

**27 June 2022**

**Committee Decision Tracking Chart**

**Ward(s): All**

**Portfolios: All**

**Purpose: Review**

**1. Aim**

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**

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
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	Deferred from the agenda 8 July 2021 meeting.	<b>Complete, reported to 28 April 2022.</b>
12.4.21	Performance Management Framework 2021.	The Performance Management Framework 2021 is taken to a future meeting of the Audit Committee.	Head of Finance and Assurance / Corporate Assurance Manager	Further refresh will be undertaken alongside the review of the Interim Corporate Plan during 2021/22 and presented to Audit Committee in April 2022.	<b>Complete, reported to 28 April 2022.</b>
12.4.21	Audit Committee Engagement and Participation	<ol style="list-style-type: none"> <li>1. The Section 151 Officer and Monitoring Officer develop an appropriate list of skills which would benefit members of the Audit Committee;</li> <li>2. The Section 151 Officer, or their nominated representative, meet with Group Leaders following each election.</li> </ol>	Monitoring Officer		<b>Complete (and ongoing):</b> <ul style="list-style-type: none"> <li>• Report template implemented.</li> <li>• S151 Officer (or nominee) meets with group leaders.</li> <li>• Introduction to</li> <li>• Audit Committee Role provided annually.</li> </ul>

Date considered	Item Title	Action agreed by Committee	To be actioned by	History / Updates / Referrals back to Committee	Target completion date
12.4.21	Audit Committee Engagement and Participation <i>(Continued)</i>	3. A skills analysis be undertaken when members are appointed to ensure training can be tailored to their needs. 4. The Councils report template be adopted for Audit Committee and that the report guidelines document be adopted and implemented from May 2021. 5. A guide on Audit be produced in plain English, for all members; and All 60 Members of the Council be invited to attend training on Audit matters when arranged			<ul style="list-style-type: none"> <li>• 121's with new Audit Committee members to discuss skills analysis / training requirements arranged annually.</li> <li>• Treasury Management arranged for all council members.</li> <li>• Further Member training provided as necessary.</li> </ul> <p><b>Planned:</b></p> <ul style="list-style-type: none"> <li>• Audit Guide in development for new members.</li> <li>• Self-assessment of effectiveness of Audit Committee on work programme for 2022/23.</li> </ul>
22.2.22	External Audit Annual Report 2020/21	Regular updates on improvement recommendations are provided to the Committee	Grant Thornton		Ongoing as part of 2021/22 audit.

Date considered	Item Title	Action agreed by Committee	To be actioned by	History / Updates / Referrals back to Committee	Target completion date
22.11.21	Risk Management Update – Assurance Map	A progress update on the assurance map be taken to the Committee.	Head of Internal Audit		<b>Complete, reported to 11 April 2022.</b>
22.2.22	External Audit Annual Report 2020/21	Regular updates on the Proud programme are taken to the appropriate Scrutiny Committee.	Scrutiny Overview Committee (SOC)	Chair has been contacted with referral from Committee.  This will be considered at the first meetings of this municipal year. The recommendation will be reported to the SOC and Social Care and Health OSC inviting them to scrutinise the work streams in their remits following the Audit Committee recommendation.	Audit Committee will be advised of the outcome of this following the OSC meetings.
22.2.22	Risk Management update.	The Lead Officer for the proud programme is invited to a future meeting of the Audit Committee to provide further assurance in relation to controls in place to ensure delivery of savings and the inter-relationship with the Strategic Risk Register (SRR).	Head of Finance and Assurance	SRR2 and SRR7 to be reported to Audit Committee alongside SRR update.	Report to be presented to Audit Committee on 26 September.
22.2.22	Internal Audit Work Plan and Charter 2022/23	An update on the addition of Adult Social Care debtors and procurement to the internal work plan to be taken to a future meeting.	Head of Internal Audit	ASC will be included within the Accounts Receivable follow up report during 2022/23. Procurement to be added to Internal Audit Plan for 2022/23	Complete - will be reported in internal audit progress report to Committee once audits complete.

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22.2.22	Internal Audit Progress reports	The Committee to be provided with independent review reports.	Head of Finance and Assurance		<p><b>Complete, reported to 28 April 2022.</b></p> <p>Additionally, an action is included on work programme for future inspections to be reported to Audit Committee.</p>
22.2.22	Internal Audit Work Plan and Charter 2022/23	That the full report on Governance Arrangements for Monitoring Public Health Outcomes spend is taken to the April meeting of the Audit Committee.	Head of Internal Audit		<p><b>Complete, reported to 28 April 2022.</b></p>
28.4.22	Performance Management Framework	Key performance indicators to be shared with the Audit Committee prior to quarter one reporting (RAG rated).	Director of Public Health / Head of Policy and Strategy	In progress.	

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

**5. Financial information**

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**

The Audit Committee has a responsibility to ensure that the council provides 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**

The Audit Committee is seeking to ensure that 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, and may wish to select items to consider.

**8. Respond**

If 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**

The Committee decision tracker is updated after each Committee meeting to ensure that actions agreed at Committee are reviewed and monitored by Members. Any completed actions are then removed.

**Background papers**

None.

**Author**

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