

Audit Committee

**Agenda
Item No. 7**

8th July 2021

Committee Decision Tracking Chart

Ward(s): All

Portfolios: All

Purpose: Review

1. Aim

- 1.1 This report provides Audit Committee with a chart tracking all of its decisions for which a follow-up is required, to enable Members to monitor any outstanding actions and seek updates at future meetings where applicable.

2. Summary

- 2.1 Items in the tracking chart cannot be discussed in any detail at this meeting, as a proper and full report is required by law in order for the Committee to formally consider an item. Members, however, may wish to seek a brief update / assurance on an item or request a report back to a future meeting where it is deemed that insufficient progress is being made.

3. Recommendations

The Committee is requested to:

- 3.1 Note the content of the tracking chart, and the completed actions, which can now be removed.
- 3.2 Determine if it would like to select any of the items to be brought back to the next / or future Committee meeting.

4. Report detail – know

Audit Committee – Outstanding Items Tracking Chart

| Date considered | Item Title | Action agreed by Committee | To be actioned by | History / Updates / Referrals back to Committee | Target completion date |
|-----------------|--|---|------------------------|---|---|
| 25.01.2021 | Risk Management update – Strategic Risk Register | The Executive Director, in conjunction with the Director of Public Health reconsider if risk 9 needs to be a separate risk or if this is not the case, a briefing note be taken to Committee. | Head of Internal Audit | Liaison has been undertaken with officers and the outcome is included in the Risk Management update to Audit Committee on September's agenda. | 27th September 2021 Meeting |
| 25.01.2021 | Risk Management update – Strategic Risk Register | The Executive Director provides further information on risk 2 and how risk 2 is impacting on other risks within the strategic risk register (in particular risk 7). | Head of Internal Audit | Liaison has been undertaken with officers and the outcome is included in the Risk Management update to Audit Committee on September's agenda. | 27th September 2021 Meeting |
| 12.4.21 | Annual Review of the Scheme of Delegations to Officers | The final draft of this report be circulated to the Committee prior to its submission to Council. | Monitoring Officer | On the agenda 27 th September 2021 meeting. | 27th September 2021 |

| Date considered | Item Title | Action agreed by Committee | To be actioned by | History / Updates / Referrals back to Committee | Target completion date |
|-----------------|---------------------------------------|---|---|---|---|
| 12.4.21 | Performance Management Framework 2021 | <p>1) Subject to the inclusion of appropriate 'Key Performance Indicators' the framework for approval be recommended to Cabinet as robust and fit for purpose in setting out how the council can work to ensure the delivery of its Corporate Plan 2021-2022 and secure effective and sustainable improvements for the benefit of its residents.</p> <p>2) The Performance Management Framework 2021 is taken to a future meeting of the Audit Committee.</p> | <p>Director of Public Health</p> <p>Head of Finance / Corporate Assurance Manager</p> | <p>On the agenda 8th July 2021 meeting.</p> <p>Further refresh will be undertaken alongside the review of the Interim Corporate Plan during 2021/22 and presented to Audit Committee 1 April 2022.</p> | <p>8th July 2021</p> <p>11th April 2022</p> |

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|-----------------|--|--|-----------------------------|--|---|
| | | | | | |
| 12.4.21 | Performance Management framework 2020/21 | A Member asked what the return rate on the recent resident survey was, and it was agreed that this information would be circulated. | Corporate Assurance Manager | Circulated to Committee Members by e-mail. | June 2021 |
| 12.4.21 | Audit Committee Engagement and Participation | 1. The Section 151 Officer and Monitoring Officer develop an appropriate list of skills which would benefit members of the Audit Committee; 2. The Section 151 Officer, or their nominated representative, meet with Group Leaders following each election. | Monitoring Officer | <ul style="list-style-type: none"> • Introduction to Audit Committee Role - 8th July • Report template implemented • Audit Guide / skills analysis in development • 121's with Audit Committee members to discuss skills analysis / | Introduction to Audit Committee Role - 8th July |

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|-----------------|------------|--|-------------------|--|------------------------|
| | | <p>3. A skills analysis be undertaken when members are appointed to ensure training can be tailored to their needs.</p> <p>4. The Councils report template be adopted for Audit Committee and that that the report guidelines document be adopted and implemented from May 2021.</p> <p>5. A guide on Audit be produced in plain English, for all members; and</p> <p>6. All 60 Members of the Council be invited to attend training on Audit matters when arranged.</p> | | <p>training requirements to be arranged</p> <ul style="list-style-type: none"> • Council member Audit training to be arranged | |

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|------------------------|---|--|--------------------------|--|-------------------------------|
| 12.4.21 | Council Tax and NDR Internal Audit Report | To monitor as a priority one recommendation. | Head of Internal Audit | To be included in the priority one report. | Ongoing. |

N.B. As soon as an item has been satisfactorily resolved, it will be removed from this tracking chart.

5. Financial information

- 5.1 None arising directly from this report. Detailed resource and legal considerations would be provided in any subsequent follow up report requested by the Committee.

6. Reducing Inequalities

- 6.1 The Audit Committee has a responsibility to ensure that the Council provide oversight of the financial reporting process, the audit process, the company's system of internal controls and compliance with laws and regulations. Ensuring compliance with laws and regulations ensures that inequalities are reduced as the process is fair, open and transparent.

7. Decide

- 7.1 The Audit Committee is meeting its objectives and providing effective challenge and so, should the recommendations not be approved, the Council can be assured that there are sufficient controls in place to ensure that the council is held to account and that processes are monitored and challenged where necessary.

8. Respond

- 8.1 If when reviewing the committee decision tracker, Committee Members would like to select any of the items to be taken to a future Committee meeting this will be actioned by Officers and included on the work programme.

9. Review

- 9.1 The Committee decision tracker is updated after each Committee meeting to ensure that actions agreed at Committee are reviewed and monitored by Members.

Background papers

None.

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