

London Borough of Brent  
Audit & Standards Advisory Committee – Action Log March 2024

Meeting Date	Agenda No.	Item	Actions	Lead Officer and Timescale	Progress
6 February 2024	4	Minutes of the previous meeting and Action Log	Update to be provided on options being considered to utilise Mayors Energy Efficiency Fund (MEEF) & Green Finance Fund. (Minesh Patel)	Minesh Patel	Update to be provided for the Committee in March 24.
			Update on DSG Recovery Plan to be included on 2024-25 Work Programme	Minesh Patel/Nigel Chapman	In Progress - Update included on 24-25 Work Programme.
	6	Annual Report on Complaints & Code of Conduct Complaints Procedure	Introduction of indicative 6 month time frame for submission of a complaint within Initial Assessment criteria to be clearly communicated as part of guidance on complaints procedure.	Debra Norman	Completed – Guidance issued.  To be removed from Action Log
			Committee to continue to monitor trends as part of future updates in terms of complaints and assurance around outcomes	Debra Norman/Biancia Robinson	In Progress - To be included as part of next Annual Complaints report
	7	CIPFA Financial Management Code & Redmond Review	Alignment of key financial strategies and programmes with the Committee work programme to be reviewed to ensure joined up approach as part of Financial Planning and budget setting process. (Minesh Patel)	Minesh Patel	In Progress – to be reviewed as part of 25-26 budget setting process
			Further update to be provided for Committee during 24-25 on progress in implementing the areas for improvement identified within the report as part of the ongoing development and implementation of FM Code.	Rav Jassar	In Progress – update scheduled to be provided for the Committee in February 2025.
			Redmond Review – Committee to review the summary of financial information section	Rav Jassar	In Progress – to be reviewed as part of 24-

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			added to the narrative report within the Statement of Accounts for 24-25.		25 Statement of Accounts
	8	Emergency Planning & Resilience Service Update	Progress update to be provided for Committee in 6 months on implementation of recommendations from external service review. This to include further detail on work planned to test resilience of IT system and cyber security as well as on role of London Resilience Forum in seeking to identify and analyse trends in incidents and associated learning/mitigations on a regional basis (Russell Burnaby/Tanveer Ghani)	Tanveer Ghani/Russell Burnaby/Melissa Buckley	In Progress - Update included on 24-25 Committee work programme (July 24)
	9	London Borough of Brent Draft Audit Plan 2023-24	Draft Pension Fund Audit Plan 23-24 to be presented to Committee in March 24 (Matt Dean – Grant Thornton)	Sophia Brown/Matt Dean (Grant Thornton)	Draft Pension Fund Audit to be provided at the Committee in March 24  Once considered action to be marked as completed and removed from Action Log
	10	Evaluating the Effectiveness of the Audit & Standards Advisory Committee	Additional training needs identified in relation to: <ul style="list-style-type: none"> <li>• Treasury Management Strategy; &amp;</li> <li>• focus on levels of internal control &amp; defence mechanisms (Minesh Patel/Darren Armstrong)</li> </ul>	Minesh Patel & Darren Armstrong	In Progress - included as part of the Committee's Training & Development Programme during 24-25
6 December 2023	8	Treasury Management Strategy 2024/25	The Committee requested that a background report on the current state of the green bonds market was provided at a future Committee.	Amanda Healy March 2024	Update to be provided for the Committee in March 24.

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			The Treasury Management Strategy to be presented back to the Committee once completed.	Amanda Healy  (date tbc)	In progress – the strategy continues to be updated; the Committee will be advised when it is ready to be presented back to the Committee.
	9	Internal Audit Interim Report 2023/24	KPI's around outstanding actions/trends and implementation dates of agreed management response actions to be included in the next iteration of the report.	Darren Armstrong  June 2024	Ongoing – to be included when the next Internal Audit Report comes to the Committee in June 2024.
	10	Interim Counter Fraud Report 2023/24	Following provision of a breakdown of time spent on different categories of investigation (outside of Blue Badge fraud) at the February 24 meeting a further update to be provided as part of Counter Fraud Update (June 24).	Darren Armstrong  June 2024	In Progress - Update to be provided as part of Counter Fraud Update for the Committee in June 24.
	12	External Audit Progress Report and Sector Update	Grant Thornton to update the Committee in relation to the progress in resolving the minor objections received re bud lane cameras.	Sophia Brown/Sheena Phillips (Grant Thornton)  March 2024	Update to be provided at the next Committee in March 24
26 September 2023	7	To review performance & management of i4B Holdings Ltd and First Wave Housing Ltd	Chair and Vice Chair to seek the views from the Chairs of Brent's Scrutiny Committees in relation to the addition of the scrutiny of i4B and First Wave Housing on future scrutiny work plans	David Ewart/Councillor Chan  February 2024	In progress.  One of the Scrutiny Chairs had not been available to meet, however a further meeting was being

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					arranged, with an update to be provided at the next Committee meeting in March 24.
	8	Strategic Risk Register	Officers to consider how the Committee will receive assurance over other key risk areas that aren't reflected in the Strategic Risk Register, including Climate Change and revenue risks.	Darren Armstrong March 2024	Further update to be provided when the Strategic Risk Register next comes to the Committee in March 24.
		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 - 24-25 Work Programme to be presented to Committee in March 24
7 Feb 2023	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	Completed – further review included on 24-25 work programme (following update at Feb 24 meeting)  To be removed from Action Log