

AUDIT COMMITTEE ACTION SHEET

7TH MAY 2014				
Agenda Item No.	Report	Action Required	Responsible Officer	Action Taken
93	Audit Committee self-assessment against CIPFA guide	The work of Internal Audit and the Policy, Performance and Partnerships team on external partnership governance and performance be shared with the Committee	Internal Audit Manager.	Audit completed, Amber/Green assurance level. Detail of the results given in the Progress Report.

10TH DECEMBER 2014				
Agenda Item No.	Report	Action Required	Responsible Officer	Action Taken
42	Internal Audit Progress Report	That the Internal Audit Manager make representations to the Wales Chief Auditors Group, on behalf of the Committee, for all Welsh Councils to participate in the benchmarking exercise.	Internal Audit Manager	Raised at WCAG meeting 24.7.15. Results for this year show increased participation, up from 15 Councils to 19. Benchmarking results are included in the Progress Report.

3rd JUNE 2015

Agenda Item No.	Report	Action Required	Responsible Officer	Action Taken
7	WAO Review of the Council's Whistleblowing Arrangements	To follow up with the Chief Officer (Education & Youth) the comments and concerns raised on the need for schools to adopt a whistleblowing policy.	Internal Audit Manager	Schools contacted to confirm whether they have a whistleblowing policy in place and provide details of the policy. Results passed to Chief Officer Education and Youth for follow up action.
12	Internal Audit Progress Report	To ensure that the audit on S106 Agreements is scheduled into the Plan for 2015/16.	Internal Audit Manager	Fieldwork completed, draft report produced.

15th JULY 2015

Agenda Item No.	Report	Action Required	Responsible Officer	Action Taken
23	Treasury Management	To bring the results of forthcoming work on loan rescheduling / interest payments in the next Treasury Management report to the Committee	Finance Manager – Technical Accounting	Part of Treasury Management report to this meeting.

24th SEPTEMBER 2015

Agenda Item No.	Report	Action Required	Responsible Officer	Action Taken
34	Statement of Accounts 2014/15	Set up an officer working group to correct the issues in the WAO audit of the Statement of Accounts	Chief Executive / Chief Officer Governance	Officer working group set up by Chief Executive. Group now meeting, First report to the 01.16 committee meeting.
34	Statement of Accounts 2014/15	Undertake a mop-up meeting in October / November 2015	Chief Executive / Corporate Finance Manager	Meeting held with all parties to contribute to the items above and below on 3 rd November 2015.
34	Statement of Accounts 2014/15	Share the findings of the review of Payroll with the Chair and Vice Chair informally in November 2015	Chief Executive / Internal Audit Manager	A specific action plan has been agreed and implemented based on the findings from the accounts process to address the issues and remove risks of future repetition. WAO have been involved and are satisfied with the level of assurance given by the Payroll Manager supported by Internal Audit who have since reviewed the service issues. The Chair and Vice Chair have been debriefed on the report, and are similarly satisfied. The final report of Internal Audit is included for the 01/16 Committee meeting.
34	Statement of Accounts 2014/15	Advise the Chief Officer Team of the importance of departments providing requested information or reports in a timely manner	Chief Executive	Actioned as part of the debrief to the Chief Officer Team on the annual accounts process (above). Officer working group to advise on any repeat risks in the 2015/16 accounts closure process and escalate to the Chief Executive as needed.

24th SEPTEMBER 2015

Agenda Item No.	Report	Action Required	Responsible Officer	Action Taken
34	Statement of Accounts 2014/15	Speak to the Employment Services Manager to ensure capacity and possibly discuss the need for temporary resources	Chief Executive	Actioned as part of the above.
34	Statement of Accounts 2014/15	Provide report to the January meeting of the Committee on any capacity issues and the issues raised in the WAO report	Chief Executive	Actioned. Report included in agenda 01.16 Committee meeting.
34	Statement of Accounts 2014/15	Provide a summary report on the latest position in relation to reserves on a quarterly basis to Cabinet and Corporate Resources Overview and Scrutiny through the monthly monitoring report (with the first update being in October 2015).	Corporate Finance Manager	Actioned. Updates were provided in October and December for Quarters 1 and 2 respectively.