

## Audit, Standards & Risk Committee

### Action Log from 28 April 2023



### Open and Recently Completed Actions

Meeting Date	Minute No	Action	Action Owner	Update	Status
28/04/2023	147	<b>Internal Audit Plan 2023/24</b>  The Committee requested that the relationship between the MCA and the subsidiary tram operating company be part of the focus of the audit on Tram Services to ensure appropriate governance arrangements were in place.	M Thomas	Verbal update to be provided at the June meeting.	See agenda item 22
22/03/2023	136	<b>Committee Effectiveness</b>  The Head of Corporate Governance to research best practice between the MCA Board, Mayor and the Audit, Standards & Risk Committee to ensure its effectiveness.	C James	Reflected in proposed amendments to the ToR	See agenda item 12
22/03/2023	136	<b>Committee Effectiveness</b>  The Head of Corporate Governance to explore the possibility of a mid-year update from the Committee to the MCA Board in addition to the Annual Report.	C James	Reflected in proposed amendments to the ToR	See agenda item 12
22/03/2023	135	<b>Initial Findings of the Annual Governance Review 2022/23</b>	C James	On the agenda at item no 23 – Final Annual	See agenda item 23

Meeting Date	Minute No	Action	Action Owner	Update	Status
		The Head of Corporate Governance to include the high level Corporate Risks in the Annual Governance Statement.		Governance Statement 2022/23.	
22/03/2023	130	<b>Transport Risk Working Group</b>  A report on any progress made on safety at the Bernard Road interchange to be brought to the next Committee meeting.	T Taylor	On the agenda at item no.18 - Progress Update on Bernard Road Risk.	See agenda item 18
22/03/2023	130	<b>Transport Risk Working Group</b>  Safety at the Bernard Road interchange to be escalated to the Corporate Risk Register.	C James	Covered under item 21 - Progress Update on Bernard Road Risk.	See agenda item 21
22/03/2023	130	<b>Transport Risk Working Group</b>  The Executive Director of Resources & Investment to arrange a meeting with relevant officers at Sheffield City Council to discuss safety at the Bernard Road interchange.	G Sutton	Meeting arranged – see item 21 - Progress Update on Bernard Road Risk.	Complete
22/03/2023	124	<b>2021/22 Accounts - External Audit Update</b>  The External Auditor to meet with the Executive Director of Resources & Investment and Assistant Director of Finance to discuss the timetable for the audit of the 2023/24 Accounts. The findings to be brought to the next meeting.	G Sutton, M Thomas & H Rohimun	Discussion taken place.	Complete

Meeting Date	Minute No	Action	Action Owner	Update	Status
19/10/2022	81	<p><b>Terms of Reference Review</b></p> <p><b>Minute:</b></p> <p>The Committee recommended the following amendments to the reviewed Terms of Reference:</p> <ul style="list-style-type: none"> <li>• At 3.2 to update the language of “External Auditor’s Annual Audit and Inspection Letter” to “Auditors Annual Report”, and to include an ISA 260 Audit Results Report.</li> <li>• At 3.4 to specify which review of internal audit is being referred to.</li> <li>• To expand 3.7 to include specific controls and names of reports.</li> <li>• To include a minimum number of reports which will be provided to the Committee.</li> <li>• That the Chair will provide an annual report to the Committee.</li> </ul> <p><b>ACTION – Head of Corporate Governance: to make the above amendments to the reviewed Terms of Reference.</b></p>	C James	On the agenda at item no. 12 – Terms of Reference Review.	See agenda item 12
14/07/2022	71	<p><b>Work plan for 2022/23</b></p> <p><b>Minute:</b> The Head of Corporate Governance to create and circulate an Assurance Map to Members.</p>	C James	Under development in conjunction with Executive Leadership Team. Due to be circulated September 2023.	Closed