



## Report of the Head of Democratic Services

Audit Committee – 9 March 2021

### Audit Committee Action Tracker Report

<b>Purpose:</b>	This report details the actions recorded by the Audit Committee and response to the actions.
<b>Report Author:</b>	Jeremy Parkhouse
<b>Finance Officer:</b>	N/A
<b>Legal Officer:</b>	N/A
<b>Access to Services Officer:</b>	N/A
<b>For Information</b>	

#### 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).

<b>AUDIT COMMITTEE ACTION TRACKER 2020/21</b>				
<b>Date of Meeting</b>	<b>Minute Ref</b>	<b>Action</b>	<b>Nominated Officer(s)</b>	<b>Status</b>
	<b>41</b>	<b>Overview of the Overall Status of Risk - Quarter 3 2020/21</b>		
		Corporate Directors be requested to attend the Audit Committee on a rotational basis each quarter to outline their Corporate Risks and the governance and risk management controls within their departments.	Jeremy Parkhouse	<b>Ongoing</b> Reports to be added to the Audit Committee Work Plan 2021-22.
		The provision of additional risk management training for Officers on Control Measures be highlighted to the Corporate Management Team.	Richard Rowlands	<b>Ongoing</b> CMT to be updated that training is to be provided to the Leadership Team in March / April 2021.
	<b>40</b>	<b>Update on Swansea Achieving Better Together</b>		
		The Deputy Chief Executive provides a progress report to a future Audit Committee.	Adam Hill / Jeremy Parkhouse	<b>Ongoing</b> Reports to be added to the Audit Committee Work Plan 2021-22.
	<b>39</b>	<b>Internal Audit Recommendation Follow-Up Report - Quarter 3 2020/21</b>		
		The Chief Auditor checks the circumstances surrounding the failure of Health, Safety & Well-being to adhere to Contract Procedure Rules	Simon Cockings	<b>Ongoing</b> Chief Auditor is progressing.
	<b>38</b>	<b>Internal Audit Annual Plan 2020/21 – Monitoring Report for the Period 1 October 2020 to 31 December 2021</b>		
		An update report be provided to the next scheduled meeting regarding the Disclosure and Barring Service.	Sian Williams / Emma Johnson	<b>Completed</b> Update report included on the Audit Committee agenda for 9 March 2021.
	<b>37</b>	<b>Service Centre: Accounts Receivable - Update</b>		
		The Audit Committee be updated regarding the impact of the Corporate Insolvency and Governance Act 2020 on Accounts Receivable.	Sian Williams / Michelle Davies / Jeremy Parkhouse /	<b>Ongoing</b> Reports to be added to the Audit Committee Work Plan 2021-22.

	<b>33</b>	<b>Audit Committee Action Tracker Report</b>		
		Update reports in respect of the following list be added to the Audit Committee Tracker Report: - <ul style="list-style-type: none"> <li>• Employment of Agency Staff / Staff Sickness Figures;</li> <li>• Corporate Joint Committees;</li> <li>• Recovery Plan.</li> </ul>	Jeremy Parkhouse / Adrian Chard / Adam Hill	<b>Ongoing</b> Reports to be added to the Audit Committee Work Plan 2021-22.
		Responses in respect of the Future Generations Act impact assessments be forwarded to the Chair / Democratic Services Officer	Chair / Jeremy Parkhouse	<b>Ongoing</b>
	<b>31</b>	<b>Election of the Audit Committee Representative on the Annual Governance Group</b>		
		Councillor L V Walton be elected as the Audit Committee representative on the Governance Group and the appointment be until the end of the current Council term in May 2022 only	Jeremy Parkhouse / Chair	<b>Ongoing</b> Re-appointment to be added to the Audit Committee Work Plan for 2022-23.
	29	<b>Employment of Agency Staff Update</b>		
		A follow up report be provided no later than June 2021. The follow up report to include areas of non-compliance, the total costs involved and associated costs in relation to lost sickness days.	Adrian Chard	<b>Ongoing</b> Update report to be added to the Audit Committee Work Plan 2021-22.
	111	<b>ERW Replacement</b>		
		An update be provided regarding future Scrutiny arrangements as a new regional Education model is introduced post April 2021.	Phil Roberts	<b>Ongoing</b> 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.

		<b>Local Transport Plan</b>		
		An update report regarding the development of a new Local Transport Plan be added to the Audit Committee Work Plan.	Martin Nicholls / Stuart Davies	<b>Ongoing</b> 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 (LTP) for approval by Welsh Ministers to 20 May 2022. A report will be brought in early 2022, to seek approval of the LTP.
<b>10/03/20</b>	87	<b>Building Services Plant - Findings Update - Internal Audit Report 2019/20</b>		
		The service area further investigates the introduction of a bar reader in respect of stock management.	Nigel Williams / Rob Myerscough	<b>Ongoing</b> 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.

## Appendix 2

		<b>Outstanding actions from the Audit Committee Performance Review 2017-18</b>		
		1) Benchmarking – The Corporate Management team will consider how best to use benchmarking information and provide an update to the Audit Committee.	Adam Hill	<b>Completed</b> Update report included on the Audit Committee agenda for 9 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	<b>Completed</b> Update report included on the Audit Committee agenda for 9 March 2021.