

AUDIT COMMITTEE ACTION SHEET

3rd JUNE 2015				
Agenda Item No.	Report	Action Required	Responsible Officer	Action Taken
12	Internal Audit Progress Report	To ensure that the audit on S106 Agreements is scheduled into the Plan for 2015/16.	Internal Audit Manager	Audit completed, report to this meeting.

27th JANUARY 2016				
Agenda Item No.	Report	Action Required	Responsible Officer	Action Taken
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 was included in the Q3 Improvement plan monitoring report to Community and Enterprise Overview and Scrutiny Committee with management controls to explain what has been undertaken.
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	Included in the Risk Management update report to this committee.

27th JANUARY 2016

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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	Information on consultancy spend reported to CROSC in March and July 2016. Information supplied with the annual accounts includes all payments made to professional advisors including consultants.
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	Report to this committee.
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	Report to this committee.
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	Report to this committee.

16th MARCH 2016

Agenda Item No.	Report	Action Required	Responsible Officer	Action Taken
55	Minutes	Guidance on the use of consultants, circulated to managers and P2P users, to also be shared with Members	Internal Audit Manager	Completed, circulated to members 21 st March 2016.
58	Internal Audit Strategic Plan	Wording to be amended	Internal Audit Manager	Completed.
58	Internal Audit Strategic Plan	The Internal Audit Manager to be involved in compiling appraisal data for the next workforce information report to CROSC. The results to be shared with the Audit Committee to give assurance on tracking progress of appraisals.	Chief Executive / Lead HR Business Partner / Internal Audit Manager	Workforce information to be reported to CROSC on 14 th July.
62	FWP	That the Internal Audit Manager liaise with the Chair and Vice-Chair on the number of meetings required.	Internal Audit Manager	Completed, additional June meeting next year.
63	Internal Audit Progress Report	A follow up review on direct payments to be undertaken.	Internal Audit Manager	Added to audit plan.

16th MARCH 2016

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63	Internal Audit Progress Report	The action tracking section to be revised for future meetings to include information previously provided, e.g. start date, new deadline, risk category and how it is being managed.	Internal Audit Manager	Reported to this meeting.
63	Internal Audit Progress Report	To consider how best to report PIs on future reports.	Internal Audit Manager	PI's to be reviewed before the September meeting.
63	Internal Audit Progress Report	To discuss with Cllr Bateman his query on investigation 2.2 outside the meeting.	Internal Audit Manager	Completed.
64	Internal Audit Progress Report – Supplementary Report	That the Employment Services Manager report to the portfolio holder and the Education & Youth OSC following the conclusion of the current review of the E Teach system. The review to incorporate alternative providers of supply teachers to schools and to seek the views of Head Teachers, supply teachers and professional associates.	Employment Services Manager.	The review is ongoing, consultation with Heads Federation Groups has been completed and the Education Consultative Committee has been advised. A proposal to cease the provision of a Council Supply Register for teachers (only) is to be put before the School Budget Forum in September with the final decision to be taken by COT.