

**AUDIT AND ACCOUNTS COMMITTEE MINUTES ACTION LOG FOR NOVEMBER 2017 COMMITTEE MEETING**

<b><u>NO</u></b>	<b><u>TITLE OF REPORT / MINUTE AND ACTION REQUESTED</u></b>	<b><u>LEAD</u></b>	<b><u>PROGRESS / RESPONSE</u></b>
<b>ACTIONS ARISING FROM THE MINUTES OF THE 7<sup>th</sup> JUNE MEETING 2016 COMMITTEE MEETING</b>			
1.	<b>MINUTE 214 - ISA 260 UPDATE REPORT - REGISTRATION OF LAND PURCHASED FOR HIGHWAYS PURPOSES</b>		
	There was a request for a six month progress update on the 18 month project to register all 6,000 parcels of land purchased for highways schemes with the Land Registry.	<b>Mike Atkins / Camilla Haggett (re-Rhodes)</b>	<p>A report was presented to the 24<sup>th</sup> January 2017 Committee meeting with an update to the July Committee.</p> <p>A further report was requested for the November meeting and is included on the current agenda at Item 3.</p> <p><b>Action ongoing</b></p>
<b>ACTIONS ARISING FROM THE MINUTES OF THE JULY 2016 COMMITTEE MEETING</b>			
2.	<b>MINUTE 226. MINUTES</b>		
	<b>Minute 213 'Systems in place to ensure that Section 106 Funds do not go unspent'</b> - The Committee at its September 2016 meeting (Minute 251-8) agreed the		<p>An email was sent to the Chairman on 3<sup>rd</sup> March highlighting that all the previously identified expired S106 receipts had been applied against eligible expenditure except £59K from Sidgwick Avenue. Discussions on this were still on-going with the University as to how to use this. At that time no further S106 receipts had expired without having been being used.</p>

	following approach to be followed on identified unspent Section 106 monies:		
	<ul style="list-style-type: none"> <li>Funds being applied against applicable expenditures,</li> <li>undergoing discussions with a respective developer as to alternative possible uses for the funds, and if agreement was not possible, the funds being repaid.</li> <li>that where there were any exceptions / negotiations requiring monies to be returned, the Committee should be provided with details, either via an email or a report. <b>As an update, the November 2016 Committee meeting agreed that the updates should be provided on a six monthly basis.</b></li> </ul>	<b>S Heywood / Tom Kelly</b>	<b>The further six monthly update was provided to the Chairman in September identifying that no monies had been required to be returned to developers.</b>
<b>ACTIONS ARISING FROM THE MINUTES OF THE 20<sup>th</sup> SEPTEMBER 2016 COMMITTEE MEETING</b>			
<b>3.</b>	<b>MINUTE 249. INTEGRATED RESOURCES AND PERFORMANCE REPORT</b>  <b>Transformation Fund - a report in due course requested to illustrate the effectiveness / benefits of the spend undertaken.</b>	<b>T Kelly/ A Askham</b>	<p>It was agreed at the November 2016 meeting that the update report back should come forward to the July 2017 meeting. It was agreed at the July meeting that the Committee should receive the same report as was due to go forward to the General Purposes Committee and would come forward to the November meeting.</p> <p><b>The report is included on the agenda as item 11.</b></p>

<b>ACTIONS ARISING FROM THE MINUTES OF THE 29<sup>th</sup> NOVEMBER 2016 COMMITTEE MEETING</b>			
<b>4.</b>	<b>MINUTE 261 – CAMBRIDGESHIRE COUNCIL WORKFORCE STRATEGY UPDATE</b>		
	There was a request that once implemented, there should be a regular quarterly report on the Action Plan progress.	<b>Martin Cox / Lynsey Fulcher</b>	<p>An update report with the Draft Strategy was included on the May Committee agenda. As a result of the comments from the Committee the report did not go forward to General Purposes Committee in June or to full Council in July as SMT deemed more work was required.</p> <p>The new timetable indicates that a report will be presented to the January GPC Committee and February 2018 Council meetings. The main report lead Lynsey Fulcher is due to arrange suitable dates to discuss a draft with the Chairman.</p> <p><b>Action ongoing</b></p>
<b>5.</b>	<b>MINUTE 264. INTEGRATED RESOURCES AND PERFORMANCE REPORT TO END OF AUGUST 2016</b>  <b>Children Families and Adults – Basic Need Secondary</b> – reading “A revised budget for the project will be known in September, which will include funding from the loss adjuster” - the Chairman requested an update.	<b>S Heywood / T Kelly</b>	<p>An update response was sent to the Chairman on 5<sup>th</sup> January 2017 explaining that the insurance claim discussions were still ongoing, with agreement on the range of the settlement, and these were figures provided in the e-mail. However the final figure would be dependent on the level of fees the insurance company would fund. Once known the final figure settlement would be provided to the Chairman outside of the meeting.</p> <p>A further update was provided on 7<sup>th</sup> March 2017 indicated that the final figure was not likely to be known until “well into the next financial year” <b>Action ongoing.</b></p>

6.	<b>MINUTE 267 - TRADING UNITS UPDATE - MAIN BARRIER FOR THE MUSIC SERVICE BEING CURRENT RECRUITMENT PRACTICES</b>		
	Matthew Gunn to discuss possible solutions with Chris Malyon and HR (Martin Cox) with support from the Head of Internal Audit if required and that progress should continue to be monitored.  The May 2017 Committee meeting asked for a further update.	<b>M Gunn / C Malyon / M Cox / D Wilkin- son</b>	An update at the July meeting indicated that the Commercial Board had considered a paper from Matthew Gunn at their July meeting and agreed it raised some pertinent points. Further work was to be undertaken and report is now scheduled to come back to this Committee's November meeting.  <b>A report is included on the agenda.</b>
7.	<b>MINUTE 268- SAFE RECRUITMENT UPDATE</b>		
	That in the event of a further Internal Audit Review finding a serious failure of safeguarding recruitment practice, the local headteacher from the school(s) identified should be asked to attend the next available Committee and the Head of governors requested to do likewise. <i>(Note: The word in the Minutes was "required" but the County Council cannot compel an Academy head teacher to attend)</i>	<b>D Wilkin- son / K Grim- wade</b>	As requested at the May meeting a further update summary was included at the July meeting.  A further Report has been requested to come forward to the November 2017 Committee meeting.  <b>A report is included on the agenda.</b>
<b>ACTIONS ARISING FROM THE MINUTES OF THE 30<sup>th</sup> MAY 2017 COMMITTEE MEETING</b>			
8.	<b>C) Page 28 Item 10 Minute 287 Audit and Accounts Minute Action Log a) - Risk 9 on Corporate Risk Register - Further response on definition of what would represent sufficient Infrastructure</b>		

	<p><b>Funding</b> - On the response provided and the wording at the end of the response reading “.... This risk reflects the fact that there is a significant chance that over time, the available funding will not be sufficient to meet all stated needs”</p> <p><b>A further response was requested outside of the meeting to the Chairman regarding if there was insufficient funding what other funding options could there be.</b></p>	<p><b>Tom Kelly /Tom Barden</b></p>	<p>This was still an outstanding action at the July Committee meeting.</p> <p><b>This was to have been addressed by Bob Menzies at the confidential briefing being held before the September Committee meeting on the guided busway but in the end there was insufficient time.</b></p>
9.	<p><b>MINUTE 6 - UPDATE ON THE IMPLEMENTATION OF REVISED PROGRAMME AND PROJECT MANAGEMENT PROCESSES</b></p> <p>Request for a further update on the progress with Verto to come forward to the November Committee meeting.</p>	<p><b>Julia Turner / Amanda Askham</b></p>	<p>An update is provided within the Internal Audit Progress Report at item 12 on the agenda. (See section 4A)</p> <p><b>Action completed.</b></p>
<b>ACTIONS ARISING FROM THE MINUTES OF THE 25<sup>th</sup> JULY 2017 COMMITTEE MEETING</b>			
10.	<p><b>MINUTE 20. SCHOOLS SAFEGUARDING AND SAFER RECRUITMENT UPDATE</b></p>		
	<p><b>a) Ask the Cambridgeshire Local Safeguarding Children’s Board for their assistance regarding safeguarding checks in academies and that their response should be reported back to the Committee.</b></p>	<p><b>Chris Meddle</b></p>	<p>The update on these actions to be included as part of the update to be included in the next update report due in November.</p> <p><b>The latest Schools Safeguarding Report is included at item 4 on the agenda.</b></p>

	b) There was a request that the November update should highlight details of the 40% of schools who had not attended leadership training.		
11.	<b>MINUTE 21. REGISTRATION OF LAND PURCHASED FOR HIGHWAYS PURPOSES</b>		
	There was a request for officers to liaise with the Land Registry on clarifying their priorities to enable a more detailed timetable up to 2020 to be developed and reported back.	D Ashman	<p>This follow up would be included as part of the report back in November.</p> <p><b>The update Report is included as Item 3 on the agenda.</b></p>
12.	<b>MINUTE 22. CHILDREN'S SOCIAL CARE CASE-LOADS QUARTERLY UPDATE</b>		
	a) There was a request that the next monitoring report should provide an update on the Early Help offer in the districts which had begun in the first week of July, and on the action plan activities to address the different district workloads.	Theresa Leavy / Sarah-Jane Smedmor.	<p>The next full monitoring report will be presented to the November Committee meeting.</p> <p><b>A report is included on the agenda. (Item 5)</b></p>

13.	<b>MINUTE 24. INTEGRATED RESOURCES AND PERFORMANCE REPORT FOR THE PERIOD ENDING 31ST MAY 2017</b>		
	a) Looked after Children (LAC) Seminar - there was a request for a seminar on LAC	T. Leavy to contact D Cave	As agreed later in the meeting this would be a full member seminar (Note it has been programmed as a slot on the 17 <sup>th</sup> November member seminar)
	to include; <ul style="list-style-type: none"> <li>• Age profiles</li> <li>• length of looked after stay</li> <li>• composition of placement</li> <li>• Nos. of received in a specified time frame</li> <li>• Nos of unaccompanied asylum seekers</li> </ul>	T Barden to provide T Leavy with statistics	Action update: Business Intelligence will support Children's Services with appropriate statistics and analysis for the Member's Seminar to be held on 17 <sup>th</sup> November.
	b) Tracker appendix to be provided as A3 document in future.	Tom Kelly / RVS	An A3 colour copy was included for Committee Members as part of their hard copy agenda pack for the September meeting.
14.	<b>RISK MANAGEMENT</b>		
	Page 157 - Risk 07 - The Infrastructure and Services – action plan explanation of how additional funding would be obtained if insufficient	T Barden	This action was still ongoing. Bob Menzies was to arrange to have a discussion with Councillor Shellens outside of the meeting.  <b>Action ongoing</b>
	Page 51 – Assets held for Sale table – Note requested as an e-mail outside of the meeting on what assets had been sold.	Jeff Abbott	An explanation response is due to be provided by email once work once the work on the accounts is completed.  This was provided. <b>Action completed</b>

<b>ACTIONS ARISING FROM THE MINUTES OF THE 19th SEPTEMBER 2017 COMMITTEE MEETING</b>			
15.	<b>MINUTE 32 INTEGRATED RESOURCES AND PERFORMANCE REPORT FOR THE PERIOD ENDING 31<sup>ST</sup> JULY 2017</b>		
	<p>a) It was highlighted that the Council continued to face significant demand-led pressures and risks particularly related to children's services, where numbers of Looked After Children (LAC) were at very high levels and continued to grow, in line with national trends. <b>Action: The Chairman requested that the Member Seminar in November on LAC required to provide some analysis of the reasons for this Countrywide phenomenon.</b></p>	<p>RVS to notify Theresa Levy</p>	<p>As Theresa Leavy had left the Authority, Sarah-Jane Smedmor was notified of the request in advance of the seminar.</p> <p><b>Action completed.</b></p>
	<p>b) 'Level of Outstanding Debt' the report which had been received at that morning's General Purposes Committee (GPC) had included in an e-mail to the Committee on 12<sup>th</sup> September from Democratic Services (<i>under the title 'Actions From July Audit and Accounts Committee in respect of the Risk Register Update for AAC re risks'</i>)</p> <p><b>1) Action: It was agreed that the report should be re-circulated with the agreed actions and the discussion recorded at GPC.</b></p>	<p>RVS</p>	<p>Sent to the Committee in an e-mail from Democratic Services dated 14<sup>th</sup> October 2017.</p> <p><b>Action completed.</b></p>



	<b>2) Action</b> It was agreed that this Committee should also receive for information the next six month Outstanding Debt Update Report to be presented to General Purposes Committee		Added to Committee agenda plan.
	c) Separate A3 Tracker Document <b>Action:</b> It was confirmed that reference to any changes to savings targets would be included in future versions.	T Kelly	The updated tracker document is included as a separate appendix at item 13 on the Agenda.
16.	<b>MINUTE 34. CAMBRIDGESHIRE COUNTY COUNCIL PENSION FUND - ISA 260 AUDIT COMPLETION REPORT TO THE AUDIT AND ACCOUNTS COMMITTEE</b>		
	<b>Pension Fund Accounts element of main accounts</b>		
	a) investment income figures on page 129 <b>Action: The Chairman requested a more detailed explanation / breakdown of the figures and the different funds outside of the meeting.</b>	Richard Perry	This was provided in an e-mail to the Chairman dated 22 <sup>nd</sup> September titled 'Income by Asset Class'  <b>Action completed.</b>
	b) <b>page 151 e) 50:50 option - Action - more explanatory text requested.</b>	Richard Perry / Jeff Abbott	This was provided in the final version of the Accounts.  <b>Action completed.</b>

17.	<b>MINUTE 35 - AUDIT COMPLETION REPORT AUDIT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2017</b>		
	<b>a) The Chairman suggested that there should be a report back to the November meeting from BDO and Finance on the lessons to be learnt from the current exercise</b>		A report is included as Item 10 on the current agenda.  <b>Action completed.</b>
	<b>b) All drafting errors identified to be corrected in the final version of the report.</b>	<b>B Pryke BDO</b>	A final version is included as item 8 on the agenda.  <b>Action completed.</b>
18.	<b>MINUTE 36 STATEMENT OF ACCOUNTS 2016-17</b>		
	<b>a) Regarding a query on who made the decision for Commercial and Investment Committee. The Chairman expressed an interest in seeing the recent report on the sale of an ex-caretakers property no longer required.</b>	<b>T Kelly</b>	An email response was sent to the whole Committee on 31 <sup>st</sup> October which provided links to the two most recent Disposal policy reports.  <b>Action completed.</b>
	<b>a) Page 67 – Capital grants receipts in advance – on a query regarding why the balances on the line titled ‘Section 106 contributions and Community Infrastructure levy’ had halved between the two years it was explained that this was due to</b>	<b>Eleanor Tod</b>	The following explanation was provided in an e-mail on 31 <sup>st</sup> October:  In 2016-17, CCC received -£15m S106/CIL money, however we spent £24m of S106/CIL money (this is £9m more than we received because it included funds already received in a previous year). These movements, combined with reclassification of -£2m of S106

	re-classification, but this would be checked. <b>Action: the Chairman to be emailed the explanation.</b>		from Capital Contributions Unapplied to Capital Contributions Received in Advance, explain the £7m decrease in S106/CIL funding held in current reserves between 2015/16 and 2016/17.  <b>Action completed.</b>
	<b>b)</b> There was a general query regarding <b>what the position would be to replace the provision if an academy school went bankrupt, it was agreed that a response would be sought from Education on the process that would be followed.</b> <b>Action</b>	<b>T Kelly</b>	An email explanation was sent to the Chairman and Vice Chairman on 25 <sup>th</sup> October explaining that Education officers would expect the regional schools commissioner: ( <a href="https://www.gov.uk/government/organisations/schools-commissioners-group/about">https://www.gov.uk/government/organisations/schools-commissioners-group/about</a> ) to explore all possibilities to secure a new sponsor but if this was unsuccessful then, it would fall to the County Council to ensure that the pupils in the school(s) were found alternative school places. Officers would expect to work closely with the Regional Schools Commissioner to plan the response to this sort of eventuality and would expect to have some lead in time/warning – as closures would not happen over-night.  It was also highlighted that the Education and Skills Funding Agency undertakes financial monitoring and recovery activities on behalf of the Secretary of State in relation to academies in order to prevent and detect early warning of financial issues.  <b>Action completed.</b>
<b>19.</b>	<b>MINUTE 38 – INTERNAL AUDIT PROGRESS REPORT TO 31<sup>ST</sup> JULY 2017</b>		
	Page 110 Ethics - Members disclosing interests they had in organisations which traded with the Council – Initial investigations by Internal Audit had suggested that initially non-compliance had been identified in respect of One member		

	but as it was at an early stage that further checks were to be carried out.		
	<b>a) Action To send an e-mail to all Members on the Council to indicate an Internal Audit review was being undertaken on declarations of interest to check for non-compliance having found a recent example and that they should be reminded of the need to check their declarations of interests forms to ensure they were up to date”.</b>	<b>Demo- cratic Services</b>	E-mail sent out on 13 <sup>th</sup> October to all Members. In response, the Leader of the Council queried whether the issue was materially significant or had the potential to embarrass or undermine the operation of the Council. Internal Audit clarified that having carried out further work in terms of the matches to Councillors declarations of interest, they had no concerns relating to current Councillors.  <b>Action completed.</b>
	<b>b) It was highlighted that B2 on page 108 had missing text. There was a request for Internal Audit to provide details of the lost text.</b>	<b>M Kelly</b>	This was a drafting issue. Having re-read the text, Internal Audit can confirm the text published covered the key points and nothing of import had been missed out.  <b>Action completed</b>
<b>20.</b>	<b>MINUTE 39. AUDIT AND ACCOUNTS COMMITTEE TRAINING PLAN</b>		
	While no specific additional requests were put forward, the Chairman requested that officers <b>should at session before one of the future meetings take the Committee through the detail of a non-contentious project. This was agreed as a future action.</b>	<b>M Kelly</b>	<b>Internal Audit have indicated that they can provide a session before either the January or the March meeting.</b>  <b>RECOMMENDATION:</b>  <b>The Committee is invited to choose which one they would wish to schedule.</b>