

AUDIT AND RISK MANAGEMENT COMMITTEE - Outstanding Actions

Item	Action	Officer responsible	Progress updates/target
Risk Management Improvement Plan	<ul style="list-style-type: none"> • Review the language within risk guidance to avoid using terms with negative connotations. • Action Plan from the Independent Review of Risk Management 	Suzanne Jones/ Sabir Ali	To be included in the work on the risk management improvement plan, this will come back to the Committee in December.
Internal Audit Recommendations follow-up report	Deputy Town Clerk agreed that the timely implementation of Internal Audit recommendations would be included in Chief Officer appraisals.	Susan Attard	<ul style="list-style-type: none"> • For Chief Officer appraisals, held in April/May each year, the Corporate Performance and Development Team will gather information from Internal Audit relating to the whole of the financial year being reviewed, and provide that to the Town Clerk. • The Corporate Performance and Development Team also contact Internal Audit prior to every Chief Officer Performance Improvement Meeting (with the Deputy Town Clerk) to gather the most up-to-date information on un-implemented recommendations, and other relevant issues. After each meeting, feedback is provided to Internal Audit.
International Centre for Financial Regulation	Chamberlain advised Members to await the outcome of the police report, before taking a view about risk assurance implications.	Chris Bilsland	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, 'lessons learnt' in terms of audit and risk processes, will be considered.
Cash Handling and Banking Audit	The Committee would received an update in September	Paul Nagle	Members will receive a full update in December with action plans for agreed recommendations.

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<p>Publication of City's Cash</p>	<ul style="list-style-type: none"> • Circulate Q&A briefing to all members of the Audit and Risk Management Committee. Suggestions from Members to be added to the Finance Committee's Action list. • Update on Crossrail for members before the end of the year. • Deloitte to revise wording to reflect the current position 	<p>Julie Mayer</p> <p>Caroline Al-Beyerty/Town Clerk</p> <p>Caroline Al-Beyerty/Steve Telling</p>	<p>Circulated 16/10</p> <p>Expected before the end of 2013</p> <p>COMPLETED</p>
<p>Agenda Management</p>	<p>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.</p>	<p>All to note/action</p>	<p>On-going</p>
<p>Internal Audit Satisfaction Review</p>	<ol style="list-style-type: none"> 1. The review had resulted in an action list, which will be reported to the Committee in January 2014. 2. The exercise to be repeated with a different set of Chief Officers. 	<p>Paul Nagle/Suzanne Jones</p>	<ol style="list-style-type: none"> 1. January 2014 2. Further interviews are planned for November and December 2013, to be reported in the January Update Report.
<p>Anti-fraud on line training course</p>	<p>The Chairman asked for a breakdown of response rates, by Department, and sight of any correspondence, from the Town Clerk, to low performing departments.</p>	<p>Paul Nagle</p>	<p>Completion rates and Correspondence provided to Chairman. Action plan prepared and in progress. Further update to the December Committee</p>
<p>Internal Audit Charter</p>	<p>Members suggested that it would be helpful if the document referred to audit tracking and that the Charter be reviewed every 12 months.</p>	<p>Paul Nagle</p>	<p>Once noted, can be removed from list</p>