

AUDIT COMMITTEE ACTION SHEET

25 TH JUNE 2012				
Agenda Item No.	Report	Action Required	Responsible Officer	Action Taken
6	Certification of Grant Claims and Returns 2010/11	Update to be brought to the first Audit Committee meeting following the September claim returns.	C Everett / K Feather	Paper provided to this meeting.
8	Risk Management Update	To consider possible refinements to the use of RAG status, including suggestion of up & down arrows.	C Everett / K Armstrong	To be considered as part of the updated Risk Strategy, to be brought to the committee in January.
11	Operational Audit Plan & Recommendation Tracking	The Audit Committee recommend that Cabinet consider the level it wishes to be involved in the use of consultants; Officers to raise with Cabinet	G Owens / C Guest	Since Audit Committee made its recommendation about controlling the appointment of consultants, CMT with Cabinet approval has introduced the process for controlling appointments that was reported to the Audit Committee recently. Cabinet would like to monitor the effectiveness of that new process to see whether it achieved the desired result before introducing any further controls.
		Future reports to include details of concerns for the committee to focus on.	D Webster	Completed in reports to committee from this meeting.

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3	Minutes of Previous Meeting	That the RAG status be reviewed for refinements and proposals brought back to the Committee at a future meeting.	C Everett	To be considered as part of the updated Risk Strategy, to be brought to the committee in January.
3	Minutes of previous meeting	Chair & Vice-Chair to meet with CE to discuss concerns on appraisals.	K Feather / H Stapleton	<p>The Head of Finance has met with the Chair of the Audit Committee. Following the completion of the JE process the finance review has an agreed implementation date of 1st January 2013. The majority of appraisals will now be scheduled for the first quarter of 2013 as part of the implementation of the new arrangements. However, appraisals have been completed for all staff within IA and Pensions Admin. The Head of HR has reviewed the tracking report to the Committee which was reporting on progress with an audit on appraisals carried out in June 2011. The Appraisal system and accompanying policy guidance is currently being reviewed by the HR Policy Officer and will be implemented by the agreed date of December 2012.</p>

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6	Statutory Guidance on the Local Government (Wales) Measure 2011	A report to be brought back on the relative roles of the Audit Committee and the Corporate Resources Scrutiny Committee in relation to the Financial affairs of the Council, following the LG measure.	K Feather	A report will be made to the March meeting of the Audit Committee, following discussion with the Chair and Vice Chair of both committees.

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Agenda Item No.	Report	Action Required	Responsible Officer	Action Taken
4	Statement of Accounts	Intangible assets - to respond separately to Cllr Richard Jones' query on why the amount for software licences had increased from zero in the draft Accounts.	G Ferguson / I Llewellyn-Jones	Response sent to Cllr Jones

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4	Statement of Accounts	Improving report format (WAO para 18) - that Wales Audit Office colleagues share with officers at the closing Accounts meeting the CIPFA model Accounts and examples from other Local Authorities.	J Herniman / K Feather	The model Accounts change every year. When the format for next year is produced it will be reviewed by FCC Finance Officers.
4	Statement of Accounts	Councillor Jones asked if balance entries could achieve zero for the 2012/13 Accounts. The Head of Finance acknowledged that this was a reasonable target but said that some review work would be required first and she would report on progress.	K Feather	Will be considered within the preparation for the closedown of the 2012/13 final accounts.

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Agenda Item No.	Report	Action Required	Responsible Officer	Action Taken
4	Statement of Accounts	Disclosure of details of related party transactions (WAO para 30) - the Democracy & Governance Manager to work with the Head of Finance to improve the chasing up system.	K Feather / P Evans	To be built into the 2012/13 final accounts closedown programe.
4	Statement of Accounts	To continue to chase up evaluation figures from investment managers to avoid late submissions.	P Latham	Investment Managers contacted on an ongoing basis. The need for adherence to closedown deadlines will be emphasised.
7	Items deferred from the IA Plan	Communities First - the Internal Audit Manager said that this had only been raised recently and could be a possible change to the Plan.	D Webster	To be included in audit planning for 2013/14.

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Agenda Item No.	Report	Action Required	Responsible Officer	Action Taken
10	IA Progress Report	Half-year Plan to be brought for approval to the Committee's meeting in December 2012.	D Webster	Original plan maintained due to the proposal to increase resources. It will still be subject to ongoing review throughout the remainder of the year.
10	IA Progress Report	Recommendation Tracking - changes to the method used which would allow analysis of reasons given by departments on non-implementation for inclusion in future reports.	D Webster	Changes made, results reflected in the report to this committee.