

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

**(UPDATED 6<sup>TH</sup> JANUARY 2017)**

<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 15<sup>th</sup> MARCH MEETING 2016 COMMITTEE MEETING</b>			
<b>1.</b>	<b>MINUTE 200 - CAMBRIDGE LIBRARY ENTERPRISE CENTRE REVIEW – UPDATE ON ACTION PLAN PROGRESS TO DATE</b>		
	<b>a) Confidentiality Agreement</b> - It had been agreed that Quentin Baker Director of Law, Procurement and Governance was the appropriate officer to prepare the relevant report.	<b>Internal Audit</b>	<p>As an update to the September Committee meeting it was reported that Internal Audit were at that time still seeking clarification of timescales from the Director of Law, Procurement and Governance. The Chairman asked them to press for a timescale and report back on progress as this a long outstanding request. The position on 8<sup>th</sup> November was that a further update request was sent from internal Audit to Quentin Baker.</p> <p>A further e-mail from Internal Audit seeking a timetable was sent in the first week of January. Internal Audit to indicate orally at the meeting that a response had not been received.</p> <p><b>Action ongoing</b></p>

<b>ACTIONS ARISING FROM THE MINUTES OF THE 7<sup>th</sup> JUNE MEETING 2016 COMMITTEE MEETING</b>			
2.	<b>MINUTE 214 - ISA 260 UPDATE REPORT</b>		
	<p><b>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></p>	<p><b>Mike Atkins / Camille Haggett (Rhodes)</b></p>	<p>A report is due to be presented to current January 2017 meeting.</p>
3.	<b>MINUTE 215 - BDO EXTERNAL AUDIT PLANNING REPORT TO THE AUDIT AND ACCOUNTS COMMITTEE AUDIT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2016</b>		
	<p><b>Transport Infrastructure Assets</b></p>	<p><b>Mike Atkins</b></p>	<p>An update report is to be provided to the current January meeting.</p>
<b>ACTIONS ARISING FROM THE MINUTES OF THE JULY 2016 COMMITTEE MEETING</b>			
4.	<b>MINUTE 226. MINUTES</b>		
	<p><b>Minute 213 ‘Systems in place to ensure that Section 106 Funds do not go unspent’</b> and the resolution reading: “That in noting the report it should be placed on record that the unanimous view of the Audit and Accounts Committee was to recommend that <u>where</u> Section 106 monies could not be applied against relevant expenditure by the deadline in the agreement, the County Council should ensure the developer was informed in due course”</p>		<p>The Committee at its September meeting (Minute 251-8) agreed the following approach adopted by officers on identified unspent Section 106 monies:</p> <ul style="list-style-type: none"> <li>Funds being applied against applicable expenditures,</li> </ul>

		<b>S Heywood</b>	<ul style="list-style-type: none"> <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> </ul> <p>The Committee requested that where there were any exceptions / negotiations requiring monies to be returned, they should be provided with details, either via an email or a report.</p> <p>As an update to the above, the November Committee meeting agreed that the updates should be provided on a six monthly basis and these have now been added to the Agenda Plan..</p> <p><b>Ongoing</b></p>
<b>5.</b>	<b>MINUTE 233. INTERNAL AUDIT PROGRESS REPORT TO 31<sup>ST</sup> MAY 2016</b>		
	<b>Completed Audit – C1 Domiciliary Care– missed short and late calls</b>	<b>M Kelly</b>	<p>It was agreed that an update on the implementation of the Domiciliary Care Audit should be provided in January 2017 as part of the Internal Audit Progress update report.</p> <p>The update is included in the current report on the agenda.</p> <p><b>Action completed.</b></p>

ACTIONS ARISING FROM THE MINUTES OF THE 20 <sup>th</sup> SEPTEMBER 2016 COMMITTEE MEETING			
6.	MINUTE 242 RISK MANAGEMENT REPORT		
a)	<p><b>Three Issues of concern were raised by the Chairman:</b></p> <ul style="list-style-type: none"> <li>i) The risk that the lack of Council funds would lead to gaps in service provision and the inability to achieve the Council's aims.</li> <li>ii) The risk that the failure to recruit to low paid jobs could lead to serious issues, such as a lack of supply of care providers.</li> <li>iii) The need to look at not only the services the Council was providing, but also identifying those services that it ought to, but was not, or was no longer able to provide.</li> </ul>	Originally D Thorp / now Tom Barden	<p>The Corporate Risk Group had received the three issues of concern listed and their response was due to be initially be reported to SMT on 12<sup>th</sup> January as part of receiving the next Risk Register update report after which time SMT would finalise the response.</p> <p>The response will be included as part of the Risk management Report on the present agenda.</p> <p><b>Action completed.</b></p>
b)	With respect to appendix 3 providing an analysis of what was included in other Councils Corporate Risk Registers, Officers agreed to undertake a review to see if there were any areas not included on the current County Council Corporate Register which could be a useful addition and that SMT should be asked to consider.	T Barden / Sue Norman	<p>The result of discussions at SMT is due to be reported back to the January meeting as part of the Risk Management Report. Officers had been looking at the content of how risk registers are used and their contents, including future processes and timelines.</p> <p><b>Action expected to be completed</b></p>
7.	MINUTE 249. INTEGRATED RESOURCES AND PERFORMANCE REPORT FOR THE PERIOD ENDING 31 <sup>ST</sup> JULY		
	Page 318 - It was noted that the <b>Transformation Fund</b> which was for one off funding initiatives to make better savings was forecast to double in size as showing between the balance at July 2016 and March 2017. <b>There was a request that in due course a report should be received to illustrate the effectiveness / benefits of the spend undertaken.</b>	S Heywood	<p>It was agreed at the November meeting that the update report back should come forward to the July 2017 meeting. The report title had been added to the current Forward Work Programme</p> <p><b>Action ongoing</b></p>

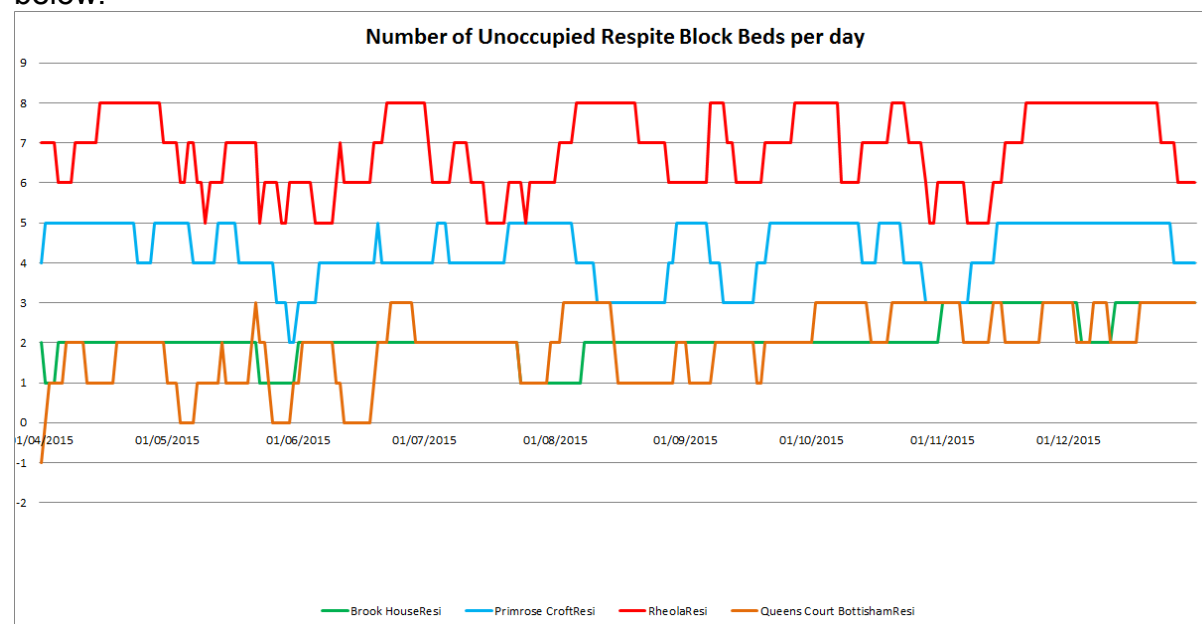
8.	MINUTE 251 – AUDIT AND ACCOUNTS COMMITTEE ACTION LOG FROM MINUTES		
	11. Statement of Accounts		
	<ul style="list-style-type: none"> <li>C) Page 10 Reserves Background - Note for Chairman on Comparative Figures of other counties.</li> </ul>	I Jenkins	<p>The officers had undertaken research from various published data but would clarify with the Chairman if it was the type of information he was seeking.</p> <p><b>Action ongoing</b></p>
<b>ACTIONS ARISING FROM THE MINUTES OF THE 29<sup>th</sup> NOVEMBER 2016 COMMITTEE MEETING</b>			
9.	MINUTE 259 MINUTES OF THE MEETING HELD ON 20 <sup>TH</sup> SEPTEMBER 2016		
	Agreeing to the Forward Programme being updated to include a report on the Transformation Fund to the July meeting.	R Sanderson	This has been added on the Committee Agenda Plan included on the agenda. <b>Action completed</b>
10.	MINUTE 261 – CAMBRIDGESHIRE COUNCIL WORKFORCE STRATEGY UPDATE		
	There was a request that once implemented there should be a regular quarterly report on the Action Plan progress	Martin Cox / Lynsey Fulcher	<p>The first quarterly update report has been scheduled for the 30<sup>th</sup> May Committee and then subsequently to the 19<sup>th</sup> September and 23<sup>rd</sup> January and 15<sup>th</sup> May 2018 Committee meetings.</p> <p><b>Action ongoing</b></p>
11.	MINUTE 262. ANNUAL AUDIT LETTER		
	The Committee agreed that Democratic Services should convey to the Chief External Auditor a speedy recovery.		<p>An e-mail was sent to both Lisa Clampin and her PA the next day.</p> <p><b>Action completed</b></p>

<b>12.</b>	<b>MINUTE 263 CHANGES TO THE ARRANGEMENTS FOR THE APPOINTMENT OF EXTERNAL AUDITORS</b>		
<b>a)</b>	<b>The sequencing of the last two action milestones appeared to be the wrong way around.</b> It was suggested that the Committee's concerns should be included in the final Report to go to Council in February.	I Jenkins / J Lee	The report to the 10 <sup>th</sup> January 2017 General Purposes Committee includes a paragraph (3.19) setting out the concerns of the Audit and Accounts Committee.  <b>Action completed.</b>
<b>b)</b>	<b>The Chairman requested details of who audited Peterborough.</b> The Finance Officer present undertook to find out and send the Chairman the details outside of the meeting.	S Heywood	In response the Chairman was informed by e-mail that Peterborough's External Auditors are Ernst & Young.  <b>Action completed</b>
<b>13.</b>	<b>MINUTE 264. INTEGRATED RESOURCES AND PERFORMANCE REPORT TO END OF AUGUST 2016</b>		
<b>a)</b>	<b>Page 67 Older People and Mental Health - Central Commissioning with reference to the line reading "A further £60K underspend is expected due to the reduction of respite block beds undertaken based on analysis suggesting we were not fully utilising the blocks".</b> There was a request for an update to be circulated following the meeting.	S Heywood	A response was sent to the Chairman on 12 <sup>th</sup> December and is included as appendix 1 to this Action Log.  <b>Action completed</b>
<b>b)</b>	Page 75 last two lines <b>Children Families and Adults – Basic Need Secondary – reading "A revised budget for the project will be known in September, which will include funding from the loss adjuster"</b> the Chairman requested an update.  It was explained that the detailed amount of the insurance claim for St Bede's had not yet been settled but the officer would investigate further and provide details of the settlement outside of the meeting once finalised.	<b>S Heywood</b>	A 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.

			<b>Action ongoing.</b>
<b>14.</b>	<b>REVIEW OF ELY ARCHIVE</b>		
	It was agreed to add the review to the Audit Plan and subject to no complications having been found requiring further investigation, to report back to the January Committee.	<b>D Wilkinson / M Kelly</b>	A report is due to be presented to the current January Committee but is likely to be a late despatch item.  <b>The action is expected to be completed</b>
<b>15.</b>	<b>Trading Units Update</b>		
	<b>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.	<b>M Gunn / C Malyon / M Cox / D Wilkinson</b>	This is currently being progressed and Matthew Gunn has indicated that he will be seeking a meeting with the Head of Internal Audit.  <b>Action ongoing.</b>
<b>16.</b>	<b>SAFE RECRUITMENT UPDATE</b>		
	<p>a) That in the event of a further Internal Audit Review finding a serious failure of safeguarding recruitment practice, that the local headteacher from the school(s) concerned should be required to attend the next available Audit and Accounts Committee and the Head of governors requested to do likewise.</p> <p>b) The above resolution should be made known to all the County's headteachers and schools heads of school governors.</p>	<p><b>D Wilkinson / K Grimwade</b></p> <p><b>K Grimwade</b></p>	<p>This will be as and when necessary.</p> <p>Keith Grimwade has confirmed he will be informing school governors at the termly briefings, and headteachers at the breakfast meetings, this term, and will also follow up the message in writing.</p> <p><b>Action ongoing.</b></p>

## Respite Block Beds

Prior to 2016/17, the Council maintained a substantial block contract for respite provision. The contract was significantly under-utilised over a prolonged period, mainly because it provided too much capacity in the City and South area but didn't include provision in the north of the county, reflecting weaknesses in the market. The level of under-utilisation for the first three quarters of 2015/16 can be seen in the graph below:



Respite Beds are designed for when the caregiver of a service user is unable to give care for a period of time or is in need of a break from their care responsibilities. This can be a planned respite, whereby a carer is going on holiday for a period of time or an emergency respite, where there is sudden change of circumstance leading greater requirement of care arrangements. Due to differences in the nature of care provided in respite homes and those required by complex discharge patients, it was not suitable to use respite beds to get people out of hospital.

The decision was made to decommission a proportion of the block respite provision due to the level of under-utilisation and the numbers of respite block beds have been reduced from 27 beds as at 1<sup>st</sup> April 2016 to 14 beds since 1<sup>st</sup> October 2016. That said, the opportunity remains to use alternative forms of respite activity which can be commissioned on an individual basis.