

## Audit, Standards & Risk Committee

### Action Log from 21 June 2023



### Open Actions

Meeting Date	Minute No	Action	Action Owner	Update	Status
21/06/23	157	<b>Future Police &amp; Crime Commissioner Functions</b> The Executive Director of Resources & Investment to provide regular progress reports on the transfer of PCC Functions.	Gareth Sutton	To be presented to the December meeting.	
21/06/23	158	<b>MCA Review</b> The Chief Executive to provide a progress update on the new governance model at the December meeting.	Martin Swales	To be presented to the December meeting.	
21/06/23	166(b)	<b>Tram Concession Programme Plan</b> The Acting Executive Director of Transport to provide regular progress reports on the tram transition and bus franchising work to the Committee.	Pat Beijer	On the agenda at items: 9 - Tram Mobilisation Update 10 - Bus Franchising Update	See items 9 & 10

## Recently Completed Actions

Meeting Date	Minute No	Action	Action Owner	Update	Status
21/06/23	155	<p><b>Welcome and Introduction to the Mayor</b></p> <p>The Democratic Services Officer to arrange a minimum of 2 meetings per year between the Mayor, Chair and Vice Chair.</p>	Ellen Hinsley	Meetings arranged for 25 <sup>th</sup> September and 18 <sup>th</sup> December.	Complete
21/06/23	161	<p><b>Health &amp; Safety Update</b></p> <p>The Health &amp; Safety Advisor to request data on incidents at Doncaster Interchange be shared with the Committee.</p>	Lynne Sutton	To be provided from 1 <sup>st</sup> July.	Complete
21/06/23	166(a)	<p><b>Tram Concession Programme Plan</b></p> <p>The Democratic Services Officer to share the Tram Mobilisation Programme slides with Members of the Committee.</p>	Ellen Hinsley	Circulated on 30 <sup>th</sup> June.	Complete
28/04/2023	147	<p><b>Internal Audit Plan 2023/24</b></p> <p>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.</p>	M Thomas	Verbal update provided at the June meeting.	Complete
22/03/2023	136	<p><b>Committee Effectiveness</b></p> <p>The Head of Corporate Governance to research best practice between the MCA Board, Mayor and</p>	C James	Reflected in proposed amendments to the ToR considered at the June meeting.	Complete

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		the Audit, Standards & Risk Committee to ensure its effectiveness.			
22/03/2023	136	<p><b>Committee Effectiveness</b></p> <p>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.</p>	C James	Reflected in proposed amendments to the ToR considered at the June meeting.	Complete
22/03/2023	135	<p><b>Initial Findings of the Annual Governance Review 2022/23</b></p> <p>The Head of Corporate Governance to include the high level Corporate Risks in the Annual Governance Statement.</p>	C James	Considered at the June meeting.	Complete
22/03/2023	130	<p><b>Transport Risk Working Group</b></p> <p>A report on any progress made on safety at the Bernard Road interchange to be brought to the next Committee meeting.</p>	T Taylor	Considered at the June meeting.	Complete
22/03/2023	130	<p><b>Transport Risk Working Group</b></p> <p>Safety at the Bernard Road interchange to be escalated to the Corporate Risk Register.</p>	C James	Considered at the June meeting.	Complete
19/10/2022	81	<p><b>Terms of Reference Review</b></p> <p><b>Minute:</b></p>	C James	Considered at the meeting on 21 <sup>st</sup> June and subsequently approved at MCA Board on 31 <sup>st</sup> July.	Complete

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		<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>			