

AUDIT COMMITTEE ACTION SHEET

| 7TH MAY 2014 | | | | |
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| 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 | | | | |
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| 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 |
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| 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. |

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| 41 | Payroll Follow Up | The request for completion of Reporting Manager fields to become a directive for Chief Officers to action by 31/3/16. Any remaining information after this deadline to be immediately reconciled by the respective officers. | Chief Executive | Chief Officers were emailed on 23/02/16 and asked to comply with the following: If/when you receive any messages from "YourHR System Management" relating to missing reporting managers can you please give it your urgent attention as Internal Audit, WAO & Members of the Audit Committee have raised this as an area of concerns in relation to incomplete data in iTrent. A number of positive responses have been received from Chief Officers so full compliance is expected (if not already achieved). |
| 41 | Payroll Follow Up | To respond to Cllr Halford's request for clarity on progress with the outstanding actions. | Internal Audit Manager | E mail to all Audit Committee members 29 th January 2016. |

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| 42 | Risk Management Update | To provide more detail on exploring all funding opportunities for regeneration/rural projects as part of the next Improvement Plan report to the Community and Enterprise Overview and Scrutiny Committee | Policy and Performance Manager | This item is to be included in the Q3 or Q4 Improvement plan monitoring report. Assurances will then be provided back to Audit Committee in the next Risk Management update (as action below). |
| 42 | Risk Management Update | Assurances on this issue to be clarified in the next Risk Management update report to the Audit Committee. | Policy and Performance Manager | See above. |
| 43 | Consultants | That additional information supplied as part of the annual accounts on individual consultants include spend on all use of consultants | Chief Executive / Finance Manager – Technical Accountancy | To be included in the end of year accounts. |
| 43 | Consultants | That officers look at the reasons for any further non-compliance with corporate requirements and procedures and check appropriate management actions and accountability | Chief Executive | To be included in the Internal Audit follow up report on Consultants, to be presented to the July committee. |

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| 43 | Consultants | That a separate report outside the usual follow-up update be received at the meeting on 13 th July 2016. | Internal Audit Manager | To be presented on 13 th July 2016. |
| 43 | Consultants | To highlight the concerns with the management group and with the workforce to state the need for accountability for non-compliance. | Chief Executive | Raised with the Chief Officer Team. Internal Audit requested to review the levels of compliance overall. |
| 44 | Treasury Management | That the draft Treasury Management Practices and Schedules 2016-19 be recommended to Cabinet on 16 th February 2016 with the inclusion of the suggested changes. | Finance Manager – Technical Accountancy | Changes in wording agreed following the Audit Committee meeting. |
| 50 | Forward Work Programme | That the FWP be accepted, with the inclusion of the update report on consultants for the meeting on 13 th July 2016 | Internal Audit Manager | Report included in the FWP |