

AUDIT COMMITTEE ACTION SHEET

17TH JULY 2012				
Agenda Item No.	Report	Action Required	Responsible Officer	Action Taken
3	Minutes of previous meeting	Chair & Vice-Chair to meet with CE to discuss concerns on appraisals.	K Feather / H Stappleton	Completed. A new Competency based Appraisal process has been designed by the HR team, with input from managers from across the Council. Full consultation with key stakeholders – i.e. managers, Corporate Management Team, the Leadership Team and Joint Trade Unions has been undertaken. A programme for implementation of the new scheme is being developed.
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	The relative roles of Audit Committee and Scrutiny Committees was dealt with by a member workshop on 22 nd February 2013.

25TH SEPTEMBER 2012

Agenda Item No.	Report	Action Required	Responsible Officer	Action Taken
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.
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 programme.
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	Included in audit planning for 2013/14, maintained as a review planned for 2014/15.

12TH DECEMBER 2012

Agenda Item No.	Report	Action Required	Responsible Officer	Action Taken
42	Internal Audit Progress Report	To provide a note to the Committee on the number of occasions in recent years where the allocated number of investigation days has been exceeded.	D Webster	Completed. E mail sent to all Committee members 13 th December 2012.
42	Internal Audit Progress Report	To invite an appropriate senior officer in the Lifelong Learning Directorate to attend a future meeting of the Committee, possibly Jan 2013, to discuss the significant failings raised on school funds	D Webster	Completed. Lucy Morris attended January meeting.

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	Process being developed to ensure that Directors and Corporate Heads can be included in. To be implemented from the June meeting.
43	Audit Committee Self Assessment against CIPFA Requirements	To progress training requirements in accordance with the indications on the self assessment questionnaire.	D Webster	All members contacted asking for any further training needs.

30TH JANUARY 2013

Agenda Item No.	Report	Action Required	Responsible Officer	Action Taken
2	Declarations of Interest	<p>To pass DOI forms to Cllrs Attridge, Bateman, Cox, Halford, Jones and Woolley for their personal interest as school governors on Item 4.</p> <p>To pass DOI form to Cllr Banks for his personal and prejudicial interest on Item 8.</p>	<p>S Thomas</p> <p>S Thomas</p>	<p>Actioned. Forms sent to members.</p> <p>Actioned. Form sent to Cllr Banks.</p>
4	School Fund Regulations	That a follow up review be included on the Audit Plan for next year.	D Webster	Actioned. Entered into plan for 2013/14.
6	Treasury Management	That the Audit Committee recommend the draft Treasury Management Strategy 2013/14, Treasury Management Policy Statements 2013-2016 and Treasury Management Practices 2013-2016 to Cabinet on 19/02/13 subject to the amendments	K Feather	Actioned.

30TH JANUARY 2013

Agenda Item No.	Report	Action Required	Responsible Officer	Action Taken
6	Treasury Management	That the Finance Manager - Strategy & Technical liaise with other North Wales Authorities and Town and Community Councils to explore the suggestion for a joint approach on investments.	L Thomas	Joint approach to investments to gain higher interest rates has been initially researched with results being reported in the TM quarterly update report to this meeting.
7	Forward Work Programme	That the Forward Work Programme be amended to include the Audit of Financial Statements as a separate item for the September 2013 meeting.	D Webster	Actioned.
8	Tracker Investigation Outcome	That the Committee endorse the need for the Internal Audit review to provide assurance on the new procedures.	D Webster	Review has commenced.
9	Management of Internal Audit	That the Committee's view on the options available for the future management of Internal Audit from 1 April 2013 be reported to Cabinet on 19/02/13.	K Feather	Actioned.