

Audit Committee – 24th July 2018

Committee Decision Tracking Chart

1. Summary of report

- 1.1 This report provides the 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.
 - 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.

7. **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.

8. **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.



Vicky Buckley – Head of Finance
12th July, 2018

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Audit Committee – Item Tracking Chart

Date considered	Report title considered under	Action agreed by Committee	To be actioned by / date to be actioned by	Completed? History / Updates / Referrals back to Committee
18/06/18	Audit Committee role, remit and work programme – 2018/19	Lloyd was asked to circulate (via the Clerk) a list of all the on-line Audit related courses available to Members.	Lloyd Haynes: as soon as possible.	Vicky Buckley advises that there is currently no specific on-line audit training. A training programme is on the agenda for 24 th July. The potential for on-line training will also be explored.
18/06/18	Audit Committee role, remit and work programme – 2018/19	The Committee requested that the work programme be reassessed to see if any unnecessary reports can be removed and whether the total number of meeting could be reduced.	Vicky Buckley / for the next meeting on 24 th July.	On agenda for 24 th July meeting.
18/06/18	Audit Committee role, remit and work programme – 2018/19	The Committee requested a training programme be drawn up to ensure that Members are offered regular and relevant training on all Audit areas including risk. Furthermore, that a training session be established prior to the next Committee meeting on 24 th July.	Vicky Buckley/ Sarah Knowles / for the next meeting on 24 th July.	On agenda for 24 th July meeting.

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

Date considered	Item Title	Action agreed by Committee	To be actioned by / date to be actioned by	History / Updates / Referrals back to Committee
18/06/18	Audit Committee role, remit and work programme – 2018/19	The Chair asked the Clerk to produce a regular agenda item to help track the Committee's decisions so that they can be followed up where necessary.	Fred Hancock / for the next meeting on 24 th July.	On agenda for 24 th July meeting.
18/06/18	Financial Health Indicators 2017/18	In relation to the Council tax collection deficit, the Chair sought assurance from Sarah that outstanding debt collection is included in the scope of the annual internal audit of Council Tax. The Chair asked Internal Audit to report back to the Committee when this Audit was completed.	Sarah Knowles / when the Audit has been completed.	Internal Audit of Council Tax included in 2018/19 audit plan Quarter 4.
18/06/18	Internal Audit Report for the year ending 31 March 2018	The Committee asked Internal Audit for a detailed report specifically on GDPR compliance at the September meeting.	Sarah Knowles / September meeting	Fieldwork commencing 30 th July. Report due at September meeting.

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Date considered	Item Title	Action agreed by Committee	To be actioned by / date to be actioned by	History / Updates / Referrals back to Committee
18/06/18	Annual Governance Statement 2017/18 including Annual Review of Effectiveness of Internal Control	Councillor Robertson asked for some more data on data breaches being 'down' and whether this was viewed as good or bad. Lloyd agreed to get some data on data breaches and circulate to Members via the Clerk.	Lloyd Haines / as soon as possible	Memo circulated to Members on 13 th July 2018
18/06/18	Annual Governance Statement 2017/18 including Annual Review of Effectiveness of Internal Control	The Chair asked for an update to the July meeting of the Audit Committee on the systems of control around I.T. disaster recovery.	Sarah Knowles / July Meeting	IT Disaster Recovery included in the ICT audit plan for 2018/19.
18/06/18	Summary of Priority 1 Recommendations	The Committee requested updates on the Domiciliary Care and Procurement items once the follow up Audits had been completed.	Sarah Knowles / July Meeting	Domiciliary Care follow up included in Progress Report. Procurement report not yet finalised.

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