

AUDIT COMMITTEE DECISIONS / ACTIONS

28 NOVEMBER 2017

AGENDA ITEM NUMBER	SUBJECT AND DECISION	DECISION REFERRAL	PERSON RESPONSIBLE FOR ACTION
2.	Apology Councillor C Wilson	-	-
3.	Disclosures of Interests Councillor P Cannon advised the Committee that one of the facilities operated by the Hertsmere Leisure Trust, as mentioned at Item 7, was within his Ward.		-
5.	Minutes That the Minutes of the meeting of the Audit Committee held on 26 September 2017 be approved and signed by the Chair as a correct record, subject to the name 'A Geary' being amended to 'P Geary' in Minutes AC18 and AC19.		Committee Services and Scrutiny Manager
6.	Review of Previous Decisions That the current position on the implementation of previous decisions of the Committee be noted.	-	-
7.	Hertsmere Leisure Contract Review 1. That the recommendations in the Leisure Consultant's report be adopted and the Corporate Director – Place requested to develop an action plan, with implementation of actions being regularly monitored in conjunction with the Chair and Vice-Chairs of the Committee.	Corporate Director – Place	Corporate Director – Place

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7 (cont).	<p>Hertsmere Leisure Contract Review</p> <p>2. That the Corporate Director – Place be requested to re-establish a Strategic Partnership Board comprising senior management representatives from the Council and the contractor.</p> <p>3. That the Corporate Director – Place be requested to liaise with the contractor to ensure that a steering group is in place for each facility, comprising, amongst others as may be identified, representatives of the Council and the contractor; councillors users; and community representatives, with each steering group being asked to address, amongst other things cleanliness, access and booking issues at the facility.</p> <p>4. That the Corporate Director – Place be requested to work with the Contractor to increase usage of the facilities and increase staffing levels in order to ensure that the needs of users are fully met and that staffing levels increase as usage increases.</p> <p>5. That the Corporate Director – Place be requested to work with the Contractor to develop effective Performance Indicators which, address cleanliness, bookings and access, together with other Indicators required by the Client,.</p> <p>6. That the Scrutiny Management Committee be requested to consider how performance reviews of the Council’s services can be enhanced, including considering whether a Performance Review Committee should be established.</p> <p>7. That the Cabinet be asked to consider a future delivery / ownership model for community facilities which allows for the asset to be harnessed for the benefit of the community in the most effective way.</p>	<p>Corporate Director – Place</p> <p>Corporate Director – Place</p> <p>Corporate Director – Place</p> <p>Corporate Director – Place</p> <p>Corporate Director – Place</p> <p>Scrutiny Management Committee</p> <p>Cabinet</p>	<p>Corporate Director – Place</p> <p>Corporate Director – Place</p> <p>Corporate Director – Place</p> <p>Corporate Director – Place</p> <p>Committee Services and Scrutiny Manager</p> <p>Committee Services and Scrutiny Manager</p>

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7 (cont).	<p>Hertsmere Leisure Contract Review</p> <p>8. That, noting that the Council already uses 'mystery shoppers to assess its services, the Cabinet be requested to consider how customers' satisfaction / views on levels of service at the Council's Leisure / Community facilities can be assessed, possibly using the methodology used by 'Quest' when conducting customers' satisfaction surveys for the Council.</p>	Cabinet	Committee Services and Scrutiny Manager
8.	<p>Annual Governance Statement Update</p> <p>That the Annual Governance Statement Update be noted.</p>	-	-
9.	<p>Internal Audit and Counter Fraud – Periodic Update to 31 October 2017</p> <p>1. That the Internal Audit and Counter Fraud – Periodic Update report be noted.</p> <p>2. That the Head of Audit be asked to consider including in the draft Internal Audit Plan 2018/19 an audit of the Council management of major capital projects.</p>	- -	- Head of Audit
10.	<p>Risk Management Update</p> <p>1. That the current Corporate Strategic Risks be noted.</p> <p>2. That officer colleagues be asked to review the risked attached to the commissioning of Residual Waste Treatment Plant and report the outcome to the next meeting of the Committee.</p> <p>Other Action:</p> <p>That the Committee be provided, as part of the regular Risk Management Update the definition of levels of risk</p>	- -	Head of Audit Head of Audit

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11.	<p>External Audit Letter 2016/17 Annual Audit Letter</p> <p>That the Annual External Audit Letter relating to the 2016/17 Statement of Accounts be received.</p>	-	-