

### Audit and Governance Committee – Tracking Decisions 2021/22

Minute No.	Resolution	Progress
<p>26 July 2021 Minute 6 – Grant Thornton: Plymouth City Council Governance Review</p>	<p>The Audit and Governance Committee:</p> <ol style="list-style-type: none"> <li>1. considered the Grant Thornton Governance Review at Appendix B of the report;</li> <li>2. endorsed the Action Plan recommendations and the Council’s response;</li> <li>3. agreed that arrangements were put in place to ensure that progress in the delivery of the Council’s response was monitored and managed in line with recommendation four of the Action Plan. (The Council’s response to the recommendations of the action plan will, when implemented provide enhanced governance arrangements for important decisions and provide assurance that the Council seeks to reach and maintain the highest standards in its stewardship of its resources.)</li> <li>4. agreed to review the terms of reference of the committee.</li> </ol>	<p><b>Progress:</b> Items 1, 2 and 3 – Complete – no further action required.</p> <p>Item 4 – Complete - the Chair and Vice Chair have met with officers to discuss the terms of reference of the committee, discussions are ongoing and the review has been worked into the committee’s work programme.</p>
<p>26 July 2021 Minute 7 – Plymouth City Council Audit Progress Report and Sector Update – Grant Thornton</p>	<p>The Audit and Governance Committee agreed:</p> <ol style="list-style-type: none"> <li>1. that actions raised from committee meetings would be recorded in an action log whereby progress and delivery could be monitored;</li> <li>2. to note the update.</li> </ol>	<p><b>Progress:</b> Complete - a tracking decisions document had been set up to track progress and delivery of actions raised from committee meetings.</p>

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<p>26 July 2021 Minute 9 – Internal Audit Annual Report 2020/21</p>	<p>The Audit and Governance Committee:</p> <ol style="list-style-type: none"> <li>1. note that, based on work performed during 2020/21 and previous years’ audit, the Head of Internal Audit’s opinion is of “Reasonable Assurance” on the adequacy and effectiveness of the Authority’s internal control framework;</li> <li>2. encouraged officers to consider the governance process and the progress, follow up and tracking of risk areas going forward. The document to be actively used by all those responsible, and not just the Audit and Governance Committee, in order to add value.</li> </ol>	<p><b>Progress:</b> Complete – item 2 had been forwarded onto officers for their consideration.</p>
<p>26 July 2021 Minute 10 – Internal Audit Charter and Strategy 2021/22</p>	<p>The Audit and Governance Committee agreed the Internal Audit Charter &amp; Strategy 2021/22.</p>	<p><b>Progress:</b> Complete – no further action required.</p>
<p>26 July 2021 Minute 11 – Counter Fraud Services Annual Report 2020/21</p>	<p>The Audit and Governance Committee agreed to:</p> <ol style="list-style-type: none"> <li>1. note the Counter Fraud Services Annual Report 2020/21</li> <li>2. recommend that Ken Johnson meets with the relevant Cabinet Member to discuss the report, specifically with regards to how fraud awareness should be publicised.</li> </ol>	<p><b>Progress:</b> Item 1 – Complete – no further action required. Item 2 – Ongoing - the recommendation from committee was forwarded onto Ken Johnson for his action.</p>

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<p>26 July 2021 Minute 12 – Committee Training Programme</p>	<p>The Audit &amp; Governance Committee agreed:</p> <ol style="list-style-type: none"> <li>1. that as part of the training programme, Ian Fyfield would be approached as well as other external providers to deliver training, and that training would be offered to all Members of the Council when considered appropriate to do so;</li> <li>2. that the development of the training programme for the Audit and Governance Committee would include a closer look at how the committee operated going forward, specifically with regards to its terms of reference; the Chair, Vice Chair and key officers would discuss potential solutions;</li> <li>3. to endorse the programme of training being developed.</li> </ol>	<p><b>Progress:</b></p> <p>Item 1 – Ongoing – the training programme is still being developed however approach has been made to Ian Fyfield as suggested and currently awaiting a response. . All members were invited to a training session run by Grant Thornton on 6 September 2021.</p> <p>Item 2 – Ongoing - arrangements were being made as to the review of the committee’s terms of reference.</p> <p>Item 3 – Complete – no further action required.</p>
<p>26 July 2021 Minute 13 – Annual Report on Treasury Management Activities 2020/21</p>	<p>The Audit &amp; Governance Committee agreed:</p> <ol style="list-style-type: none"> <li>1. to note the Treasury Management Annual Report 2020/21;</li> <li>2. recommend the Treasury Management Annual Report 2020/21 to Full Council for approval (this is to comply with the CIPFA Code of Practice and discharge our statutory requirement.)</li> </ol>	<p><b>Date:</b> September 2021 <b>Progress:</b> Complete – the Treasury Management Annual Report 2020/21 was submitted to Full Council on 13 September 2021.</p>
<p>26 July 2021 Minute 14 – Strategic Risk and Opportunity Register</p>	<p>The Audit &amp; Governance Committee approved the current position with regard to the Strategic Risk and Opportunity Register and noted the report.</p>	<p><b>Date:</b> September 2021 <b>Progress:</b> Complete – no further action required.</p>

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26 July 2021 Minute 15 – Health, Safety and Wellbeing Annual Report 2020/21	The Audit & Governance Committee agreed to note the contents of the Health, Safety and Wellbeing Annual Report 2020/21.	<b>Date:</b> September 2021 <b>Progress:</b> Complete – no further action required.
Minute 16 – Work Programme	Under this item the date of the next meeting scheduled for 20 September 2021 was discussed; it was agreed that the date would be changed in order to accommodate the attendance of the Independent Member.	<b>Date:</b> September 2021 <b>Progress:</b> Complete – the date of the meeting was moved to 27 September 2021.

Key:

Grey shaded box = action complete