

Audit and Governance Committee Paper

Paper Title:	Matters arising from previous AGC meetings
Paper Number:	[AGC (03/10/2017) 559 MA]
Meeting Date:	3 October 2017
Agenda Item:	3
Author:	Morounke Akingbola, Head of Finance
For information or decision?	Information
Recommendation to the Committee:	To note and comment on the updates shown for each item.
Evaluation	To be updated and reviewed at each AGC.

Numerically:

- 9 items added from June 2017 meeting, 3 ongoing
- 2 items carried over from earlier meetings, 1 ongoing

ACTION	RESPONSIBILITY	DUE DATE	PROGRESS TO DATE
Matters Arising from Audit and Governance Committee – actions from 7 December 2016 meeting			
11.6 Head of IT to provide the Audit and Governance Committee with regular updates on Cyber Security.	Head of IT		Ongoing
Matters Arising from Audit and Governance Committee – actions from 21 March 2017 meeting			
10.9 Head of Business Planning to ensure when the next year's calendar of meetings was planned, that wherever possible AGC consideration precedes the Authority receiving the strategic risk register.	Head of Business Planning	September 2017	Completed
Matters Arising from Audit and Governance Committee – actions from 13 June 2017 meeting			
3.6 Staff members to alert Committee members, by means of their private email addresses, when information is sent to their HFEA email accounts, between meetings.	All		Ongoing
4.7 The Head of Internal Audit to look at reallocating some of the indicative days from the area of risk management and control to the data loss audit area.	Head of Internal Audit		Completed - Agenda item for October 2017 meeting
6.10 The Director of Finance and Resources to liaise with Committee members and senior management to finalise the accounts.	Director of Finance and Resource		Completed

<p>8.11 The Director of Finance and Resources to explore the potential to surplus funds to commission research on the data held by the Authority.</p>	<p>Director of Finance and Resources</p>		<p>Ongoing - An update will be provided at the October 2017 meeting</p>
<p>9.8 The Director of Compliance and Information to distribute information concerning the outcome of the recent GDS assessment to the Committee. A further update on IfQ will be provided at the next meeting.</p>	<p>Director of Compliance and Information</p>		<p>Completed - Agenda item for October 2017 meeting</p>
<p>11.8 The Director of Compliance and Information to report back to the Committee with the results of the next emergency alert test.</p>	<p>Director of Compliance and Information</p>		<p>Completed - Agenda item for October 2017 meeting</p>
<p>11.9 The Director of Compliance and Information to consider the use of personal devices by members and provide guidance at necessary.</p>	<p>Director of Compliance and Information</p>		<p>Completed - Agenda item for October 2017 meeting</p>
<p>14.4 To ensure the theme for the 3 October 2017 meeting provides a focus on risks associated with the new business structure.</p>	<p>Head of Finance</p>		<p>Completed - Agenda item for October 2017 meeting</p>
<p>15.2 The Director of Finance and Resources to ensure the Committee remains updated with regards to the outcome of the investigation</p>	<p>Director of Finance and Resources</p>		<p>Ongoing - An update will be provided at the October 2017 meeting</p>