

AUDIT COMMITTEE ACTION SHEET

30th JULY 2013

Agenda Item No.	Report	Action Required	Responsible Officer	Action Taken
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	Not yet due.

25TH SEPTEMBER 2013

Agenda Item No.	Report	Action Required	Responsible Officer	Action Taken
40	Risk Management	That the changes to the SARC process be reflected in the Annual Governance Statement for the year ending 31 March 2014.	Democracy and Governance Manager	Due for July meeting.

18TH DECEMBER 2013

Agenda Item No.	Report	Action Required	Responsible Officer	Action Taken
59	Corporate Governance	To e mail the Committee with results from the challenge stage of the returned AGS questionnaires in February 2014 and responses from O&S Chairs	Democracy and Governance Manager	Information sent 9 th April, 2014.
60	Informal Meeting between Audit Committee members and O&S Chairs / Vice Chairs	To raise at the next informal meeting the suggestion made by Mr Williams.	Internal Audit Manager.	Meeting not yet arranged.

29TH JANUARY 2014

Agenda Item No.	Report	Action Required	Responsible Officer	Action Taken
68	Risk Management Update	That an additional column be included in the Appendix to indicate the date by which it was anticipated the improvement would be made.	Policy and Performance Manager	Due for the June meeting.

26TH MARCH 2014

Agenda Item No.	Report	Action Required	Responsible Officer	Action Taken
82	Internal Audit Progress Report	Investigations in Appendix F to include the start date	Internal Audit Manager	To be actioned for June meeting.
83	Internal Audit Strategic Plan	That the audits on 'Use of Consultants' and 'Mobile Phones' be kept on the plan for 2014/15	Internal Audit Manager	Actioned.
83	Internal Audit Strategic Plan	To review the resources allocated to Legal and Democratic Services so that an annual allocation could be reserved for Data Protection.	Head of Legal and Democratic Services. Democracy and Governance Manager Internal Audit Manager	Actioned.
84	Whistleblowing Policy	That the policy be re-drafted to reflect the comments made and submitted to a future meeting of the Committee.	Internal Audit Manager	Submitted to the May meeting.
89	Empty Homes Scheme	To provide all Members with the contact details of the new Empty Homes Scheme officer, together with any other changes in key personnel.	Head of Housing	Information has been sent to all Members.

26TH MARCH 2014

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89	Empty Homes Scheme	To liaise with the Head of ICT to put in place an automatic response to emails sent to closed accounts of ex-employees	Head of Legal and Democratic Services.	Not possible as stated. However, leaver's checklist to be updated to include requirement for message on the out of office notification. The possibility of an automatic response after an email address has been archived is being investigated.