



Report of the Head of Democratic Services

Audit Committee – 19 January 2021

Audit Committee Action Tracker Report

Purpose:	This report details the actions recorded by the Audit Committee and response to the actions.
Report Author:	Jeremy Parkhouse
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 up to date Action Tracker 2020/21 is attached at Appendix 1 and Outstanding actions from the Audit Committee Performance Review 2017-18 are provided at Appendix 2.
- 1.5 The Action Tracker is regularly updated and any completed actions will be marked 'Completed' 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

Appendices:

Appendix 1 – Audit Committee Action Tracker 2020/21 (Closed actions removed).

Appendix 2 – Outstanding actions from the Audit Committee Performance Review 2017-18 (Closed actions removed).

Appendix 1

AUDIT COMMITTEE ACTION TRACKER 2020/21				
Date of Meeting	Minute Ref	Action	Nominated Officer(s)	Status
	24	An Update on a Review of Partnerships		
		The Deputy Chief Executive circulates to the Committee the response of the Council to the Welsh Government regarding Corporate Joint Committees.	Adam Hill	Completed Response circulated following the meeting on 8 December 2020.
08/12/2020	23	Election of the Audit Committee Representative on the Governance Group		
		Appointment deferred from meeting on 08/12/2020.	Jeremy Parkhouse	Completed Item added to the agenda of the Audit Committee scheduled for 19/01/2021.
08/12/2020	22	Annual Governance Statement 2019/20 Action Plan Update		
		The Deputy Chief Executive provides an additional report regarding the impact of the Covid 19 Pandemic on the Swansea Bay Region.	Adam Hill	Completed Response circulated 12/01/2021.
		Figures regarding staff sickness are circulated to the Committee.	Adam Hill	Completed Response circulated 12/01/2021.
		A demonstration regarding the Future Generations Act impact assessments be provided / circulated to the Committee	Adam Hill	Completed Response circulated 12/01/2021.
		A copy of the Recovery Plan be forwarded to the Committee	Adam Hill	Completed Response circulated following the meeting on 8 December 2020.
08/12/2020	21	Internal Audit Progress Update Report		
		The Chief Auditor circulated the updated CIPFA guidance to the Chair / Councillor L V Walton.	Simon Cockings	Completed Response circulated following the meeting on 8 December 2020.
10/11/2020	15	Mid-Year 2020/21 Overview of Risk		
		A progress report be provided to the Committee in February 2021. The Committee first expressed concern regarding risk on 11/12/18.	Richard Rowlands	Ongoing Update report to be provided to Audit Committee in February 2021. The Chair met with IT on 12/01/2021 to review the Risk Management reporting work via the new risk

				register application that was in progress.
08/09/20	131	Service Centre: Accounts Receivable - Update		
		The Committee is kept updated regarding progress.	Michelle Davies / Sian Williams	Ongoing Update report to be provided to Audit Committee in February 2021.
30/06/20	116	Employment of Agency Staff		
		The Committee is kept updated regarding the review of the current Agency Worker policy.	Adrian Chard	Completed Item added to the agenda of the Audit Committee scheduled for 19/01/2021.
	111	ERW Replacement		
		An update be provided regarding future Scrutiny arrangements as a new regional Education model is introduced post April 2021.	Phil Roberts	Ongoing The constituent councils of ERW have now jointly agreed its dissolution and replacement with different consortium arrangements. The four councils in the Swansea Bay City Deal area are working together to design a new model for school improvement and this will include making appropriate arrangements for scrutiny. A report on progress will be presented to the next joint committee of ERW in February 2021.
		Local Transport Plan		
		An update report regarding the development of a new Local Transport Plan be added to the Audit Committee Work Plan.	Martin Nicholls / Stuart Davies	Ongoing The Wales Transport Strategy is due to be published in March 2021, and as a result of its delay, Welsh Government have extended the date for the submission of replacement Local Transport Plans for approval by Welsh Ministers to 20 May 2022.
10/03/20	87	Building Services Plant - Findings Update - Internal Audit Report 2019/20		
		The service area further investigates the introduction of a bar reader in respect of stock management.	Nigel Williams / Rob Myerscough	Ongoing Response received 01/12/20 – progress has been made with an alternative test system being put in

				place (not bar reader). Errors are currently under review. Unfortunately further roll out has been delayed due to IT prioritising Covid-19 response. Due to be completed early 2021.
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Appendix 2

		Outstanding actions from the Audit Committee Performance Review 2017-18		
		1) Benchmarking – The Corporate Management team will consider how best to use benchmarking information and provide an update to the Audit Committee.	Adam Hill	Ongoing Deputy Chief Executive to bring forward proposals to CMT in February and report back to Audit Committee in March 2021.
		2) Efficiency and Value for Money – Corporate Management Team to consider what information is required for the Audit Committee to enable the Committee to discharge its duties.	Adam Hill	Ongoing Deputy Chief Executive to bring forward proposals to CMT in February and report back to Audit Committee in March 2021.