

INTERNAL AUDIT RECOMMENDATIONS: GOVERNANCE REVIEW

ISSUE AND RECOMMENDATION	COUNCIL COMMITTEE					ACTION AND TIMESCALE	PROGRESS AT 29 JULY 2020
	EDC	EDUCATION	ENRC	HEALTH	SCDC		
<p>No approved Terms of References.</p> <p>We recommend that the finalisation of the terms of references should be prioritised in liaison with the AG's office. In future, Committee terms of references should be agreed and finalised once elected members have been sworn into office to ensure that there is clarity on their mandate from the onset of their term of office.</p>	√	√	√	√	√	<p>Deputy Chief Secretary to chase the AG's Chambers for advice, on receipt of which the Terms of Reference will be finalised</p> <p>31 March 2020</p>	<p>Meeting with Chairpersons, AG and Committee Secretaries held on 4 February 2020. It was agreed that AG would propose some changes to the Council Committee (Constitution Order) 2013 and then align the TORs to the revised Order. In June 2020, Executive Council approved :</p> <p>(i) The Council Committees (Rules of Procedure) (Amendment) Order, 2020;</p> <p>(ii) The Council Committees (Constitution) (No. 2) (Revocation) Order, 2020,</p> <p>(iii) The Direction - Appointment of Council Committees and Direction to Council</p>

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							Committees Regarding Responsibility Terms of Reference for Council Committees including a new Finance Committee are still to be finalised by the AG. Chambers
<p>Committee meeting minutes and papers not made available to the public on the internet and in hard copy.</p> <p>Meeting minutes and other publicly available Committee papers should be made available both on the internet and in hardcopy form at publicly accessible places such as the public library, community centres, clinics, shops etc.</p>	√					<p>Deputy Chief Secretary to arrange meeting with the EDC Chairperson with view to agreeing that Secretary to EDC should publish open agenda, minutes and documents on SHG website and publish the availability of hard copies of the same which will be provided on request</p> <p>31 March 2020</p>	<p>Recommendation discussed with the Chairman and Secretary at the CA meeting on 4 February. It was clarified that the omission of EDC papers on the SHG website in the recent past was a one-off occurrence due to staffing constraints. This has now been rectified and the meeting requested that the report be amended to this effect.</p>
<p>Committee meeting agendas, minutes and papers not made available to the public.</p> <p>Meeting minutes and other publicly available Committee papers should be made available both on the</p>		√	√			<p>Deputy Chief Secretary to arrange meeting with the Chairperson with view to agreeing that Secretary should publish open agenda, minutes and documents on SHG website</p>	<p>Meeting held with Chairpersons and Committee Secretaries held on 4 February 2020 (AG was in attendance). It was agreed that going</p>

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internet and in hardcopy form at publicly accessible places such as the public library, community centres, clinics, shops etc.						and publish the availability of hard copies of the same which will be provided on request 31 March 2020	forward this would become the norm.
Committee meeting agendas, minutes and papers not made available to the public in hard copy. Meeting minutes and other publicly available Committee papers should be made available in hardcopy form at publicly accessible places such as the public library, community centres, clinics, shops etc.				√	√	Secretary to Committee will be requested to publish the availability of hard copies of open minutes and papers which will be provided on request. 31 March 2020	Meeting held with Chairpersons and Committee Secretaries held on 4 February 2020 (AG was in attendance). It was agreed that going forward this would become the norm.
Self-assessments not being conducted by the Committee Self-assessments should be performed annually. Any rectification actions identified from the review should then be implemented and tracked by the Committee	√	√	√			Deputy Chief Secretary to discuss recommendation with EDC Chairperson and Chairpersons' Assembly Deputy Chief Secretary to discuss recommendation with Chairperson via Chairpersons' Assembly 30 April 2020	This was discussed and agreed with Chairpersons on 4 February. The self-assessment form, kindly provided by Internal Audit has been adapted for use by the Council Committees.
Insufficient support resources available for the Committee Management should review the current secretariat provision to the Committee as well as the need to provide resources for research and training.	√	√	√	√	√	Deputy Chief Secretary to draft Terms of Reference for the review in liaison with relevant stakeholders; arrange for review to be undertaken and report on findings 31 March 2021	This was also discussed at the meeting on 4 February 2020. Chairpersons and Secretaries were keen to see a more early intervention given the increasing Committee workload. It was noted

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							that the 31 March 2021 deadline had been set so that the review can take account of ongoing political reform exercise.
Inadequate sub-committee terms of references. No appointment letters issued to Committee members. The Committee should approve the sub-committee terms of references after making the necessary amendments to the current version. Appointment letters should be issued when sub-committee members are appointed and kept on file by the secretary	√					Deputy Chief Secretary to arrange a meeting with the EDC Chairperson to discuss the matter with a view rectifying the issues raised in this report. 31 March 2020	A review of our records shows that letters of appointment were issued to a Sub-committee that was appointed in 2016, to review fisheries legislation. The meeting on 4 February noted the inadequacy in the process and going forward the recommended process will be followed.
Committee responsibilities not updated on Council Committees (Constitution) Order Management should relook all Legislative Committee's responsibilities to ensure that they are accurately allocated and any new responsibilities have been communicated and documented.	√					Deputy Chief Secretary to discuss recommendation with Chairpersons' Assembly and AG with a view to making recommendations to the Governor as to how the Council Committees (Constitution) Order might be amended 30 April 2020	This recommendation was discussed at the meeting held on 4 February. In June 2020, Executive Council approved : (i) The Council Committees (Rules of Procedure) (Amendment) Order, 2020; (ii) The Council Committees

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							(Constitution) (No. 2) (Revocation) Order, 2020, (iii) The Direction - Appointment of Council Committees and Direction to Council Committees Regarding Responsibility
Progress on strategic priorities not reported by Directorates and the risk register not being presented to the Committee Directorate reporting should be comprehensive to include performance results, spending against budget and a risk register to allow the Committee adequate information to provide effective oversight.		√	√	√	√	Deputy Chief Secretary to issue reminder to directors and Council Committee Secretaries about the need to include performance against plans and budgets; along with Risk Register, on Committee Meeting agenda on a quarterly basis, at least 31 March 2020	This was also discussed at the meeting on 4 February and a check list for Secretaries has been developed to include this requirement. The IA reports were also shared with respective directors of Health, C&A Social Care, I&T, ENR&P, and Education
No requirement to declare conflict of interests before meetings. Declaration of interests should be a standing agenda item for all Committee meetings. Depending on the nature of the conflict, attendees can be required to not take part in the discussion/decision making.		√	√	√	√	Deputy Chief Secretary to send out reminder about the need to declare interests will be issued to the Chairperson and Council Committee Secretary; with a request that it becomes a standing agenda item at beginning of all Committee meetings 31 March 2020	This was discussed at the meeting on 4 February and has been included in the check list.

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Committee minutes not signed by Chairperson The Committee secretary should request the Chairperson to sign meeting minutes after they have been finalised and agreed.		√				Deputy Chief Secretary to send reminder to both Secretary and Chairperson of the Committee about the need to sign minutes 01 January 2020	This was also discussed at the 4 Feb meeting and will be included in the check list.
Scholarship Awards Committee terms of references not reviewed. No appointment letters issued to Committee members. The Committee should consider reviewing the sub-committee terms of references at least annually and having them approved by the Education Committee. Appointment letters should be issued when Committee members are appointed and kept on file by the secretary.		√				Deputy Chief Secretary to liaise with Education Director and Director of HR and OD and arrange for the Scholarship Awards Committee (SAC) TORs to be reviewed and updated and presented to the Education Committee for approval if indeed the SAC was set up as a subcommittee. And arrange appointment letters. 30 April 2020	It has been established that the SAC is not a sub-committee of the Education Committee
No Terms of Reference for Highway Authority Committee and Control weaknesses identified on the Heritage Framework Review sub-committee. The sub-committee terms of reference for the Highways Authority should be drafted and presented to ENR Committee for approval. Members of both committees should be provided with			√			Deputy Chief Secretary to liaise with the AG's chambers and the Chairperson of the Highway Authority as to whether Terms of Reference are needed. If in the affirmative, draft TORs in liaison with Chairperson of the Authority and AG's Chambers 30 April 2020	Discussed in meeting on 4 February. ENRC Chairman agreed to work with the Director of I&T to develop TORs for the Highways Authority. With regard to the Heritage Review Framework Committee, it was noted that this work had been completed,

