellings in order to reflect these amendments in the 21/22 accounts.</p>	<b>Ellie Stacey</b>
✓	<b>(b)</b>	<p>Regarding the issue relating to the reporting of Group accounts, the Deputy Chief Finance Office (PSPS) was in the process of working through the amendments in order to present the Group accounts.</p> <p><b>UPDATE:</b> The share of PSPS has been removed from the Councils main Financial Statements and has instead been incorporated into the Group Accounts section within the Financial Statements. A final review is being undertaken internally before providing this updated set of Financial Statements to the auditors for their review.</p>	<b>Ellie Stacey</b>
<b>48.</b> 22/23		<b>FINANCIAL STATEMENTS 2022/22 – ACCOUNTING POLICIES</b>	
✓		<p>Members requested that the Committee be made aware of any variance after the receipt of templates from Links Asset.</p> <p><b>UPDATE:</b> Our external treasury advisors have changed their processes, and instead of providing template documents, a review of our proposed accounting policies will be undertaken. Any amendments will be shared with the Committee as part of the review of the draft Financial Statements 2022/23.</p>	<b>Ellie Stacey</b>

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		<b><u>OUTSTANDING ACTIONS FROM PREVIOUS GOVERNANCE &amp; AUDIT COMMITTEE MEETINGS</u></b>	
<b>32.</b> 22/23		<b><u>19 JANUARY 2023 ACTIONS</u></b>	
*		<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><b>RESPONSE:</b> 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><b>UPDATE:</b> Noted with Growth team, future risk to be reviewed going forward which covers the wider growth of district population</p>	<b>Corey Gooch</b>
<b>34.</b> 22/23		<b><u>19 JANUARY 2023 DRAFT TREASURY MANAGEMENT POLICY AND TREASURY MANAGEMENT STRATEGY STATEMENT, MINIMUM REVENUE PROVISION POLICY STATEMENT AND ANNUAL INVESTMENT STRATEGY 2023/24</u></b>	
*		<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><b>MINUTED MEETING RESPONSE:</b> 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><b>UPDATE:</b> The 2023/24 Budget has been approved by Cabinet and Council and the finance team are in the process of producing a budget book for circulation.</p>	<b>Sam Knowles</b>

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<b>9.</b> 22/23		<b><u>28 JULY 2022</u></b> <b><u>Q4 Risk Report</u></b>	
✓	<b>(a)</b>	Members had not yet received the 'external communications breakdown' training <b>UPDATE:</b> Training will be covered in member training following the 2023 District Elections. Media training taking place 21 June 2023.	<b>Shaun Gibbons</b>
<b>41.</b> 21/22		<b><u>17 MARCH 2022</u></b> <b><u>AUDIT COMMITTEE SELF-ASSESSMENT EXERCISE</u></b>	
*	<b>(a)</b>	Question 4 - Is the role and purpose of the audit committee understood and accepted across the authority? <b>UPDATE:</b> To be considered as part of the training plan being developed.	<b>John Medler and Christine Marshall</b>
✓	<b>(b)</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.  <b>UPDATE:</b> Annual report scheduled to be produced over the Summer 2023, in liaison with the Internal Audit Manager, and presented to Full Council in Autumn 2023.	<b>Andrea Tait in liaison with Internal Audit manager and Chairman relevant to period of the report.</b>
*	<b>(c)</b>	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 <b>UPDATE:</b> 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.	<b>Matt Waller Internal Audit</b>
*	<b>(d)</b>	Question 15 – Has the membership of the committee been assessed against the core knowledge and skills framework and found to be satisfactory? <b>UPDATE:</b> To be incorporated as part of the Training Plan.	<b>John Medler and Christine Marshall</b>
<b>42.</b> 21/22		<b><u>17 MARCH 2022</u></b> <b><u>GOVERNANCE AND AUDIT COMMITTEE WORK PROGRAMME</u></b>	
✓		Training package prioritised Pensions and Cyber Security. <b>UPDATE:</b> Pensions training completed. Cyber Security online training.	<b>Sam Knowles</b>