



Report of the Head of Democratic Services

Special Audit Committee – 29 January 2020

Audit Committee Action Tracker Report

Purpose:	This report details the actions recorded by the Audit Committee and response to the actions.
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Finance Officer:	N/A
Legal Officer:	N/A
Access to Services Officer:	N/A
For Information	

1. Introduction

- 1.1 During the course of Audit Committee meetings various actions may be decided which are recorded on the minutes of the meetings.
- 1.2 As agreed in 2016/17 an Action Tracker process was put in place to ensure transparency over the outcomes of actions agreed by Committee.
- 1.3 The Action Tracker records the actions agreed by the Audit Committee and provides an outcome for each action.
- 1.4 The Action Tracker for the 2017/18, 2018/19 and 2019/20 Municipal years are attached in Appendix 1, 2 and 3.
- 1.5 The Action Tracker is regularly updated and any completed actions will be marked 'Complete' and coloured in grey.
- 1.6 The Action Tracker is reported to each Audit Committee meeting for information.

2. Equality and Engagement Implications

2.1 The Council is subject to the Public Sector Equality Duty (Wales) and must, in the exercise of their functions, have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

Our Equality Impact Assessment process ensures that we have paid due regard to the above.

2.2 There are no equality and engagement implications associated with this report.

3. Financial Implications

3.1 There are no financial implications associated with this report.

4. Legal Implications

4.1 There are no legal implications associated with this report

Background Papers: None

Appendix 1 – Audit Committee Action Tracker 2019/20 (Closed actions removed)

Appendix 2 – Audit Committee Action Tracker 2018/19 (Closed actions removed)

Appendix 3 – Audit Committee Action Tracker 2017/18 (Closed actions removed)

Appendix 1

AUDIT COMMITTEE ACTION TRACKER 2019/20				
Date of Meeting	Minute Ref	Action	Nominated Officer(s)	Status
10/12/19	54	Fundamental Audits 2018/19 - Recommendation Tracker 1) Lists of disputes of over 60 days old be forwarded to Corporate Management Team; 2) The Service Centre Manager provides details of written off debt from the last 3 years to the Committee.	Service Centre Manager / Cash Management & Accounts Receivable Manager	Completed Response provided by Michelle Davies circulated on 22/01/2020.
	58	Revenue and Capital Budget Monitoring - 2nd Quarter 2019/20 1) Transfer and review of the Welsh Translation Unit, including cost and charges - Figures regarding the Welsh Translation Service be circulated to the Committee.	Section 151 Officer	Completed Response provided by Julie Nicholas-Humphreys circulated on 22/01/2020.
	60	Appointment of Additional Lay Member to Audit Committee 1) the appointment be deferred subject to the proposed legislative changes being finalised.	Simon Cockings	Deferred subject to the proposed legislative changes being finalised.
08/10/19	44	Annual Report of School Audits 2018/19 & Director of Education Response Kelly Small, the Head of Funding and Information Unit clarifies if evidence had been received that all Governing Bodies had been presented with and considered their audit reports during 2017/18 and 2018/19.	Head of Funding and Information Unit	Ongoing Email to KS 17/10/19 2018/19 – confirmation received.
		Chris Williams, Head of Commercial Services be requested to provide an update regarding providing a catalogue for schools.	Head of Commercial Services	Completed There is no 'catalogue' as such. Education are looking at Schools' access to other corporate contracts (Schools already use the utilities contracts for example).
		Nick Williams, Director of Education obtains a full list of contracts from Corporate Building and circulates to all Clerks to Governing Bodies.	Director of Education	Ongoing

	49	Wales Audit Office - Feedback from Audit Committee Effectiveness Questionnaire An update report is to be provided at the next meeting in relation to the suggested changes to the committee.	Chair of Audit Committee & Democratic Services	Complete Report provided by WAO.
16/09/19	30	Young People's Service Moderate Rating Follow Up Update Issues highlighted, particularly DBS checks, to be addressed in the follow up audit in November.	Chief Auditor	Ongoing Follow up scheduled for w/c 18/11/19. The results will be reported to Committee in the Q3 Monitoring Report.
	30 32	Written reports to be provided to Committee for all moderate report updates in future.	Democratic Services	Completed
		The Section 151 Officer updates the next Audit Committee on the recovery plans in respect of the significant financial challenges facing the Authority.	S151 Officer	Complete Report provided by Section 151 Officer.
	32 17	ISA 260 Report The recommendations made in the report should be transferred to an external tracker report for committee.	Strategic Delivery & Performance Manager	Ongoing
		Audit Committee Training Programme 2019/20 The Chair/ Democratic Services report an amended Training Programme to the next scheduled meeting. All future committee training requirements and arrangements will be the responsibility of Democratic Services.	Chair & Democratic Services	Completed

Appendix 2

AUDIT COMMITTEE ACTION TRACKER 2018/19				
Date of Meeting	Minute Ref	Action	Nominated Officer	Status
12/02/19	80	Audit Committee Action Tracker Report An update to be provided on the use of supply / agency staff by schools and establishing the spend against supply / agency costs.	Chief Auditor	Completed. Schools have delegated budget responsibility – and a national (Welsh) contract exists for them to use for agency services. Responsibility lies with each Board of Governors for that spending.
11/12/18	59	Overview of the Overall Status of Risk – Quarter 2 2018/19 The contents of the Risk Register requires enhancement.	Strategic Delivery & Performance Manager	Ongoing Roll out of the new risk register application and training / reference resources is nearing completion and work will now shift to embedding and maturing the use and implementation of the new application. Reporting capability is dependent on change request approval and subsequent action by ICT.

Appendix 3

AUDIT COMMITTEE ACTION TRACKER 2017/18				
Date of Meeting	Minute Ref	Action	Nominated Officer	Status
08/03/18	68	Amendments to Contract Procedure Rules Once the amendments to the Contract Procedure Rules have been finalised, a copy should be forwarded to all Schools' Governing Bodies to make them aware of the changes. Schools are also to be requested to ensure the amended CPRs are included as an agenda item on the next Finance Committee and Building/Property Committee Meeting.	Head of Commercial Services	Ongoing The Contract Procedure Rules were agreed by Council on 27 November 2019. Email followed to Education Directorate on 3 December 2019.