

Audit & Governance Committee Recommendations Tracking

Recommendations (REFERRALS)

Number	Meeting Date	Item	Recommendation / Referral	To	Response
R3/11	05/10/11	(75/11)	That the audit report 'accounts receivable' be referred to the Adult Social Care Select Committee for scrutiny (with a particular focus on the finding that debts had arisen as a result of recipients of direct payments within ASC, using the money for purposes other than to meet their care needs and improvements in the dunning process).	Adult Social Care Select Committee	<p>An audit of Social Care debt was included in the 'Completed Audit reports' item on the agenda (5 April 2012) and an audit of Direct Payments is included on the 'Completed Audit Reports Item' on the 21 May 2012 agenda.</p> <p>An update on Social Care Debt was considered by the Adult Social Care Select Committee at their meetings on 4 July and 30 November 2012. The Audit & Governance Committee will continue to be kept updated on the outcome of the Adult Social Care Committee's debate through the Bulletin.</p> <p>On 18 March 2013, the Chairman highlighted that the level of social care debt would be a topic for discussion when the Audit and Governance Committee looks at the Council's accounts in June 2013. A Member pointed out that the Chairman of Adult Social Care Select Committee had written to the Cabinet with regard to a spike in social care debt.</p> <p>On 24 June 2013, the Committee reviewed the situation when it considered the draft Statement of Accounts.</p>

Audit & Governance Committee Recommendations Tracking

Number	Meeting Date	Item	Recommendation / Referral	To	Response
R3/12	21/05/12	(38/12) Completed Internal Audit Reports	<p>The Committee recommends that the Adult Social Care Select Committee:</p> <p>Review the Direct Payments audit report and monitor the situation until the policy commitment for annual reviews of the social care needs of the recipients of direct payments is met.</p>	Adult Social Care Select Committee	<p>An officer working group reported to the Adult Social Care Select Committee on 30 November 2012. The Assistant Director for Transformation reported to the Committee that the intention was that the review process would be embedded within the Locality Teams in the future, rather than responsibility of a dedicated team.</p> <p>A Member Reference Group of the Adult Social Care Select Committee was set up to review whether AIS meets the needs of the directorate. It recommended and pushed for a Rapid Improvement Event on the whole assessment process. This was done in April and the team are currently in the process of implementing the new, more streamlined, less bureaucratic system. As the follow up audit of Direct Payments also received a 'Major Improvement Needed' opinion, it is intended that the Adult Social Care Select Committee will review this again in the Autumn.</p>
R1/13	24/06/13	Risk Management Annual Report (35/13)	That the Risk Management Policy Statement and Strategy be APPROVED for inclusion in the Constitution.	County Council	The Risk Management Policy Statement and Strategy will be commended to Council for inclusion in the Constitution at its meeting on 15 October 2013.
R2/13	24/06/13	2012/13 Annual Governance Statement (37/13)	That the draft Annual Governance Statement be COMMENDED to Cabinet for publication with the Council's Statement of Accounts.	Cabinet	The Annual Governance Statement was presented to Cabinet on 23 July 2013. The Cabinet approved the content and authorised the Leader and Chief Executive to sign for inclusion in the Statement of Accounts. The Committee will continue to monitor the governance environment and report to Cabinet where appropriate.

Audit & Governance Committee Recommendations Tracking

Number	Meeting Date	Item	Recommendation / Referral	To	Response
R3/13	24/06/13	Code of Corporate Governance (40/13)	That the Committee APPROVED the updated Code of Corporate Governance and recommended it to County Council for inclusion in the Constitution.	County Council	The Code of Corporate Governance will be commended to Council for inclusion in the Constitution at its meeting on 15 October 2013.

Recommendations (ACTIONS)

Number	Meeting Date	Item	Recommendation / Action	Action by whom	Action update
A39/12	3/09/12	2011/12 Surrey County Council accounts and external audit annual governance report (63/12)	Recommended that Environment & Transport Select Committee should be considering the outcome of the MAXIMO internal audit report	Projects & Contracts Group Manager (Surrey Highways)	A six-month review of the May Gurney contract was considered by the Environment & Transport Select Committee in February 2013. Members were satisfied with the performance figures and supported proposals to improve the highways maintenance programme. A twelve-month review will be considered by the Select Committee in September 2013.
A55/12	06/12/12	Completed Internal Audit Reports (95/12)	Further update to be provided on the recommendation that finance staff continue to develop reports for budget holders to analyse all additional payroll costs.	Chief Internal Auditor	Implementation of the Finance Dashboard would enable these reports to be developed but implementation has been delayed due to issues with the suppliers. At the meeting on 24 June 2013, the Deputy Chief Finance Officer confirmed that work on the finance Dashboard was on-going and that the system would go live in July 2013.

Audit & Governance Committee Recommendations Tracking

Number	Meeting Date	Item	Recommendation / Action	Action by whom	Action update
A59/12	06/12/12	Energy Purchasing Contract (99/12)	The Committee to urge the Leader to write to the Council involved to offer support to amending the terms of reference of the governance panel.	Chairman of the Committee	<p>A letter has been sent from the Leader of the Council to the Leader of the local authority in question, to make the recommendations.</p> <p>On 18 March 2013, the Chairman reported some positive soundings from the Leader of the local authority in question but no detailed response.</p> <p>On 24 June 2013, the Chairman reported that the Leader of Surrey County Council had received a response from the Leader of the local authority in question. Surrey County Councillors would be invited to the next scheduled meeting which is in November 2013 but the supplier would be willing to meet Members of Surrey County Council in advance of that meeting.</p>
A1/13	12/02/13	Business Planning 2013 – 2018 (4/13)	The recommendations from the 1 February Council Overview & Scrutiny Committee to the Cabinet include follow up action by the Committee (see Annex A)	Chairman of the Committee.	The Strategic Manager (Pension Fund and Treasury) will update the Committee on 2 September 2013.

Audit & Governance Committee Recommendations Tracking

Number	Meeting Date	Item	Recommendation / Action	Action by whom	Action update
A2/13	21/02/13	External Audit Progress Report (12/13)	Members asked the external auditor how reserves should be shown on the balance sheet. The Engagement Lead (Grant Thornton) explained that for long term planning decisions the holding of reserves was beneficial. He agreed to include consideration of this in the interim work undertaken by the external auditor before the final findings were reported.	Engagement Lead (Grant Thornton)	Updates to be provided through the external auditor's progress reports.
A3/13	21/02/13	PAMS (13/13)	The Committee to receive a further update and demonstration of the system once it is implemented	Chief Property Officer/Performance Manager	At the meeting on 24 June 2013, the Chairman requested a progress note to be circulated to the Committee. An update and demonstration is scheduled for December 2013.
A6/13	18/03/13	Recommendations Tracker (21/13)	The Committee agreed to explore whether the expansion of Babcock 4S had any financial benefits for Surrey County Council with the Babcock 4S representative.	Committee	The Babcock 4S representative is due to attend the September 2013 meeting.

Audit & Governance Committee Recommendations Tracking

Number	Meeting Date	Item	Recommendation / Action	Action by whom	Action update
A11/13	18/03/13	Self Assessment on Issues Raised in 'Financial Sustainability of Local Authorities' (25/13)	The Committee to consider progress on the areas for improvement.	Chief Finance Officer	To be scheduled.
A16/13	24/06/13	Risk Management Annual Report (35/13)	A seminar to be arranged for the Committee on risk management.	Risk & Governance Manager	Scheduled for 6 November 2013.
A23/13	24/06/13	Statement of Accounts 2012/13 (41/13)	The descriptions of the reserves provided in the Annual Report to be included within the Statement of Accounts.	Finance Manager (Assets, Investment and Accounting)	To review on 2 September 2013.
A24/13	24/06/13	Statement of Accounts 2012/13 (41/13)	That under Capital Expenditure in the Explanatory Foreword (page 54 of the Committee papers), the significant capital investment agreed as part of the MTFP be explained by reference to the need for more school places rather than stimulation of the local economic recovery	Finance Manager (Assets, Investment and Accounting)	To review on 2 September 2013.

Audit & Governance Committee Recommendations Tracking

Number	Meeting Date	Item	Recommendation / Action	Action by whom	Action update
A25/13	24/06/13	Statement of Accounts 2012/13 (41/13)	That the Fire Fighters' Pension Fund is mentioned under Pensions Liability in Note 5.	Finance Manager (Assets, Investment and Accounting)	To review on 2 September 2013.
A26/13	24/06/13	Statement of Accounts 2012/13 (41/13)	That an update on Council Tax collection be provided in September	Finance Manager (Assets, Investment and Accounting)	An update will be provided in the Committee Bulletin to be published on 4 November 2013.
A27/13	24/06/13	Treasury Management Outturn Report 2012/13 (42/13)	To provide training to the Audit & Governance Committee on gilt markets	Strategic Manager (Pension Fund and Treasury)	Scheduled for 23 September 2013.

Page 27

Completed Recommendations/Referrals/Actions

Recommendations – to be deleted

R1/12	21/05/12	(36/12) Annual Governance Statement	That the Annual Governance Statement be COMMENDED to Cabinet for publication with the council's statement of accounts.	Cabinet	The Annual Governance Statement was presented to the Cabinet on 19 June 2012. The Cabinet approved the content and authorised the Leader and Chief Executive to sign for inclusion in the Statement of Accounts. The Committee will continue to monitor progress on the implementations of the actions required and report to Cabinet where appropriate. Completed.
-------	----------	-------------------------------------	--	---------	--

Audit & Governance Committee Recommendations Tracking

A17/12	07/04/12	Completed Internal Audit Reports (21/12)	Traffic Signal Management audit report: Data to be reported to the Committee regarding the level of collection rates.	Audit Performance Manager	An update was annexed to this tracker with the agenda papers for 21 May 2012. Members were concerned that recovery rates were still low and commented on the fact that action had only been taken on 50 cases out of the 71 recorded. It has subsequently been confirmed that the remaining 21 cases are those being actively pursued with companies, insurance companies and individuals.
A33/12	25/06/12	Completed Internal Audit reports (51/12)	An update to be provided on the recommendations made in the Highways Contract audit report.	Projects & Contracts Group Manager (Surrey Highways)	A follow up audit commenced at the end of February. A final 'Position Statement' was published at the end of June 2013.
A36/12	25/06/12	Future of External Audit (54/12)	When the new external auditors are in place, the Committee to challenge how the estimated 40% savings will and have been met.	Committee Members	<p>The new external auditors attended the meeting in December 2012. The new District Auditor was confident that the 40% savings could be met, based on the quality of the previous year's accounts.</p> <p>On 24 June 2013, the Committee received confirmation through the draft Statement of Accounts that the 40% savings had been met.</p>

Audit & Governance Committee Recommendations Tracking

A43/12	03/10/12	Funding Strategy Update Report (74/12)	Update to be provided on the impact of the Strategic Director for Customers and Communities working part-time with Mole Valley District Council, on the rest of CLT.	Section 151 Officer Chairman of the Committee	<p>At the meeting in December 2012, the Section 151 Officer assured the Committee that she still had as much access to all the Strategic Directors and that the Strategic Director for Customers and Communities had been presented at all CLT meetings, since taking on the additional responsibilities at Mole Valley District Council.</p> <p>On 18 March 2013, Members queried whether the increased hours that the Strategic Director for Customers and Communities was contracted to provide as Chief Executive of Mole Valley District Council had any impact of the work she did for Surrey County Council. The Chairman agreed to ask the Chief Executive for an analysis of this point.</p> <p>On 24 June 2013, the Chief Executive attended the meeting and commented that Surrey residents received very good value for money from the arrangement. Residents expect two tier Councils to consider where they can share costs. The arrangements have also brought development opportunities in both directions for staff at Surrey County Council and Mole Valley District Council. Surrey County Council is reimbursed pro-rata, including National Insurance and on-costs, for the time the Strategic Director for Customers and Communities spends on Mole Valley District Council work.</p>
A54/12	06/12/12	Whistleblowing update (92/12)	Babcock 4S representative to attend the meeting when the next 6 monthly whistleblowing report is presented.	Deputy Head of HR&OD	This is on the agenda for September 2013.

Audit & Governance Committee Recommendations Tracking

A58/12	06/12/12	Risk Management Half year report (96/12)	The Chairman to write to the Cabinet Member for Environment & Transport to raise his concern about the outstanding Strategic Director risk register.	Chairman of the Committee	<p>A response was received from the Cabinet Member which read:</p> <p><i>Work has been underway since November to review and revise the 3 Service Risk Registers within the directorate. Once these are completed a revised Directorate Risk Register will be compiled. This is due to be agreed early this month. The new Directorate Risk Register will be reviewed at Directorate Management Team, Directorate Leadership Team and by myself (with DMT) on a quarterly basis.</i></p> <p>At the meeting on 21 February 2013, the Risk & Governance Manager confirmed that she had not yet received the updated risk register. The Chairman subsequently wrote to the Portfolio Holder again. At the meeting on 18 March 2013, the Risk and Governance Manager confirmed that she had still not received the updated risk register.</p> <p>On 24 June 2013, the Chairman confirmed that he had received an updated Risk Register on 21 June 2013 and would circulate this to the Committee.</p> <p>Completed.</p>
--------	----------	--	--	---------------------------	---

Audit & Governance Committee Recommendations Tracking

A4/13	21/02/13	Completed Internal Audit Reports (14/13)	<p>Committee recommend to Head of Corporate Purchasing that where managers are failing to follow Purchasing Card guidelines, consideration be given to removing cards from use in that department.</p> <p>Chief Internal Auditor and Head of Corporate Purchasing to report on progress against actions to address recommendations in the Corporate Purchasing Cards audit.</p>	Head of Procurement & Commissioning	<p>The Procurement & Commissioning Manager has replied that new guidelines are clear that where there are repeated failures to follow guidelines, then the user's card is withdrawn. Monitoring is in place to ensure this happens.</p> <p>Acceptance of new purchase card guidelines by purchase card holders and budget holders is being monitored. As of the day of the meeting, acceptance of the new guidelines stood at 62%. The new workflow approval process was due to go live on 1 April 2013. Anyone who had not accepted the new guidance by that date would have their purchase card suspended. The Chief Internal Auditor confirmed that a follow-up audit on Purchase Cards was planned for 2013/14.</p> <p>On 24 June 2013, the Chief Internal Auditor informed the Committee that the new online approvals system had launched at the end of March and a follow-up audit was planned for Summer 2013. The Chairman requested that an updated figure on the acceptance of the new guidelines be circulated. This was done through the August bulletin.</p>
A7/13	18/03/13	Effectiveness Review of the System of Internal Audit (22/13)	<p>The Committee to receive an update on progress in implementing the recommendations of the External Review of the System of Internal Audit at Surrey County Council as part of the Annual Internal Audit Report to be presented to the Committee in June 2013.</p>	Chief Internal Auditor	<p>The annual Internal Audit Report was considered in June 2013.</p> <p>Completed</p>

Audit & Governance Committee Recommendations Tracking

A8/13	18/03/13	External Audit – Audit Plan (23/13)	Grant Thornton to discuss interim findings with the Chief Internal Auditor and keep members of the Audit & Governance Committee informed.	Audit Manager/Engagement Lead (Grant Thornton)	The findings of the External Auditors are being reported to the Committee in September 2013.
A9/13	18/03/13	External Audit – Audit Plan (23/13)	Officers to arrange a briefing for members of Audit & Governance Committee in advance of the Committee reviewing the accounts in June 2013.	Chief Finance Officer	A briefing has been scheduled for 20 June 2013. Completed
A10/13	18/03/13	Self Assessment on Issues Raised in 'Financial Sustainability of Local Authorities' (25/13)	The Chief Finance Officer to provide the Committee with an assessment of whether the Council meets each of the best practice points listed on page 159 of the report.	Chief Finance Officer	The assessment was circulated to the Committee by email on 19 June 2013. Completed
A14/13	18/03/13	Leadership Risk Register (28/13)	The Chief Internal Auditor to find out what controls were being applied to ensure that waste targets are being achieved appropriately and to report back to the Committee for information	Chief Internal Auditor	The Chief Internal Auditor circulated information by email on 24 June 2013 responding to this query. Completed.
A15/13	24/06/13	External Audit: 2012/13 Audit Plan Surrey Pension Fund (34/13)	The Audit Manager (Grant Thornton) would circulate the Audit Plan for the Surrey Fire-fighters' Pension Fund separately	Audit Manager (Grant Thornton)	The Plan was circulated with the August 2013 edition of the Committee bulletin.

Audit & Governance Committee Recommendations Tracking

A17/13	24/06/13	Risk Management Annual Report (35/13)	A link to Directorate Risk Registers to be circulated to the Committee.	Risk & Governance Manager	An email was circulated, including a link to the Risk Registers on S-Net, on 4 July 2013. Completed.
A18/13	24/06/13	Annual Governance Statement 2012/13 (37/13)	Links to other reports such as the Annual Report to be made explicit within the Annual Governance Statement.	Risk & Governance Manager	The Annual Report paragraph within the Annual Governance Statement was updated prior to the Statement being presented to the Cabinet on 23 July 2013. Completed.
A19/13	24/06/13	Full-year summary of Internal Audit irregularity investigations April 2012 – March 2013 (38/13)	A note on the process of auditing schools to be circulated to the Committee.	Chief Internal Auditor	A note was circulated with the August 2013 edition of the Committee bulletin.
A20/13	24/06/13	Completed Internal Audit Reports (39/13)	The Chairman to write to the Cabinet Member for Transport, Highways and Environment and Cabinet Member for Schools and Learning about concerns over Transport for Education.	Chairman	A letter was emailed to the Cabinet Members on 11 July 2013 and was included for information with the Committee bulletin. A response dated 23 July 2013 was received from the Cabinet Member for Transport, Highways and Environment and was included for information with the Committee bulletin.
A21/13	24/06/13	Completed Internal Audit Reports (39/13)	The Chief Internal Auditor to provide an update on the reconciliation of rent deposits following the end of the first financial quarter of 2013/14.	Chief Internal Auditor	An update was circulated with the August 2013 edition of the Committee bulletin.

Audit & Governance Committee Recommendations Tracking

A22/13	24/06/13	Completed Internal Audit Reports (39/13)	The Chief Internal Auditor to provide a written briefing on how VAT is worked out for Commercial Services.	Chief Internal Auditor	A briefing was included within the August bulletin.
--------	----------	--	--	------------------------	---