

## AUDIT AND RISK MANAGEMENT COMMITTEE - Outstanding Actions

Item	Action	Officer responsible	Progress updates/target
<b>Risk Management Improvement Plan</b>	<ol style="list-style-type: none"> <li>1. Review the language within risk guidance to avoid using terms with negative connotations.</li> <li>2. Action Plan from the Independent Review of Risk Management</li> </ol>	Suzanne Jones/ Sabir Ali	Full report to the January Committee
<b>Emerging Strategic Risks – Agilisys and Oracle upgrade</b>	Query raised at Members only meeting	Chris Bilsland	To update members at the January Committee
<b>Internal Audit Recommendations follow-up report</b>	<p>Deputy Town Clerk agreed that the timely implementation of Internal Audit recommendations would be included in Chief Officer appraisals.</p> <ol style="list-style-type: none"> <li>1. 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.</li> <li>2. 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.</li> </ol>	Susan Attard/Neil Davies	Once available – dates will be provided. Expected to be May 2014
<b>International Centre for Financial Regulation</b>	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.

## AUDIT AND RISK MANAGEMENT COMMITTEE - Outstanding Actions

Item	Action	Officer responsible	Progress updates/target
<b>Cash Handling and Banking Audit</b>	In some cases, actions in response to recommendations would be better split into two parts.	<ol style="list-style-type: none"> <li>1. Paul Nagle</li> <li>2. Caroline Al-Beyerty</li> </ol>	<ol style="list-style-type: none"> <li>1. A separate action plan making this distinction will be brought back to the Committee and included within the audit recommendation follow-up reporting. Committee to review overall banking arrangements in one year's time.</li> <li>2. Management report on early fraud indicators will be reported to members if there are any outstanding issues.</li> </ol>
<b>Agenda Management</b>	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
<b>Internal Audit Satisfaction Review</b>	<ol style="list-style-type: none"> <li>1. The review had resulted in an action list, which will be reported to the Committee in January 2014.</li> <li>2. The exercise to be repeated with a different set of Chief Officers.</li> </ol>	Paul Nagle/Suzanne Jones	<ol style="list-style-type: none"> <li>1. January 2014</li> <li>2. Further interviews are planned for November and December 2013, to be reported in the January Update Report.</li> </ol>
<b>Internal Audit Peer Review</b>	Self-assessment to be shared with Chairman and Deputy Chairman in January.	Paul Nagle	Outcome of the Peer Review to be reported to the Committee in May
<b>Anti-fraud investigations</b>	Show the value of each case and to ensure the outcomes of prosecutions received adequate publicity.	Chris Keesing	To be reflected in next investigation

## AUDIT AND RISK MANAGEMENT COMMITTEE - Outstanding Actions

Item	Action	Officer responsible	Progress updates/target
			report in March 2014 .
Anti-fraud on line training course	<ol style="list-style-type: none"> <li>1. The Chamberlain to write to the relevant Chairmen and Chief Officers, on behalf of the Chairman of the Audit and Risk Management Committee, giving them until the next Committee meeting to comply. If performance was still poor at this time, the relevant Chief Officers would be instructed to attend that meeting on the 28 January 2014.</li>   <li>2. Officers looking at the paper version of the course to test the level of understanding. Course to be introduced for new starters, as part of the induction process and repeats would be scheduled at appropriate intervals.</li> </ol>	Paul Nagle	<ol style="list-style-type: none"> <li>1. Letter sent by Chamberlain to Chief Officers and Chairman.</li>   <li>2. Process has been discussed with HR, timescales now being agreed.</li> </ol>