

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

Meeting Date	Agenda No.	Item	Actions	Lead Officer and Timescale	Progress
28 March 24	4.	Minutes of the previous meeting and Action Log	Members to feedback any follow up issues they feel need to be covered on the Committee work programme arising from the Green Finance Option briefing paper.	Minesh Patel	No items identified to date
	6	Annual Standards & Governance Report 2023 (including quarterly update on gifts and hospitality)	Independent co-opted members on Committee and Independent Persons to be added to distribution list for all future MOANs and sent a copy of those issued during the current Municipal Year.	Debra Norman	Action completed  To be removed from Action Log
	7	Annual Review of Member Learning & Development (MLD) Programme and Member Expenses	Feedback provided during meeting regarding improvements to hybrid learning and development sessions (re technology, structure and facilitation) to be fed back to MLD Steering Group for consideration.	Amira Nassr	In progress – feedback to be provided for MLD Steering Group – 18 July 24
	8.	Performance & Governance review of i4B Holdings Ltd and First Wave Housing Ltd	Update to be provided on progress in finalising arrangements for a Joint Scrutiny work programme meeting to consider the arrangements and remit of each Scrutiny Committee in terms of their operational review of both i4B & FWH performance.	Amira Nassr	In progress – to be included for consideration as part of scrutiny work programme planning sessions arranged for June 24
		Internal Audit Strategy 2024-2027 & Internal Audit Plan 2024-2025	<ul style="list-style-type: none"> <li>Organisational structure chart to be provided for the Committee and independent co-opted members detailing the Council's senior management realignment and inclusion of the newly created Deputy Director Organisational</li> </ul>	Minesh Patel	

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			<p>Assurance and Resilience (incorporating the Head of Internal Audit) along with arrangements to maintain independence of the role.</p> <ul style="list-style-type: none"> <li>• Further update on progress with development and implementation of Internal Audit Plan to be provided for September &amp; December Committee.</li> <li>• Scope being developed for Audit Ref RB7 (Health Inequalities) within Internal Audit Plan to include a focus on co-ordination with relevant health partners.</li> </ul>	<ul style="list-style-type: none"> <li>• Darren Armstrong</li> <li>• Darren Armstrong</li> </ul>	<p>In progress – update on Internal Audit Plan included on work programme for Sept and Dec 24 committee meetings</p>
	11	Strategic Risk Report	<p>Updates to be sought from relevant strategic risk owners in relation to the areas highlighted for further response by the Committee.</p>	<p>Darren Armstrong</p>	<p>Completed – updates emailed to Committee May 24</p> <p>To be removed from Action Log</p>
			<ul style="list-style-type: none"> <li>• To review the potential for developing a risk management dashboard to provide better insight in respect of the categorisation of all Council risks.</li> <li>• To include an action tracker within future versions of the Strategic Risk Report to track the implementation of mitigating actions (with effect from next update report in September 24).</li> </ul>	<ul style="list-style-type: none"> <li>• Darren Armstrong</li> <li>• Darren Armstrong</li> </ul>	<p>In progress – further update to be provided as part of next Strategic Risk Report (Sept 24)</p> <p>In progress – to be incorporated in next Strategic Risk Report (Sept 24)</p>

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	12	External Audit Fees	Committee to continue to keep the level of external audit fees and any additional charges incurred or increase in fees under ongoing review.	Minesh Patel/Rav Jassar	In progress – review ongoing.
	13	External Audit Enquiries of Management	Members to feedback comments on Enquiries of Management following meeting with final response on the Enquiries of Management to be reported back to next Committee (June 24) for final approval.	Ben Ainsworth	In progress – listed on work programme for consideration June 24
6 February 2024	4.	Minutes of the previous meeting and Action Log	Update on DSG Recovery Plan to be included on 2024-25 Work Programme.	Minesh Patel/Nigel Chapman	In Progress - Update scheduled July 24
			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	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 added to the narrative report within the Statement of Accounts for 24-25.	Rav Jassar	In Progress – to be reviewed as part of 24-25 Statement of Accounts

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	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.	Tanveer Ghani/Russell Burnaby/Melissa Buckley	In Progress - Update included on 24-25 Committee work programme (July 24)
	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	Completed – updated provided for Committee March 24  To be removed from Action Log
			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

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					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	In progress – final response awaited from Grant Thornton
26 September 2023	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	Completed - update provided when the Strategic Risk Register presented to Committee in March 24.  To be removed from Action Log
		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)	Ongoing – as part of 24-25 Work Programme.