

AUDIT AND ACCOUNTS COMMITTEE MINUTES ACTION LOG FOR COMMITTEE MEETING 7th JUNE 2016

ACTIONS ARISING FROM THE MINUTES OF THE 22ND SEPTEMBER 2015 COMMITTEE MEETING			
<u>NO</u>	<u>TITLE OF REPORT / MINUTE AND ACTION REQUESTED</u>	<u>LEAD</u>	<u>PROGRESS / RESPONSE</u>
1.	MINUTE 158. SAFEGUARDING - SAFE RECRUITMENT IN SCHOOLS UPDATE There was a request to receive an update report at the November meeting.	K Grimwade	A report was included on the November 2015 agenda. A further update was received at the March 2016 meeting with a further update programmed for the September Committee. Action ongoing
ACTIONS ARISING FROM THE MINUTES OF THE NOVEMBER 2015 COMMITTEE MEETING			
2.	MINUTE 170. INTERNAL AUDIT PROGRESS REPORT TO 31ST OCTOBER		
	The Whistle-Blowing poster should be redesigned to ensure that visually it could not be ignored.	N Hunter	An e-mail was sent to the Committee on Friday 26 th February indicating that the LGSS Internal Audit Counter Fraud Service were developing the campaign to encourage staff to 'blow the whistle' on suspected fraud, as part of the launch of the new Counter Fraud website. This campaign is being developed in consultation with CIPFA's Head of Counter Fraud as well as colleagues from LGSS Human Resources. As part of the campaign, a poster is in development. The intention was for the poster to be printed and displayed

			throughout Council offices and to be available in electronic form online. The online format will enable officers to use the poster to link through to the whistleblowing procedures and reporting mechanisms.
			<p>The original target was for the Counter Fraud website to go live in April, depending on IT resources, with the poster being launched at the same time. The Chairman was to be sent the design in advance for his views.</p> <p>An update from Internal Audit on 29th February indicated that following a team meeting and as a result of other more urgent priority pressures on workloads within the team, the April date was no longer considered viable. Instead the team would be aiming to roll out the new website and poster over the summer of this year.</p> <p>Oral update on progress on progress to be provided</p> <p>Action ongoing</p>
3.	MINUTE 175. AUDIT AND ACCOUNTS COMMITTEE ANNUAL REPORT		
	In terms of Section 6 - 'Future Focus for the Committee' a comment made was that as the Council was adopting the new operating model for budgeting, consideration would need to be given on the Committee's future role in looking at outputs, as opposed to inputs.	N Hunter.	<p>Response at the March meeting: This will be completed at Annual Report time.</p> <p>Action ongoing</p>

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4.	MINUTE 176. AUDIT AND ACCOUNTS COMMITTEE TRAINING PLAN		
	A Training Session to be organised on the Corporate Accounts in advance of the June 2016 meeting	I Jenkins	<p>If Members have particular issues they would like addressed they are invited to contact Ian Jenkins on the following email address so that the session can be tailored to Members' specific needs:</p> <p>ijenkins@northamptonshire.gov.uk</p> <p>The training is to be undertaken in the KV Room from 12 to 2.00p.m. before the 7th June meeting</p>
ACTIONS ARISING FROM THE MINUTES OF THE JANUARY 2016 COMMITTEE MEETING			
5.	MINUTE 183 AUDIT AND ACCOUNTS COMMITTEE ACTION LOG FROM MINUTES		
	<u>Issues raised from the January Action Log</u>		
	<p>a) 7. Minute 170 – Internal Audit Report to 31st October 2015 –</p> <p>b) Redesign of the Whistleblowing Poster</p> <p>In response to a request for an update, the Committee was informed that it was being redesigned by the Council's Counter Fraud team and was to be included as part of their new website launch. Action: The Chairman requested that he was sent the proposed new design when available and also provided with a date when the website would go live and how it was intended to make staff aware of the Whistle Blowing Policy.</p>	M Kelly	See earlier entry at item 2.

6.	MINUTE 188 INTERIM REPORT ON WORKFORCE STRATEGY		
	It had been agreed that there should be a further update to the March rather than the June meeting with the expectation that Martin Cox should attend to answer questions.	RVS to invite MC	A report was included on the March agenda. It had been agreed to receive a further update at the June meeting. Due to the size of the current agenda it was agreed with the Chairman that this update report should be re-scheduled for the July meeting.
ACTIONS ARISING FROM THE MINUTES OF THE 15th MARCH MEETING 2016 COMMITTEE MEETING			
7.	MINUTE 198 - DRAFT 2016-17 INTERNAL AUDIT PLAN		
	a) The Audit Plan was intended to remain dynamic in nature and to be reviewed and re-aligned on a regular basis to take account of new, emerging and changing risks and priorities with resources then re-prioritised towards the areas of highest risk. The intention would be to report to Audit & Accounts Committee every quarter. Action: to add to Work Programme	RVS / NH to agree dates for Plan	Regular updates would in future be included as part of the Internal Audit progress reports starting from the July meeting. Action ongoing
	b) There was a request to find out how many agency staff the Council currently employed and that the final report referred to from the Procurement Team should also be issued to this Committee.		The relevant report with the information requested which was due to be considered at the General Purposes Committee on 31 st May was e-mailed to the Audit and Accounts Committee on 23 rd May. Note: General Purposes Committee on 31 st May authorised the LGSS Managing Director, in consultation with the Chairman of the General Purposes Committee and Section 151 Officer, to develop a detailed business case for the development of an Agency company with Cambridgeshire County Council and other potential partners, to come back to the July General Purposes Committee.

			Action completed
8.	MINUTE 200 - CAMBRIDGE LIBRARY ENTERPRISE CENTRE REVIEW – UPDATE ON ACTION PLAN PROGRESS TO DATE		
	<p>a) Confidentiality Agreement - It had been agreed that Quentin Baker Director of Law, Procurement and Governance was the appropriate officer to prepare the relevant report. At the time of the March Committee meeting no update had been provided by the Director of Law and Governance for the Progress Plan and the Chairman therefore undertook as an action to telephone him personally to request an update.</p>	<p>Cllr Shellens</p>	<p>The Chairman has provided an update indicating that a conversation had taken place but requested that Internal Audit to undertake the necessary follow up. .</p>
	<p>b) 5.7 Spokes meeting guidance – At the January meeting Democratic Services had indicated that the responsibility for reporting back to officers of a change of a political group’s position from that indicated by their spokesman at a spokes meeting was the responsibility of the Spokes. In terms of making this known to all Council Spokes, It was agreed this should be the responsibility of Councillor Shellens, as the Chairman of the Committee. The action for the Chairman from the January meeting to write to spokes and remind them of spokes responsibilities had still been outstanding at the March meeting.</p>	<p>Cllr Shellens</p>	<p>An oral update will be provided at the Committee meeting.</p>
9.	MINUTE 201 RISK MANAGEMENT REPORT		
	<p>a) 20 ‘Non Compliance with legislative and regulatory requirements’ – with respect to staff training /awareness, the Chairman expressed concern regarding staff turnover and the use of agency staff, especially if they were working in technical areas. He also raised the issue of whether they were aware of Council policies such as Whistle Blowing / Fraud policies and suggested the current key controls did not address this. Action:</p>		<p>These have been added into key controls.</p>

	The Officers to look at this further.	S Norman	
	b) Risk 9 'Failure to secure Funding for infrastructure' – querying the vagueness of the target date only showing '2016' for description 1 and also the description against 7. In response, it was indicated that both would be reviewed. Description 1 was to be changed to being a key control, rather than an action. Action	S Norman	This has been updated on the Register. See the latest report on the agenda. (Item 15) Action completed
	c) Risk 21 Business Disruption – there was a request for stepping stones. Action	S Norman	Response from Dominic Boyle It Site Operations Manager Cambridge: The installation of the data circuit for connectivity between the 2 datacentres is currently underway and is scheduled to be completed by the end of May. The work to install the storage network which is the key component for the resilience began on 25 th April and the initial installation and configuration was expected to be completed in July. The data migration project from the existing storage will run for a further 3 months from that and is expected to be complete by October. The remaining work will then focus on the move of servers to Angel Street in order to provide the compute element of the resilience and this will be completed by the end of 2016. Action requested completed
	d) Risk 23 Major Fraud or Corruption – As these were showing dates of March 2016, there was a request for updates at the next meeting.	S Norman	Neil Hunter to provide an oral update.
	e) Risk 24 titled 'Implementation of Children, Families and Adults (CFA) Social Care Business Systems on new rationalised platform – As the target date was March 2018, there was a request for stepping stone dates to be provided.	S Norman	Response from Charlotte Humble: New Communities Manager: The existing action 9 is a type of stepping stone action

			<p>and states that a plan for the CFA business system will be implemented June 2016 It was not possible to include stepping stone action until the plan the plan is finalised. Once the Plan was finalised, officers would input appropriate actions from the plan into the risk register.</p> <p>Action ongoing</p>
	<p>f) Risk 29 – Failure to address inequalities in the County – In response to a query it was confirmed that target dates would be added for the next update report</p>	S Norman	<p>This has been updated on the Register. See the latest report on the agenda. (Item 15).</p> <p>Action completed</p>
	<p>g) Risk 32 Insufficient availability of care services at affordable rates</p> <p>A Member suggested that the national living wage should be considered as a new trigger, especially in respect of third party providers.</p>	S Norman / S Grace	<p>Response from Charlotte Humble New Communities Manager:</p> <p>For the national living wage to be included as a trigger it will need to be measureable so that officers can monitor it. Officers advise against it as the ‘national living wage’ doesn’t indicate the risk is likely to occur.</p> <p>Officers define a trigger as:</p> <p>‘An identified measure or indicator that signals that the risk is likely to occur (a risk symptom or warning sign). A trigger enables the organisation to anticipate a risk before it becomes an issue. Triggers should be regularly monitored for quality assurance and control. Only the key triggers to be listed’</p> <p>If something around the national living wage can be made measureable/an indicator then officer can think to include, although triggers were limited to just three for the CFA risk register so this would require to either</p>

			remove one of the existing ones or discuss with management team about the merits of expanding to four triggers.
10.	MINUTE 202 INTERNAL AUDIT PROGRESS REPORT TO 28TH FEBRUARY		
	a) Outstanding Management Actions		
	<p>The last outstanding recommendation related to a review of the Council's Fairer Contributions Policy. No update has yet been received from the service regarding the implementation of this action. Internal Audit indicated that they would report back to the next meeting of Audit & Accounts Committee with further detail regarding whether or not the action had been completed commenting that they were fairly sure that it would be completed.</p> <p>Action: The Chairman requested that the responsible officer should be asked to attend if that proved not to be the case.</p>	N Hunter / M Kelly	<p>Internal Audit confirm that as opposed to implementing the action the way the service worked had been changed and Internal Audit are therefore satisfied the action is no longer required.</p> <p>Action completed</p>
	<p>In respect of the summaries of completed audits with moderate or less assurance in discussion the following issues / actions were raised.</p> <p>b) Payments Methods report – Action - as there was no follow up report currently in the Audit Plan, a one year review should be added and that the recently completed full report should be made available to the Committee outside of the meeting.</p>	N Hunter / M Kelly	<p>The full report was circulated to the Committee by Mairead on 11th April.</p> <p>Action completed</p>
	c) Home to School Transport		
	There was a request that the full report should be circulated to the Committee outside of the meeting.	M Kelly	<p>The full report was circulated by Mairead to the Committee on 11th April.</p> <p>Action completed</p>

	<p>d) by the Contract Monitoring Team Questions raised related to how random checks were carried out to ensure compliance. In response it was indicated that this was undertaken by the Contract Monitoring Team. (CMT). As there was concern that the CMT only had two officers, there was a request for a report on policing arrangements on contractual compliance in the above area to be presented to the June meeting.</p>	<p>M Kelly to contact CMT</p>	<p>A report is included on the agenda at agenda item 6.</p> <p>Action completed</p>
	<p>e) Section 106 – Agreed Actions from the Internal Audit Section 106 Report</p> <p>It was noted that in future the intention was for Section 106 monitoring system (APAS) to be upgraded to include a reporting function to automatically identify and issue alerts for unspent funds.</p> <p>The Chairman indicated he would wish the relevant representative from the service co-ordinating Section 106 Funding (transport infrastructure, Policy and Funding) to be invited to attend the next Committee meeting to explain the systems in place to ensure that funds did not go unspent.</p> <p>Action</p>	<p>M Kelly to contact relevant officer</p>	<p>A report is included on the agenda at agenda item 7.</p> <p>Action completed.</p>
11.	<p>MINUTE 203 INTEGRATED RESOURCES AND PERFORMANCE REPORT FOR THE PERIOD ENDING 31ST JANUARY</p>		
	<p>With reference to a discussion on the collapse of Municipal Mutual Insurance which had taken place in 1992, a question was raised regarding whether Peterborough City Council, which became a Unitary Authority in 1997 was responsible for its share of the Scheme of Arrangements Levy before this date. Action: The Chief Finance Officer undertook to investigate this.</p>	<p>C Malyon / S Heywood</p>	<p>In April 1998 Peterborough City Council became a unitary authority, at that time services previously performed by the County Council transferred to Peterborough. As part of the transfer a discussion took place around the management of insurable assets and liabilities. It was ultimately agreed that Cambridgeshire would retain the full value of its insurance fund and any liabilities that would fall to it arising from the transferred services. Only liabilities arising after 1st April 1998 would transfer to the new unitary authority.</p> <p>Action requested completed.</p>

	AUDIT AND ACCOUNTS COMMITTEE ACTION LOG FROM MINUTES		
	a) Item 9 - Minute 184. Risk Management Report		
	Regarding the request from the Vice Chairman for officers to investigate alternatives to the current presentation of appendix 1 (the Residual Risk Map) different options had been circulated by e-mail (hard copy for Councillor Henson) the previous week with the request for Members to feedback any preferences to Sue Norman in Internal Audit. Action	All on Committee	No responses were received at the time of preparing this update. Councillor Topping had originally intended to meet with internal Audit to discuss the options but due to illness at the time, the scheduled meeting was cancelled.
	b) Item 14 – ISA 2690 Report for the year ended 31st March 2015		
	Following the meeting in January the Chairman had requested a short progress update against the recommended actions from PwC from the above report which had been provided in an e-mail by the Chief Finance Officer. It was agreed that an update report based on the above should come forward to the June Committee meeting. Action	C Malyon / S Heywood	The update report is included as Item 8 on the agenda. Action completed