

AUDIT COMMITTEE ACTION SHEET

12 TH 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	New system implemented for this committee.

13TH MARCH 2013

Agenda Item No.	Report	Action Required	Responsible Officer	Action Taken
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	The draft 2012/13 accounts were produced by the statutory deadline of 30 th June 2013. No balancing entries were contained within the comprehensive income and expenditure statement. Unfortunately, it was not possible to eliminate all balancing entries in the cashflow statement Officers have worked with the WAO during the course of the audit of the Statement of Accounts and have eliminated the balancing entries in the cash flow statement. The matter has now been resolved.

12TH JUNE 2013

Agenda Item No.	Report	Action Required	Responsible Officer	Action Taken
6	Collaborative Projects Arrangements	The protocol for collaborative projects should be developed to include the role of the Audit Committee	C Everett	Collaboration protocol to be completed and applied with specific references to the roles of Cabinet, Audit and Overview and Scrutiny Committees.
7	Briefing meeting held on 22 nd February 2013	A further joint meeting to be arranged	P Evans	Meeting arranged for 7 th October.
11	Internal Audit Progress Report	The IA Manager to amend the Recommendation Tracking report to read Recommendation Implementation	D Webster	Implemented for this committee.
11	Internal Audit Progress Report	The Head of Finance to be invited to respond to outstanding recommendations for her section at a future meeting	K Feather	October meeting.
14	Forward Work Programme	Update to include items on future banking arrangements and section 106 agreements	D Webster	Completed.

30th JULY 2013

Agenda Item No.	Report	Action Required	Responsible Officer	Action Taken
27	Treasury Management Annual Report 2012/13 and 2013/14 update	Written response to queries raised by Cllr Banks – borrowing rates and potentially sharing treasury management advisors with other Councils.	Corporate Finance Manager	Response provided to Cllr Banks.
28	Certification of Grant Claims and Returns 2011/12	Training session for Council officers by WAO be pursued	Corporate Finance Manager	Training completed on 3 rd September.
28	Certification of Grant Claims and Returns 2011/12	Outcomes from the WAO report for 2011/12 to be included in the 2012/13 report to show comparison	WAO	
29	Audit Committee Terms of Reference	Reinstate wording on information security in relation to computer systems.	Internal Audit Manager	Wording reinstated. Paper to be taken to the next Constitution Committee.
30	Internal Audit Charter	Include more detail on police involvement in the undertaking of investigations into fraud and irregularities in consultation with appropriate Council officers	Internal Audit Manager	Completed. Paper to be taken to the next Constitution Committee.

30th JULY 2013

Agenda Item No.	Report	Action Required	Responsible Officer	Action Taken
30	Internal Audit Charter	Include reference to the provision of advice from WAO in working alongside IA and AC	Internal Audit Manager	Completed. Paper to be taken to the next Constitution Committee.
30	Internal Audit Charter	Reinstate text on efficient and effective use of resources	Internal Audit Manager	Completed. Paper to be taken to the next Constitution Committee.