

## Governance and Audit Committee Action Plan

| G & A meeting | Action  | Owner | Target date | Progress | Feedback / Comments  |
|---------------|---|-------|-------------|----------|--|
| 13-Jan-11     | Breakdown to be provided of what tourism grants / grants are outstanding, what is recoverable and what has been written off.  | SMcG  | 15-Mar-11   | C        | Covered under a separate report on 15 March 2011 agenda.   |
| 13-Jan-11     | Justin Thomson and Estates Team to be invited to next meeting to discuss list of concerns detailed below:   | SG    | 15-Mar-11   | C        | Email sent to relevant officers on Monday 14 February 2011 requesting attendance at meeting on 15 March 2011.  |
| 13-Jan-11     | <ul style="list-style-type: none"> <li>What is being done about assessing the sustainability of the buildings as part of the valuation process?</li> </ul>                    |       |             |          |  |
| 13-Jan-11     | <ul style="list-style-type: none"> <li>Declaration of Energy Certificates required.</li> </ul>  |       |             |          |  |
| 13-Jan-11     | <ul style="list-style-type: none"> <li>Rent reviews are not happening on time creating a backlog. Has the calculation of potential loss of income been calculated?</li> </ul> |       |             |          |  |
| 13-Jan-11     | Members agreed they would appreciate a regular update on the National Fraud Initiative to G & A.  | ZH    |             | O        | The NFI matches for the data sets provided back in October have now been released for investigation. Across 46 reports we have 3,540 matches. 623 are marked as recommended as being investigated. The highest area being Concessionary Travel Passes to DDRI (Disclosure of Death Registration Information) Deceased Persons which is currently being investigated by the relevant officer. In 2008-09 there were 8,072 matches which would indicate that our controls have become more substantial as the amount has decreased by 43%. |
| 13-Jan-11     | Members requested a copy of the NFI presentation given by the Senior Systems and Income Officer.  | SG    |             | C        | A copy of the presentation was sent to Members following the meeting.  |
| 13-Jan-11     | Members were informed new Fraud Act was coming in shortly, possible detail for a future presentation.   | HP    |             | IP       | This action is still being progressed, it may be possible to have a presentation at the March G & A meeting.   |
| 13-Jan-11     | Members requested further training on Treasury Management, following the Elections in May 2011  | SMe   |             | IP       | This is currently being discussed with our Treasury Advisors to agree a suitable date in June. We are also contacting neighbouring authorities to see if they would be interested in providing this to their members, which could reduce the fee.  |

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|--------------------------|--|--------------|--------------------|-----------------|---|
| 13-Jan-11                | Members requested that Finance look into an offsetting facility for public sector organisations.                   | SMe          | 18-Jan-11          | C               | Sarah Medus has checked with Sector and there is none available.  |
| 13-Jan-11                | Members requested more information on the decision making process behind the sale of 20 allotments in Dane Valley. | HP           | 15-Mar-11          | IP              | Currently in discussion with the Parks and Open Spaces Manager - this will be reported back to Committee as soon as is possible.  |
| 13-Jan-11                | Members asked how the governance processes of EK Services will be monitored.                                       | SMcG / NM    |                    | C               | This has been discussed with the Shared Services Director. The terms of reference for this Committee has been amended to take this into account. Revised ToR on 15 March 2011 agenda. |
| 13-Jan-11                | Possible presentation for the March G&A on the corporate restructure.  | SMcG         | 22-Jun-11          | IP              | Will be done following the completion of the restructure.   |
| 28-Sep-10                | Consult through the next Staff Survey on the provision of creche facilities for staff. SC to discuss with SMcG.    | SC           | 31-Aug-11          | IP              |   |
|                          |  |              |                    |                 |   |

**Key:**

CP Christine Parker  
 HP Harvey Patterson  
 MH Madeline Homer  
 NM Nikki Morris  
 SC Sarah Carroll  
 SM Sarah Martin  
 SMe Sarah Medus  
 SW Simon Webb  
 SG Sue Glover  
 SMcG Sue McGonigal  
 ZH Zoe Harrison

**Key:**

C Completed  
 IP In progress  
 O Ongoing