

## **Audit Committee – 25<sup>th</sup> January 2021**

### **Committee Decision Tracking Chart**

#### **1. Summary of report**

- 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.
- 1.2 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.

#### **2. Recommendation**

- 2.1 The Committee is requested to:
  - 1. Note the content of the tracking chart, and the completed actions which can now be removed.
  - 2. Determine if it would like to select any of the items to be brought back to the next / or future Committee meeting.

#### **3. Resource and legal considerations**

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

#### **4. Citizen impact**

- 4.1 None arising directly from this report. Detailed citizen impact considerations would be provided in any subsequent follow up report requested by the Committee.

#### **5. Environment impact**

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

#### **6. Performance and Risk Management Issues**

- 6.1 None arising directly from this report. Detailed performance and risk management considerations would be provided in any subsequent follow up report requested by the Committee.

## Equality Implications

7.1 None arising directly from this report. Detailed equality implications would be provided in any subsequent follow up report requested by the Committee.

## 7. Consultation

8.1 Nothing specific arising from this report. Detailed consultation would be provided in any subsequent follow up report requested by the Committee.

## Background papers

Previous reports and minutes to the Committee.



## Lloyd Haynes – Interim Head of Finance - Corporate

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### 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
23/11/20	Review of the Effectiveness of the Audit Committee and Update	Elected Members discuss the continuity of Membership with their respective Leaders	Elected Members	Not Yet Due	<b>April 2021</b>
		Officers to raise the issue of continuity of membership within the Officer forum	Interim Executive Director Resources and Transformation, Interim Director Finance, Corporate Performance Management and Corporate Landlord	Not Yet Due	<b>April 2021</b>
		The questions listed at paragraph 4.2 of the report (set out below), be considered during a future training session	Training session to be arranged by Interim Director Finance, Corporate Performance Management and Corporate Landlord and Interim Head of Finance following feedback on above actions regarding the continuity of membership.	Not Yet Due	To be confirmed following feedback on above actions regarding the continuity of membership.

<b>Date considered</b>	<b>Item Title</b>	<b>Action agreed by Committee</b>	<b>To be actioned by</b>	<b>History / Updates / Referrals back to Committee</b>	<b>Target completion date</b>
23/11/20	Internal Audit Progress Report 2020/21 & KPI's	To amend the revised KPI wording to include a 'maximum period'.	Interim Head of Finance	Action complete, and can be removed from tracking chart – an update is included within the KPI report to be presented to Audit Committee on 25 January 2021	<b>25<sup>th</sup> January 2021.</b>
23/11/20	Internal Audit Progress Report 2020/21 & KPI's	The Committee be provided with statistics in relation to the number of contacts (to the confidential reporting hotline) via the phone and via the webpage.	Internal Audit / January 2021	Action complete, and can be removed from tracking chart.  E-mailed to Members on 8 <sup>th</sup> January 2021.	<b>25<sup>th</sup> January 2021</b>
23/11/20	Risk Management update – Strategic Risk Register (SRR)	The Strategic Risk Register be considered by the Committee in January 2021 (to include the full record on Brexit transition arrangements).	Internal Audit / January 2021	On the agenda for consideration by the Committee on 25 <sup>th</sup> January 2021.	<b>25<sup>th</sup> January 2021</b>

<b>Date considered</b>	<b>Item Title</b>	<b>Action agreed by Committee</b>	<b>To be actioned by</b>	<b>History / Updates / Referrals back to Committee</b>	<b>Target completion date</b>
23/11/20	Risk Management update – Strategic Risk Register (SRR)	A briefing note be sent to committee members on the Brexit transition (risk management) arrangements.	Interim Director, Place & Environment	Action complete, and can be removed from tracking chart. E-mailed to Members on 18 <sup>th</sup> December 2020.	<b>31 December 2020</b>
23/11/20	Post – Audit Statement of Accounts 2019/20 including Audit Findings Report	Once concluded the Chair requested that the final version of the Audit Findings report was circulated to Audit Committee Members.	External Audit, Technical Accounting Finance Manager and Democratic Services Officer	External Audit have not been able to issue the final Audit Findings report as there are technical difficulties with the Whole of Government Accounts software that are preventing this. This is a national issue and once resolved a final report will be issued.	<b>23<sup>rd</sup> February 2021</b>
23/11/20	Post – Audit Statement of Accounts 2019/20 including Audit Findings Report	Paragraph 167 be amended by Officers, and authority granted for the Chair to agree the final version before publication	Interim Head of Finance	Action complete, and can be removed from tracking chart. Signed by the Chair and submitted to Finance on 27 <sup>th</sup> November 2020.	<b>30<sup>th</sup> November 2020</b>

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