

Action Sheet

Governance and Audit Committee – 19 November 2020

Min no	Agenda item	Action	Assigned to	Comments/Status	Deadline
5	Internal Audit Progress Report	That a meeting of The Governance and Audit Committee be set for early February 2021, for the Committee to consider the progress report on S106 agreements.	Democratic Services	Complete Meeting was arranged for 4 February 2021.	Jan 2021
5	Internal Audit Progress Report	That the changes to the Audit Plan be implemented, as proposed.	Richard Wyles/Tracey Elliott	In progress Stock Control audits have been undertaken for Street Scene and Repairs. The Housing Compliance Follow Up audit is being undertaken w/c 15 February and the IT audit w/c 8 February.	Spring 2021
6	Internal Audit Follow-up Report	That a written response be provided to a future Committee meeting in respect of the actions that did not receive an update by Officers and Management.	Richard Wyles/Tracey Elliott	Complete Item 8 on agenda for 4 February 2020.	Feb 2021
7	Housing Compliance Audit 2020 and Updated HRA 3 year	That the Committee receive periodically, a copy of the Improvement Plan.	Director of Housing and Property (vacant post)	On-going This action will be forwarded to the Director	N/A

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	rolling New Build Programme			of Housing and Property, when appointed.	
9	Safeguarding Annual Report 2019 - 2020	The number of Taxi Licence Holders within the District be provided to Members.	Carol Drury	Complete An e mail was sent to all members of Governance and Audit Committee on 22.01.21.	Jan 2021
11	Work Programme	That the Work Programme be updated to only show forthcoming meetings and reports that were to be received on an annual basis, be allocated to meetings accordingly	Democratic Services	Complete Work programme has been amended for 4 Feb 2021 meeting	Jan 2021
11	Work Programme	That a meeting of Governance and Audit Committee be scheduled for February 2021	Democratic Services	Complete	Jan 2021

Governance and Audit Committee – 30 November 2020

Min no	Agenda item	Action	Assigned to	Comments/Status	Deadline
19	External Audit – Annual Governance Report	That the Head of Finance provide the Committee with a written explanation on reverse depreciation and re-evaluation of reserves.	Alison Hall-Wright	In progress Email to be circulated prior to the next meeting	4 Feb 2021
23	Work Programme	To add the Strategic Risk Register and Planning Service External Review to the Work Programme for consideration at	Democratic Services	The Strategic Risk Register is to be considered on 4 Feb 2021.	

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		the 4 February 2021 meeting of the Committee.		The Planning Service External Review item is still being considered by the Planning Committee and will be included when a comprehensive update can be given.	