

### Audit & Governance Committee Recommendations Tracking

*Recommendations (ACTIONS)*

Number	Meeting Date	Item	Recommendation / Action	Action by whom	Action update
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A18/15	09/04/15	SEND Strategy	Assistant Director for Schools and Learning to share a summary work programme for developing the SEND Strategy with the committee.	Assistant Director for Schools and Learning	<p>On 27 July 2015, the Chairman informed the committee that an officer had been seconded to lead on the development of the SEND Strategy. The redrafted Strategy was shared with the Education and Skills Board on 22 October 2015. On 7 December, the Vice-Chairman stated that he wouldn't give feedback on the Board's findings at this stage. At the meeting on 22 February 2016, the Vice-Chairman reported that he had circulated an email to Committee Members from the Chairman of the Education &amp; Skills Board outlining the Board's proposals for its review of the SEND Strategy. This was on the Education Skills Board agenda for 24 March 2016.</p> <p>On 11 April 2016, the Chief Internal Auditor reported that she would be working with, and supporting, the Head of Service over the coming year. This was to be reviewed at the Council Overview Board (COB) in June.</p> <p>SEND Strategy 2020 and development plan agreed and published. Informal talks are taking place regarding having a formal multi-board group set up to monitor the four workstreams of the plan. The ToR for the multi board group to go to COB in Sept for approval. The Boards involved will be SCS, ESB and REB. The Education &amp; Skills Board and the Social Care Services Board and the Wellbeing &amp; health Scrutiny Board have submitted a task group scoping document to COB for approval at its September meeting.</p> <p><a href="http://www.surreycc.gov.uk/_data/assets/pdf_file/0007/75436/SEND-one-page-strategy-2015-2020-final.pdf">http://www.surreycc.gov.uk/_data/assets/pdf_file/0007/75436/SEND-one-page-strategy-2015-2020-final.pdf</a></p> <p><a href="http://www.surreycc.gov.uk/_data/assets/pdf_file/0008/84680/SEND-Development-Plan-2016-2020-online.pdf">http://www.surreycc.gov.uk/_data/assets/pdf_file/0008/84680/SEND-Development-Plan-2016-2020-online.pdf</a></p>

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					At the July meeting of A&G it was agreed to keep this on the tracker and to monitor the four workstreams of the multi board.
A20/15	28/05/15	Completed Internal Audit Reports	The Chairman to write to the Leader of the Council and relevant Cabinet Members recommending that the function of record keeping for accounts relating to individuals' care charges be moved from Adult Social Care to Business Services.	Chairman	<p>A letter was sent to the Leader of the Council and relevant Cabinet Members on 12 June 2015. A response from the Cabinet Member for Adult Social Care, Wellbeing and Independence was tabled at the meeting on 27 July. The Chairman undertook to meet with the Cabinet Member and reported back on 28 September. The Chairman further undertook to meet the Head of Resources in Adult Social Care and reported back on 7 December 2015. A further update was received in February 2016, and the Chairman will report back at the meeting in April 2016.</p> <p>There was a concern with collection of long term outstanding balances – Finance was talking with Business Services on how to collect balances due. Direct debit is now the default collection method for new users. This would be rolled out to existing customers.</p> <p>This was discussed in conjunction with A43/15 at the Committee meeting on 11 April 2016.</p> <p>Toni Carney to be invited to Dec meeting to give progress report.</p> <p>Audit Committee to be invited to SCSB for this item when they debate it. Audit Members to be allowed to ask questions at that meeting rather than have Toni come to the Dec Audit Committee meeting.</p>

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A43/15	07/12/15	Internal Audit Half Year Report 2915/16	The Chairman to write to the new Strategic Director of Adult Social Care and Public Health, copying in the Cabinet Member and Scrutiny Board Chairman, regarding the management response to an Internal Audit recommendation regarding outstanding financial assessments.	Chairman	<p>A signed letter was sent dated 17 December 2015, and a response from the Strategic Director for Adult Social Care and Public Health was tabled at the meeting. The Strategic Director was invited to attend the meeting on 11 April 2016 with the project manager and someone from the client side to discuss the Committee's continuing concerns.</p> <p>An Annual Report was to go to the SCS Board in June 2016. Work had been undertaken to identify areas that were slowing up the collection process. These areas were being worked on and communication between the different teams of staff involved was being improved. The 'annual report' (reports regarding the IT system and debt collection) due to go to SCS Board in June has been delayed until October due to changes in agenda setting of the Board.</p> <p>Toni Carney to be invited to Dec meeting to give progress report.</p> <p>Audit Committee to be invited to SCSB for this item when they debate it. Audit Members to be allowed to ask questions at that meeting rather than have Toni come to the Dec Audit Committee meeting.</p>

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A45/15	07/12/15	Half Year Risk Management Report	The Chairman to raise the issue of front desk security with the Chief Executive.	Chairman	<p>A response has been received from the Chief Executive, explaining that this was discussed at the Statutory Responsibilities Network meeting on Monday 25th January. A review is currently being carried out with our property and community safety colleagues and the Chief Executive will write to the Chairman again once this review has been completed. (Response to be chased – once received this item is resolved) – Response received 25 May 2016 - a further update will come to committee when the initial audit and action plan are completed.</p> <p>A review has been undertaken and the Statutory Responsibilities Network will be reviewing the findings. A briefing will be provided to the Committee on the outcomes from this.</p>
A1/16	22/2/16	2014/15 Audit Findings Report for Surrey Choices	The Surrey Choices Annual Business Plan to be shared with the Committee after it has been approved by the Shareholder Board.	Strategic Finance Manager	<p>A letter from Chairman of A&amp;G was sent to the Chairman of Council Overview Board on 19 April 2016 highlighting specific areas of concern in relation to the Business Plan. The Shareholder Board has delayed reviewing the Business Plan due to the resignation of Surrey Choice's Managing Director and therefore no decision has been taken on the provision of additional funding for Surrey Choices. This was reported to A&amp;G at its meeting in May and to COB at its meeting on 1 June. Surrey Choices has now been given until October to complete a final business plan. It is therefore anticipated that scrutiny of the Business Plan could be scheduled for COB's meeting in December.</p>

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A2/16	22/2/16	2014/15 Audit Findings Report for Surrey Choices	That a financial expert from the Council be appointed to serve on each of the boards of the Council's trading companies in a non-executive capacity.	Director of Finance	At the 11 April 2016 Committee meeting the Director of Finance explained that it was not appropriate for her staff to provide the financial expertise on the Council's trading companies. That it was vital that each had the right financial capacity and her staff were not necessarily skilled in commercial business accounting. At the May A&G meeting Members continued to have concerns and agreed the Chairman would speak with Director of Finance outside of meeting. At the July A&G the Members were still not assured.
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**COMPLETED RECOMMENDATIONS/REFERRALS/ACTIONS – TO BE DELETED**

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