

AUDIT AND RISK MANAGEMENT COMMITTEE - Outstanding Actions

Item	Action	Officer responsible	Progress updates/target
Publication of City's Cash	Members asked to submit their comments by 5 October. Comments were received from Members and incorporated into a revised draft (11 October)	Neil Davies	Circulated to all members of the Court 18 December 2012 RECOMMENDED TO CLOSE
Effectiveness Review	Draft Review to be presented to the Audit and Risk Management Committee – February 2012. The Chairman and Deputy Chairman of the Committee to be kept informed about the Review's progress	Neil Davies	Report to February ARM Committee
<u>Risk Management Improvement Plan</u>	<u>Review the language within risk guidance to avoid using terms with negative connotations.</u>	<u>Suzanne Jones/ Sabir Ali</u>	<u>To be included in the work on the risk management improvement plan, this will come back to the Committee in – come back to the Committee in December.</u>
<u>Update to be provided as part of the risk management report at the June Audit and Risk management Committee – Within the Risk Update report for June</u> <u>Data Protection Breach</u> – Within the Risk Update report for June Update to be provided	More clarity required the definition of a 'Board' and the role of Audit Committees. Response to the consultation to be submitted by 1 October, seeking clarity on the action point.	Chris Bilsland Paul Nagle	published in April 2013. Report to Committee on PSIAS Chamberlain has met with CIPFA, who have taken comments on board and the next draft of the local authority guidance is awaited.

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<p><u>as part of the risk management report at the June Audit and Risk management Committee</u> Public Sector Internal Audit Standards (PSIAS)</p>			<p>The Public Sector Internal Audit Standard was published by CIPFA on the 18th December 2012. Additional guidance for local authorities will be included in the Local Government Application Note on the PSIAS, which CIPFA plan to publish in March 2013.</p> <p><u>An updated draft of the guidance has been reviewed by the</u> The Chamberlain, has been invited to comment on the next draft, but there will not be a wide consultation. When this guidance is formally issued, they will be reported to Committee.</p>
<p>Changes to Planning Process under the Localism Act 2011</p>	Members' concern over a planning governance matter	Michael Cogher	Alderman Anstee has put his concerns in writing and they will form the basis of a report to the February 2013 Audit and Risk Management Committee
<p>Internal Audit Plan</p>	The Chairman and Deputy Chairman to meet with Head of Audit and Risk Management in January to review the presentation of additional detail requested by Members, prior to the detailed 2013/14 Internal Audit Plan being presented to the February Committee Meeting.	Paul Nagle	Meeting in diary for 18 th January – internal audit planning process underway. Plan to be presented to February Committee.
<p>Internal Audit Update</p>	Information to be refined further to give greater clarity on the	Paul Nagle	<u>The September Audit update report</u>

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Report	<p>amount of carry forward work from the previous year's audit plan in terms of actual audits and audit days taken to complete work.</p> <p>Performance information in 'Update and Recommendations follow up reports' to be presented as one item in future.</p>		<p><u>will identify when audit reviews have been deferred to as a result of audit plan changes in the first quarter of 2013/14.</u></p> <p><u>The Business Support Director agreed to include a 'deep dive' review of customer satisfaction, as part of a future Agenda. A separate report is planned for the September 2013 meeting. Initial commentary is provided in Head of Internal Audit Annual Report and Opinion – paragraphs 26-28</u></p> <p><u>Outcome from Appointeeship and Court of Protection Audit is included within Internal Audit Update report – DISCHARGED ON AGENDA FOR 17/9/2013 Discharged on this agenda within the Audit Recommendations Update report To be reflected in the March 2013 and June 2013 Committee audit update reports.</u></p>
Internal Audit	Chairman stressed that unilateral decisions to permit slippage	Paul Nagle	in progress as and when new final

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<p>Recommendations – follow up</p>	<p>were not acceptable; any delays in implementing to an agreed timetable were only acceptable if and when agreed, at a minimum, with Internal Audit. This will be addressed by:</p> <p style="padding-left: 40px;">(i) Ensuring this is crystal clear in written communication to chief officers at time of final audit reports being issued.</p> <p style="padding-left: 40px;">(ii) Re-enforcing this message in verbal dialogue between auditors and auditees when agreeing action plans arising from internal audit reports.</p>		<p>reports issued.</p> <p>on-going,</p>
<p>i)-</p> <p>ii) <u>No issues to report in the March 2013 internal audit update report.</u></p> <p><u>Will be circulated separately w/c 18/2/2013</u></p> <p>Hampstead Heath Hydrology</p>	<p>Audit Committee to receive regular updates.</p>	<p>Sue Ireland/ Peter Bennett</p>	<p>Outline timetable to be presented to the February Audit and risk Management Committee</p>
<p>Approval Regime for Officers' Expenses</p>	<p>Report to Establishment in January</p>	<p>Chrissie Morgan Michael Cogher</p>	<p>To be circulated in advance to Members of the Audit and Risk Management Committee for their information</p>
<p>Deloitte Annual Audit Plan for City Fund</p>	<p>The structure of the report would be reviewed to ensure it is clear that all relevant fraud matters affecting the Corporation of London have been brought to the attention of Committee Members.</p>	<p>Paul Nagle</p>	<p>Will be reflected in March Committee Fraud Investigation Update report</p>

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<p>Deloitte Annual Audit Plan for Non-Local Authority funds</p>	<p>In respect of Appendix 1 (the List of Entities) the External Members asked to see a summary on the size of each one e.g. turnover data, to understand better the scale of the entities within the overall context of City's Cash</p>	<p>Caroline Al-Beyerty</p>	
<p>Internal Audit Recommendations follow-up report</p>	<p>Deputy Town Clerk agreed that the timely implementation of Internal Audit recommendations would be included in Chief Officer appraisals.</p>	<p>Susan Attard</p>	<p>1-going. Committee to be advised as to how it will be kept informed.</p>
<p>New Strategic Risk – Barbican Art Gallery SR15</p>	<p>The Deputy Chairman remained concerned about the risk of damage and asked for further assurance. The Chairman and Members felt that it would be helpful to receive a more general report, extending this good practice to the Guildhall Art Gallery and anywhere else within the City Corporation with valuable exhibits; including fire risk as well as theft or damage. This report could also cover other eventualities; i.e. delays in settling claims.</p>	<p>Paul Nagle Peter Martin Susan Attard Sabir Ali</p>	<p>Report on managing the risks in displaying valuable exhibits to February or March ARM.</p>
<p>International Centre for Financial Regulation</p>	<p>Chamberlain advised Members to await the outcome of the police report, before taking a view about risk assurance implications. The Chamberlain suggested that Members await the outcome of the police report before receiving a report and taking a view about risk assurance implications. Business Support Director and Internal Audit have met with City of London Police Economic Crime Directorate and established bi-monthly liaison meetings. In relation to Fraud matters, the The Chairman suggested that</p>	<p>Chris Bilsland</p>	<p>Further to the outcome of the police report, Members will be updated on risk assurance implications and advised of the likely timings, which are currently difficult to predict. Once they are known, there might be scope to look into 'lessons learnt' in terms of audit and risk processes. Business Support Director and Internal Audit have met with City of London</p>

Comment [NP1]: amended so more meaningful to members so narrative focuses on the issue with the outstanding action

Comment [NP2]:

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	information and intelligence sharing between the City of London and City Police should be encouraged. Where Police liaison is occurring this should be clear in Committee reports, to mitigate similar occurrences in the future. avoid similar occurrences in the future		Police Economic Crime Directorate and established bi-monthly liaison meetings. The next investigation update report in March 2013, and subsequent reports will make extent of Police liaison clearer
received on the 13/6/13 <u>Planning Governance</u>	A review of the Director of the Built Environment's new processes and procedures to be undertaken after their first year of operation, in the context of the governance concerns expressed by Alderman Anstee. It was agreed at ARM on 5 March that, in addition to being able to use 'external expertise', stakeholders should be included in the consultation.	Susan Attard (Review to be led by the Town Clerk)	The Review is scheduled for the Audit and Risk Management Committee in October
<u>Cash Handling and Banking Audit</u>	The Committee would receive a full update in September	Paul Nagle	Members will receive a full update in December with action plans for agreed recommendations.
<u>Publication of City's Cash</u>	Liaison with External Auditors	Caroline Al-Beyerty	Scheduled for the Audit and Risk Management Committee in October and the Finance Committee in November.
Officer Strategic Risk Management Group will review at March 2013 meeting <u>General</u>	There was a general agreement that the agenda packs for the Committee were rather lengthy. The Chairman suggested that cover reports be self-contained and asked the Chamberlain, Internal Audit and Town Clerk to consider more efficient ways of presenting information to Members.	All to note/action	On-going
<u>Internal Audit Satisfaction Review</u>	1. The review had resulted in an action list, which would be reported to the Committee in January 2014.	Paul Nagle/Suzanne Jones	1. January 2014 2. Further interviews are planned for

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	2. <u>The exercise to be repeated with a different set of Chief Officers.</u>		<u>November and December 2013, to be reported in the January Update Report.</u>
<u>Anti-Fraud and Investigation update report</u>	<u>The Chairman asked to see a list of completions by department and offered to write to all departments with low response rates. Remote locations to be checked for access to the course.</u>	<u>Chris Keesing</u>	<u>Committee to receive a briefing at its Meeting in October on the level of response.</u>