

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

Meeting Date	Agenda No.	Item	Actions	Lead Officer and Timescale	Progress
24 July 24	6	Dedicated Schools Grant – Deficit Management Plan	<ul style="list-style-type: none"> <li>Officers to feedback to the Committee on the SEND private school initiative.</li> <li>The Committee to be kept updated on progress regarding delivery of the DSG deficit recovery plan.</li> </ul>	Nigel Chapman  Minesh Patel	In progress  Further update to be scheduled (as required) on work programme.
	7	Treasury Management Outturn Report 23-24	To provide the Committee with a detailed breakdown of the number of LOBO loans held by the Council.	Amanda Healy	In progress
12 June 24	7	Annual Counter Fraud Report 2023-24	Further details to be circulated on completion of mandatory data submission under National Fraud Initiative and outcome of the work supported in relation to Council Tax Single Person Discount.	Darren Armstrong	In progress
	10	Draft Statement of Accounts 2023-24	Final report back to Committee to include further detail on main changes and movements included within Financial Outturn from original budget during 2023-24 along with detail on basis of level of balances held within HRA Reserve (Ben Ainsworth/Minesh Patel)	Ben Ainsworth/Minesh Patel	In progress – update to be provided with final submission of Statement of Accounts – Sept 24 Committee
28 March 24	7	Annual Review of Member Learning & Development (MLD) Programme and	Feedback provided during meeting regarding improvements to hybrid learning and development sessions (re technology, structure and facilitation) to be feedback to MLD Steering Group for consideration.	Amira Nassr	In progress – feedback to be provided for MLD Steering Group – 18 July 24

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

		Member Expenses			
	8.	Performance & Governance review of i4B Holdings Ltd and First Wave Housing Ltd	Update to be provided on progress in finalising arrangements for co-ordination of monitoring the performance and governance of both i4B & FWH performance between the scrutiny function and Audit & Standards Advisory Committee.	Minesh Patel	In progress – update to be provided following scrutiny work programme planning sessions (delayed due to General Election) arranged for July 24
		Internal Audit Strategy 2024-2027 & Internal Audit Plan 2024-2025	<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> </ul>	Darren Armstrong	In progress – update on Internal Audit Plan included on work programme for Sept and Dec 24 committee meetings
	11	Strategic Risk Report	<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 (now moved to October 24)</p> <p>In progress – to be incorporated in next Strategic Risk Report (now moved to October 24)</p>
	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.

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

			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
	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 (September 24)
	10	Evaluating the Effectiveness of the Audit & Standards	Additional training needs identified in relation to: <ul style="list-style-type: none"> <li>Treasury Management Strategy; &amp;</li> </ul>	Minesh Patel & Darren Armstrong	In Progress - included as part of the Committee's Training & Development

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

		Advisory Committee	<ul style="list-style-type: none"> <li>focus on levels of internal control &amp; defence mechanisms (Minesh Patel/Darren Armstrong)</li> <li>Role of External Audit – <b>added as action following 12 June 24 Committee</b></li> </ul>		Programme during 24-25
6 December 23	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.
26 September 23		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.