

London Borough of Brent
Audit & Standards Advisory Committee – Action Log

Meeting Date	Agenda No.	Item	Actions	Lead Officer and Timescale	Progress
21 Mar 2023	4	Minutes of the previous meeting and Action Log	The Committee were advised that following a previous Committee request for an update on the Financial Inclusion Dashboard Councillor Chan (Vice Chair) and Councillor Choudry would be meeting with the Deputy Leader to discuss the development of the Financial Inclusion Dashboard and would provide an update to the Committee in June 2023.	Councillor Chan/Councillor Choudry by June 2023	In progress
	7	Review of the Member Development Programme and Members' Expenses	The Committee requested clarification in relation to the reference made to the "Health Committee" in Appendix D of the report under member expenses and confirmation of the protocol for Councillors using personal devices.	Natalie Zara by June 2023	Completed – to be removed from the next action log.
	9	Review of the Financial and Procedural Rules governing the Mayor's Charity Appeal	(1) Bianca Robinson, Senior Constitutional Lawyer to confirm for Committee if the Mayor's Charity bank account was operated as an online or paper account. (2) Natalie Zara Natalie Zara, Head of Executive & Member Services, to investigate the establishment of an online historical record of organisations supported through the current and previous Mayor's Charity Fund.	Natalie Zara/Bianca Robinson by June 2023	Completed – to be removed from the next action log
	10	Brent Council Statement of Accounts 2021/22	The Committee RESOLVED to recommend that the current authorisation delegating authority to the Chair of the Audit & Standards Committee to approve and sign the final Letter of Representation and Statement of accounts be reconfirmed, with sign off being subject to a written assurance that all outstanding matters	Councillor Chan	Completed- to be removed from the next action log.

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			and adjustments contained in the audit findings report had been made. If there were any material adjustments required following the latest audit findings report, these would be brought back to the next committee for sign off and also sent to the Chair of the Audit & Standards Advisory Committee and Independent Advisor to the Committee.”		
	11	LB Brent Audit Findings Reports 2021/22	Grant Thornton to ensure that any amendments or changes recommended in the Audit Findings report (from previous versions provided) should be clearly detailed e.g. colour coded.	Ciaran Mclaughlin/Sheena Phillips	Ongoing
	13	Internal Audit Investigation Plan	Darren Armstrong, Head of Audit & Investigations to explore if the internal audit on Climate Change & Sustainability could be brought forward within the Internal Audit Plan 2023-24 from Quarter 3	Darren Armstrong June 2023	In progress
	15	Evaluating the Effectiveness of the Committee – Survey Outcomes	Darren Armstrong to provide details of further training options available to Members linked with CIPFA’s guidance.	Darren Armstrong June 2023	In progress
	16	External Audit Progress Report and Sector Update	Grant Thornton to provide an audit scope plan and timetable for the 22-23 Statement of Accounts and Pension Fund audit as soon as possible.	Ciaran Mclaughlin/Sheen Phillips	In progress
		Review the Committee’s Forward Plan	Future planning to consider the management of agenda items to allow Members to focus on providing an appropriate level of challenge on the substantive items (Minesh Patel, Darren Armstrong, Debra Norman, Chair & Vice-Chair)	Minesh Patel/Debra Norman/Darren Armstrong/David Ewart (Chair) and Councillor Chan (Vice Chair)	In progress

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7 Feb 2023	5	Matters Arising	The Committee requested an update at a future meeting on the Financial Dashboard Presentation.	Councillor Chan/Councillor Choudry	Ongoing
	11	Auditor's Annual Report on the London Borough of Brent	The Committee accepted the External Auditor's recommendation to ensure timely implementation of the CIPFA Financial Management code requirements and would receive regular updates.	Minesh Patel	Ongoing
	12	Strategic Risk Register Update	Further details to be sought from the Managing Director of Shared Services on the guidance available regarding cyber security. The Committee requested that an additional visual chart to show the comparative trends in strategic risks over time is provided in the next Strategic Risk Register to support the Committee in understanding the risks over a longer time period.	Minesh Patel/Fabio Negro Darren Armstrong	In progress In progress
	14	Evaluating the Reflectiveness of the Committee	The Committee requested signposting to additional training resources to enhance their knowledge.	Darren Armstrong	In progress
7 Dec 2022	5	Matters Arising	The Committee requested an update at a future meeting on the Financial Dashboard Presentation.	Councillor Chan/Councillor Choudry	Ongoing
	11.	Forward Plan	To include a (as recommended by CIPFA) the opportunity to the Committee to undertake a self-assessment on a future agenda.	The Audit & Standards Committee have now completed the self assessment and agreed an action plan moving forward.	Completed – to be removed from the next published action log.

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29 Sep 2022	8.1	i4B Holdings Performance Update	To maintain review of i4B Risk Register in relation to impact of wider economic context on viability of company acquisition strategy.	The Audit & Standards Advisory Committee	Ongoing
1 Aug 2022	5.	Matters Arising – Financial Dashboard presentation	As more data sets became available there would be an Outcome Based Review which would be a Council wide programme. It was suggested that an update was provided on this at a future meeting.	Sadie East/Peter Gadsdon	Ongoing