

Governance and Audit Committee Action Plan

G & A meeting	Action	Owner	Target date	Progress	Feedback / Comments
15-Mar-11	Governance and Audit Committee Annual Report 2010/11 to go forward to Council.	NM		C	Went to Council 21 April 2011
15-Mar-11	Programme of reports for 2011/12 to be updated with change in timeframe for Performance Management and Data Quality Frameworks.	NM	21-Mar-11	C	Programme amended to show revised review date.
15-Mar-11	Reviewed terms of reference to go forward to Constitutional Review Working Party, Standards and Council.	NM	23-Mar-11	C	CRWP - 23 March, Standards - 5 April and Council - 21 April 2011.
15-Mar-11	Debt write off process to be brought to June G & A meeting.	HP	29-Jun-11		
15-Mar-11	Letter be prepared for Chairman to sign in response to Appendix 2 of Audit Commission's Audit Plan report.	NM	30-Apr-11	C	Letter signed and sent 01/04/2011
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	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 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 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.

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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