

## Audit, Standards & Risk Committee

### Action Log from 20 March 2024

### Open Actions

Meeting Date	Min No	Action	Action Owner	Update	Status
20/03/24	250(i)	<b>Work Plan 2023/24</b>  Members agreed that final reports on the PCC integration and Tram Transfer should be considered at the July meeting.	Ellen Hinsley	Final reports will be included on the agenda of the July meeting.	Complete
20/03/24	249(l)	<b>ASRC Draft Annual Report (inc Committee Effectiveness Assessment Outcome)</b>  The Assistant Director of Strategic Finance to contact the insurance brokers to investigate the possibility of providing a risk management training session for Members.	Mike Thomas		tba
20/03/24	248	<b>Findings of the Annual Governance Review 2023/24</b>  The Head of Governance to provide more details on the areas for development and improvement, including timescales and ownership. To be circulated with the draft AGS.	Claire James	Complete – Final AGS including Governance Improvement Plan 24/25 is at item 26 and the Governance Improvement Plan Update report is at item 27.	Complete

Meeting Date	Min No	Action	Action Owner	Update	Status
20/03/24	240(ii)	<p><b>Internal Audit Reports</b></p> <p>An item on the outcomes on the AEB programme performance to be brought to a future meeting of the Committee.</p>	Fliss Miller	This item is now on the work plan for September.	Open
20/03/24	240(i)	<p><b>Internal Audit Reports</b></p> <p>The Internal Auditors to find the exact figures relating to the individual contract that had been found to be unsigned and circulate this to the Committee.</p>	RSM		Complete
20/03/24	232	<p><b>External Audit Update</b></p> <p>The EY External Auditor to share the wording of the disclaimer with officers before it was issued.</p>	Hassan Rohimun		Ongoing
20/09/23	186	<p><b>2021-22 Accounts &amp; ISA260</b></p> <p>The Executive Director of Resources &amp; Investment to circulate consultation documentation on any proposed solutions to the external audit backlog to the Committee once received.</p>	Gareth Sutton		Ongoing
20/09/23	184	<p><b>Bus Franchising Assessment</b></p> <p>The Director of Public Transport Operations to bring the results of the 2023 public</p>	Tim Taylor	The surveys are being conducted during December 2023 to January 2024. Top line results will be shared with SYMCA at end of February, with final report in March 2024.	Complete

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		transport market research back to the Committee.		Included on agenda at item 23.	

## Recently Completed Actions

Meeting Date	Min No	Action	Action Owner	Update	Status
20/03/24	249(ii)	<p><b>ASRC Draft Annual Report (inc Committee Effectiveness Assessment Outcome)</b></p> <p>Democratic Services to confirm the details of the substitute member for Sheffield City Council.</p>	Ellen Hinsley	No reserve member appointed to the Committee for 2023/24 by Sheffield City Council.	Complete
13/12/23	212	<p><b>Internal Audit Reports</b></p> <p>Director of Public Transport Operations to look at how much money is potentially at-risk regarding controls on concession payments.</p>	Tim Taylor	<p>SYMCA concessions team have now reinstated formal validation checks of concessions payments as highlighted in the Bus Data Quality Internal Audit. These have identified two recent examples of overpayment, one which was £3,500 per month for 26 months (0.5% of the relevant operator payments) and the other which was £8,000 over 4 months, both of which have now been recovered.</p> <p>SYMCA has migrated back to payment on actual volumes for all operators which also allows easier verification to take place based on sampling of passenger data. In response</p>	Complete

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				to the Bus Data Quality Internal Audit, all 8 recommendations are either complete or in progress, and a follow up review from RSM has provided 9 separate evidence requests which SYMCA has provided.	
13/12/23	205	<p><b>Health and Safety Update</b></p> <p>The Head of Facilities and Asset Management to highlight the Doncaster incident within the next Committee Health and Safety Report.</p>	Michelle Stansfield	Discussed at the meeting on 20 <sup>th</sup> March.	Complete