

Decision Maker: **AUDIT AND RISK MANAGEMENT COMMITTEE**

Date: **7th November 2023**

Decision Type: Non-Urgent Non-Executive Non-Key

Title: **MATTERS ARISING.**

Contact Officer: Stephen Wood, Democratic Services Officer
Tel: 020 8313 4316 E-mail: Stephen.Wood@bromley.gov.uk

Chief Officer: **Tasnim Shawkat—Director of Corporate Services and Governance**

Ward: N/A

1. Reason for report

To update the Audit & Risk Management Committee on progress in dealing with matters that arose from previous meetings, and noting any matters that may still be outstanding.

2. **RECOMMENDATION(S)**

To note and comment on progress with matters arising from previous meetings.

To recommend any action as deemed appropriate with respect to matters that have not been resolved.

Corporate Policy

1. Policy Status: Existing Policy:
 2. BBB Priority: Excellent Council—Managing Resources Well
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Financial

1. Cost of proposal: Not Applicable:
 2. Ongoing costs: Not Applicable:
 3. Budget head/performance centre: Democratic Services
 4. Total current budget for this head: £366,000
 5. Source of funding: Revenue budget
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Staff

1. Number of staff: 6 FTE
 2. If from existing staff resources, number of staff hours: Completion of “Matters Arising” reports for the Audit Sub Committee normally takes a few hours per meeting.
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Legal

1. Legal Requirement: None:
 2. Call-in: Not Applicable: This report does not require an Executive Decision
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Customer Impact

1. Estimated number of users/beneficiaries (current and projected): This report is intended primarily for the benefit of members of the Audit Sub-Committee so that Committee Members can monitor progress made on matters that are outstanding from previous meetings.
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Ward Councillor Views

1. Have Ward Councillors been asked for comments? Not Applicable
2. Summary of Ward Councillors comments: N/A
3. **COMMENTARY**

Attached is a schedule of matters outstanding from previous meetings of the Audit Sub Committee with a note of progress made. Most of these issues are taken up in more detail in the progress reports on the agenda (parts 1 and 2). Once an outstanding matter has been completed it will be removed from the schedule.

Non-Applicable Sections:	Policy/Financial/Legal/Personnel
Background Documents: (Access via Contact officer)	Previous Minutes of the Audit & Risk Management Sub Committee. Previous Matters Arising Report.

Appendix 1

Issue & Date	Summary	Update and/or Action being taken.	By	Status
Minute 6 4 th July 2023 Matters Arising	A Member felt that in view of a recent data protection breach, from a risk management perspective he would appreciate having a report/discussion from the Assistant Director for IT at the next committee meeting concerning how many data breaches LBB had experienced recently, and the risk mitigation measures that the Council were taking to reduce the risk of further breaches.	The Assistant Director for IT will attend the meeting to update the Committee	Vinit Shukle	Open
Minute 8 4 th July 2023 External Audit Reports	The External Audit report stated that the 2020/21 draft accounts would be published on the Council's website around mid-July, but this was now more likely to be the end of July.	The draft 2020/21 accounts have been published on the Council's website.	James M	Closed
Minute 9 4 th July 2023 AIAR	Members agreed that they would like the Director of HR to attend the committee regarding ongoing problems being experienced with the completion of mandatory training.	The Director of HR will be attending the meeting to provide an update.	CO	Open
Minute 10 4 th July 23 AGS	It had been commented that 25% of staff had not received appraisals in the past 12 months. It was felt that a representative from HR should be asked to comment on this.	The Director of HR will be attending the meeting to brief the Committee.	CO	Open
Minute 12 4 th July 23 Risk Manage ment	Members noted that the scoring for Health & Safety Risk related to fire had reduced on the Corporate Risk Register and a Member asked if this should be the case given that fire warden and first aid cover would be spread more thinly when the Council occupied two buildings. He said that he would be interested to hear the Director of HR's reasoning for this.	The Director of HR will provide an update on this matter at the meeting.	CO	Open