

AUDIT COMMITTEE ACTION SHEET

25TH SEPTEMBER 2012

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	The letter seeking disclosure details has been improved and provides examples. Proactive follow up arrangements are in place through Finance and Member services to follow up on outstanding returns and liaise, where necessary, with officers and members in relation to disclosure information.

12TH DECEMBER 2012

Agenda Item No.	Report	Action Required	Responsible Officer	Action Taken
42	Internal Audit Progress Report	That where IA recommendations had not been implemented, particularly on fundamental areas of risk, future IA progress reports to include a summary paragraph giving detail on the area of risk, responsible manager, reason for non-implementation and whether this was acceptable.	D Webster	System to be fully operational and reported to the September committee.

13TH MARCH 2013

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60	Annual Financial Audit Outline	That a report with an overview of collaborative projects be submitted to the next meeting of the Committee.	P Evans	Report to this committee
62	Audit of Financial Statements 2011/12 - Issues Raised	That the objective set for the practice of balancing entries to end by no later than the closure of the 2013/14 accounts and for officers to aim to improve practices by the 2012/13 accounts, be noted.	K Feather / L Thomas	Significant progress has been made in identifying the accounting entries that were the underlying cause of the balancing entries contained within the 2011/12 accounts and procedures have been put in place for closure of the 2012/13 accounts.

13TH MARCH 2013

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63	Internal Audit Progress Report	<p>(b) That the Internal Audit Manager provide details on the number of recommendations made and how many had not yet been implemented;</p> <p>(c) That the Internal Audit Manager ask the relevant Head of Service to provide details on the estimated implementation date of the Contract Procedure Rules and how any risks would be covered, before the next meeting of the Committee;</p>	<p>D Webster</p> <p>D Webster</p>	<p>Note of all outstanding tracked recommendations sent to members.</p> <p>Note on Contract Procedure Rules sent to members on 8th May.</p>