## INTERNAL AUDIT RECOMMENDATIONS: GOVERNANCE REVIEW

		COUNCI	COMMI	TTEE			PROGRESS AT 29 JULY
ISSUE AND RECOMMENDATION	EDC	EDUCATION	ENRC	HEALTH	SCDC	ACTION AND TIMESCALE	2020
No approved Terms of References.	٧	٧	٧	٧	٧	Deputy Chief Secretary to chase	Meeting with
						the AG's Chambers for advice, on	Chairpersons, AG and
We recommend that the finalisation						receipt of which the Terms of	Committee Secretaries
of the terms of references should be						Reference will be finalised	held on 4 February 2020.
prioritised in liaison with the AG's							It was agreed that AG
office. In future, Committee terms of							would propose some
references should be agreed and							changes to the Council
finalised once elected members							Committee (Constitution
have been sworn into office to							Order) 2013 and then
ensure that there is clarity on their						31 March 2020	align the TORs to the
mandate from the onset of their							revised Order.
term of office.							In June 2020, Executive
							Council approved :
							(i) The Council
							Committees (Rules of
							Procedure) (Amendment)
							Order, 2020;
							(ii) The Council
							Committees
							(Constitution) (No. 2)
							(Revocation) Order,
							2020,
							(iii) The Direction -
							Appointment of Council
							Committees and
							Direction to Council

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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	
Committee meeting minutes and papers not made available to the public on the internet and in hard copy.  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.	V					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  31 March 2020	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.	
Committee meeting agendas, minutes and papers not made available to the public.  Meeting minutes and other publicly available Committee papers should be made available both on the		V	V			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	Meeting held with Chairpersons and Committee Secretaries held on 4 February 2020 (AG was in attendance). It was agreed that going	

		COUNCII	L СОММІ	TTEE			PROGRESS AT 29 JULY
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internet and in hardcopy form at						and publish the availability of	forward this would
publicly accessible places such as the						hard copies of the same which	become the norm.
public library, community centres,						will be provided on request	
clinics, shops etc.						31 March 2020	
Committee meeting agendas,				٧	٧	Secretary to Committee will be	Meeting held with
minutes and papers not made						requested to publish the	Chairpersons and
available to the public in hard copy.						availability of hard copies of	Committee Secretaries
Meeting minutes and other publicly						open minutes and papers which	held on 4 February 2020
available Committee papers should						will be provided on request.	(AG was in attendance).
be made available in hardcopy form							It was agreed that going
at publicly accessible places such as							forward this would
the public library, community							become the norm.
centres, clinics, shops etc.						31 March 2020	
Self-assessments not being	٧	٧	٧			Deputy Chief Secretary to discuss	This was discussed and
conducted by the Committee						recommendation with EDC	agreed with Chairpersons
Self-assessments should be						Chairperson and Chairpersons'	on 4 February. The self-
performed annually. Any						Assembly	assessment form, kindly
rectification actions identified from						Deputy Chief Secretary to discuss	provided by Internal
the review should then be						recommendation with	Audit has been adapted
implemented and tracked by the						Chairperson via Chairpersons'	for use by the Council
Committee						Assembly	Committees.
						30 April 2020	
Insufficient support resources	٧	٧	٧	√	٧	Deputy Chief Secretary to draft	This was also discussed
available for the Committee						Terms of Reference for the	at the meeting on 4
Management should review the						review in liaison with relevant	February 2020.
current secretariat provision to the						stakeholders; arrange for review	Chairpersons and
Committee as well as the need to						to be undertaken and report on	Secretaries were keen to
provide resources for research and						findings	see a more early
training.							intervention given the
						31 March 2021	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	٧					Deputy Chief Secretary to	A review of our records	
references. No appointment letters						arrange a meeting with the EDC	shows that letters of	
issued to Committee members.						Chairperson to discuss the	appointment were issued	
The Committee should approve the						matter with a view rectifying the	to a Sub-committee that	
sub-committee terms of references						issues raised in this report.	was appointed in 2016,	
after making the necessary							to review fisheries	
amendments to the current version.							legislation.	
Appointment letters should be						31 March 2020	0	
issued when sub-committee							February noted the	
members are appointed and kept on							inadequacy in the	
file by the secretary							process and going	
							forward the	
							recommended process	
							will be followed.	
Committee responsibilities not	٧					Deputy Chief Secretary to discuss	This recommendation	
updated on Council Committees						recommendation with	was discussed at the	
(Constitution) Order						Chairpersons' Assembly and AG	meeting held on 4	
Management should relook all						with a view to making	February. In June 2020,	
Legislative Committee's						recommendations to the	Executive Council	
responsibilities to ensure that they						Governor as to how the Council	approved :	
are accurately allocated and any						Committees (Constitution) Order	(i) The Council	
new responsibilities have been						might be amended	Committees (Rules of	
communicated and documented.						30 April 2020		
							Order, 2020;	
							(ii) The Council	
							Committees	

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					3656	ACTION AND THIS CONTE	(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.		V	٧	٧	V	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.		V	٧	٧	V	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.		٧				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.		V				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.	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			٧			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,	

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appointment letters outlining their roles and responsibilities and tenure							therefore no further action was deemed necessary
Reporting lines not defined on draft terms of references and self-assessments not being conducted by the Committee Management should include reporting lines on the terms of references to ensure that all committee members are aware of the requirement.				٧	٧	Deputy Chief Secretary to discuss recommendation with Chairpersons' Assembly	Discussed at meeting on 4 February.  These requirements have been included in the Check List
Self-assessments should be performed annually. Any rectification actions identified from the review should then be implemented and tracked by the Committee						30 April 2020	
Disaster Management included on Committees Responsibilities Management should relook all Legislative Committee's responsibilities to ensure that they are accurately allocated and any new responsibilities have been communicated and documented.				٧		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	Discussed at 4 Feb meeting. It was noted that a Working Group (not a sub committee) had been appointed to look at H&S. Political oversight for Disaster Management remains with the Public Health Committee under the Council Committees (Rules of Procedure)

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							(Amendment) Order,
							2020.
Inadequate guidance for Sub-					٧	Chairpersons Assembly will be	This relates to Social
Committees.						reminded by the Deputy Chief	Security Working Group
The Sub-Committee terms of						Secretary of the need to comply	and Immigration Working
references should be drafted /						with the Council Committees	Group.
reviewed and presented to SCD						(Rules of Procedure) Order, 2010.	This was also discussed in
Committee for approval. Officials							the meeting on 4
appointed to these Sub-Committees							February.
should be presented the						1 January 2020	
appointment letters stipulating their							Follow up action needed
roles and duration of appointment							re letters of appointment
							and terms of reference.