

ACTIONS

<u>ACTIONS FROM THE GOVERNANCE AND AUDIT MEETING HELD ON 19 SEPTEMBER 2023</u>			
MINUTE NO.		ITEM	RESPONSIBLE OFFICER
15. 23/24		<u>Q1 RISK REPORT 2023/2024</u>	
✓	(a)	<p>Members referred to the risk relating to the retention of staff. As the Council was dependent on PSPS for the provision of services across the partnership, it was important that PSPS staff retention figures were included/monitored.</p> <p>MINUTED MEETING RESPONSE: The Business Intelligence and Change Manager would clarify the position regarding the data source after the meeting.</p> <p>UPDATE: PSPS resources, staff turnover and sickness are monitored via the Partnership risk register relating to PSPS service delivery.</p>	Corey Gooch
✓	(b)	<p>Concerns were raised regarding the high risk of internal communications, especially in relation to the partnership and the garden waste review.</p> <p>MINUTED MEETING RESPONSE: The Business Intelligence and Change Manager would seek clarification regarding completion of the waste collection review which would be shared with the committee.</p> <p>UPDATE: The re-routes are now live and comms have been ongoing throughout the period, including direct to members, as well as to the public.</p>	Corey Gooch
✓	(c)	<p>Members were concerned that they had not received advanced sight of the external communications plan regarding the re-routing of the waste collection service in order to assist with queries from residents. Communications to residents regarding the upcoming changes to waste collection arrangements, including garden waste, needed to be unambiguous and circulated in advance.</p> <p>MINUTED MEETING RESPONSE: The Business Intelligence and Change Manager would request the communications plan and circulate it to members.</p> <p>UPDATE: There has been a full and comprehensive comms plan throughout the project and the environmental services team remains in close discussions with comms and CC to pick up any potential issues as soon as they arise – or before, wherever possible</p>	Corey Gooch

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19. 23/24		<u>PROCUREMENT STRATEGY 2023-2026</u>	
✓		<p>Members noted the new recommendation from the 2021/2022 Audit Results Report, at agenda item 6, and stated that, in the interests of transparency, the requirement for members to complete their Declaration of Interests be stated within the Procurement Strategy 2023-2026</p> <p>UPDATE: Wording had been amended as follows “Before sending the evaluation panel the tender submissions, ensure a Declaration of Interest is signed noting that they have no conflict of interest with any of the suppliers that they will be evaluating.”</p>	Martin Gibbs
✓		<p>Members supported any process which encouraged innovation. Engagement with the Federation of Small Businesses was fundamental to the localism approach.</p> <p>UPDATE: Noted.</p>	Martin Gibbs

		<u>OUTSTANDING ACTIONS FROM PREVIOUS GOVERNANCE & AUDIT COMMITTEE MEETINGS</u>	
34. 22/23		<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>	
*		<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 has been approved by Cabinet and Council and the finance team are in the process of producing a budget book for circulation.</p>	Sam Knowles

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41. 21/22		17 MARCH 2022 <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.	John Medler and Christine Marshall
*	(c)	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 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.	Matt Waller Internal Audit
*	(d)	Question 15 – Has the membership of the committee been assessed against the core knowledge and skills framework and found to be satisfactory? UPDATE: To be incorporated as part of the Training Plan.	John Medler and Christine Marshall