

AUDIT AND RISK MANAGEMENT COMMITTEE – OUTSTANDING ACTIONS – FEBRUARY /MARCH 2018 UPDATE

Date Added	ITEM	Action	Officer responsible and target date
23.5.2017	INTERNAL AUDIT (GENERAL)	<ol style="list-style-type: none"> 1. Action plan to distinguish <u>low, medium and high</u> priority risks and be more outward focussed. 2. Chief Officers be invited to attend the Audit and Risk Management Committee where they had not provided an adequate explanation of delayed implementation. 3. Audit report recommendations be linked to Chief Officers' objectives at their annual appraisals. 	<p><i>Head of Internal Audit and Risk Management</i></p> <p>1,2 & 3 - On-going</p>
23.5.2017	INTERNAL AUDIT CHARTER	Cyber awareness to be more visible in all Internal Audit Reviews and suggested that this be more explicit in the Charter.	<p><i>Head of Internal Audit and Risk Management</i></p> <p>This will be actioned for all audits going forward. A section will be added to the Charter for the next review by the ARMC.</p>
23.5.2017	HEAD OF INTERNAL AUDIT OPINION AND ANNUAL REPORT 2016/17	<ol style="list-style-type: none"> 1. The numbers of greens, ambers and reds would give greater assurance than just stating the number of reds. 2. Future opinion reports should include the quality of internal audit and coverage. 	<p><i>Head of Internal Audit and Risk Management</i></p> <p>To be included in the next HoIA Opinion in May 2018</p>

23.5.2017	INTERNAL AUDIT PLAN 2017/18	<ol style="list-style-type: none"> 1. review of significant areas every 3 years and an indication of the type of work which would be covered over the course of the year. 2. Future reviews to include an analysis of efficiency and include resources and training. 	<p><i>Head of Internal Audit and Risk Management</i></p> <ol style="list-style-type: none"> 1. This will be actioned for the next Audit Plan. 2. This will be considered as part of the forthcoming planning process.
10.10.2017	FIRE SAFETY	The relevant Service Committees are due to receive a full update on this matter at their February Meetings.	<p><i>Director of Community and Children's Services</i></p> <p>On ARM Agenda for 6.3.18</p>
10.10.2017	ROAD SAFETY	Members asked for a report on the risk management aspects of Crossrail before it opens.	<p><i>Director of the Built Environment</i></p> <p>Further update when available.</p>
29.11.17	STATUTORY OBLIGATIONS IN RESPECT OF SEIZED GOODS	An External Member offered to raise this at the Police Performance and Resource Management Sub Committee on 1 February 2018.	<p>At the Sub Committee, Internal Audit provided a detailed analysis of the progress on each recommendation of the Police Seized Goods 2017-18 report.</p> <p>In particular, Internal, Members noted the recommendation that the Property Procedure Manual should be amended to include the processes to follow in terms of the packaging of item types (such as cash) and the</p>

			<p>transportation of seized property between locations has been completed with the manual updated for the implementation of Niche. There are some 17 recommendations related to seized goods and most of them are listed as being completed by 31 March 2018. Further progress can be followed up at the next meeting of the Sub Committee on 26 April 2018.</p>
16.1.18	COMMITTEE'S TERMS OF REFERENCE	<ol style="list-style-type: none"> 1. A second Deputy Chairman, appointed from the External Membership of the Committee. 2. An additional Member to the Audit and Risk Management Committee. 	<p><i>Town Clerk</i></p> <p>To go forward to Policy and Resources Committee and the Annual Meeting of the Court of Common Council in April 2018.</p>
16.1.18	RISK MANAGEMENT UPDATES	For future reports, a new appendix be included identifying new risks, risks where target dates had been missed (or worsened) or been removed from the corporate risk register.	<p><i>Corporate Risk Advisor</i></p> <p>Next Risk Update report due at May meeting.</p>
16.1.18	RISK CHALLENGE SESSIONS – CITY SURVEYOR	City Surveyor to be invited back to a further session, focussing on operational buildings and his desk top audit, rather than property investment.	<p><i>Corporate Risk Advisor</i></p> <p>Scheduled for 29 May 2018</p>

