

**Audit Committee**

**22 November 2021**

**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 <sup>th</sup> July 2021 meeting.	<b>By 11<sup>th</sup> 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 / 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>11<sup>th</sup> April 2022</b>

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	<p>1. The Section 151 Officer and Monitoring Officer develop an appropriate list of skills which would benefit members of the Audit Committee;</p> <p>2. The Section 151 Officer, or their nominated representative, meet with Group Leaders following each election.</p> <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>	Monitoring Officer		<ul style="list-style-type: none"> <li>• Report template implemented.</li> <li>• Introduction to Audit Committee Role - 8<sup>th</sup> July</li> <li>• Audit Guide / skills analysis in development</li> <li>• 121's with Audit Committee members to discuss skills analysis / training requirements arranged</li> <li>• Audit training arranged on 'Statement of Accounts' for 16<sup>th</sup> September 2021.</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	Council Tax and NNDR Internal Audit Report	To monitor as a priority one recommendation.	Head of Internal Audit	To be included in the priority one report.	Ongoing.
27.9.21	Corporate Plan 2021/22 Markers of Success	Those indicators rating 'red' were referred to the Children's Services Overview and Scrutiny Committee.	Clerk	Included on the Children's Services OSC agenda for 23 <sup>rd</sup> November 2021.	Ongoing
27.9.21	Corporate Plan 2021/22 Markers of Success	That Officers and the Executive consider presenting the performance of the corporate plan to a relevant scrutiny committee, at least once a year.	Clerk Statutory Scrutiny Officer		Ongoing

**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 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***

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***

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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