

AUDIT COMMITTEE: RECORD OF ACTION TAKEN

MUNICIPAL YEAR: MAY 2023 - APRIL 2024

DATE OF MEETING	AGENDA ITEM	AGREED ACTION	OFFICER RESPONSIBLE	DUE DATE	CURRENT STATUS/ACTION UPDATE
29 January 2024	Item 4. Terms of Reference	The Interim Director of Law and Governance and Deputy Monitoring Officer produce a revised version to include the points raised by Members and that this be presented as an item for approval, minus a full report, at the next meeting of the Committee, to be held on 18 March 2024	Adesuwa Omoregie	March 2024	To be included on agenda
29 January 2024	Item 6. Risk Management	A risk management framework report be presented to the next meeting of the Committee, to be held on 18 March 2024.	Gerry Roche, Risk Manager	March 2024	To be included on agenda
29 January 2024	Item 6. Risk Management	A training event be held for Members of the Committee once the Framework was ready	Gerry Roche, Risk Manager	March 2024	To be arranged
29 January 2024	Item 7. Internal Audit Plan	Having commented upon the emerging themes to be considered for inclusion in the 2024/2025 Internal Audit Plan, the Committee RESOLVED that these be redrafted and presented to the next meeting of the Committee, to be held on 18 March 2024.	Steve Crabtree	March 2024	To be included on agenda
29 January 2024	Item 8. 2024/25 Draft Treasury Management Strategy	Having commented on the draft 2024/25 Treasury Management Strategy, the Committee RESOLVED to note that this would now be presented for approval as part of the (MTFS) at full Council in March 2024.	Cecilie Booth	March 2024	To be included on agenda

	<u>(Tms)</u>				
29 January 2024	Item 9. Annual Governance Statement Review	Having thoroughly reviewed progress against significant issues included within the 2022/2023 Annual Governance Statement, the Committee RESOLVED to note the proposals as to the production of the 2023/2024 Statement by way of a working group comprising key officers and review by the Chief Internal Auditor.	Steve Crabtree	TBA	TBA
27 November 2023	5. INTERNAL AUDIT: MID YEAR PROGRESS REPORT 2023/ 2024	Executive Director, Corporate Services to consider Insurance being removed from Internal Audit and sitting within Risk Management	Cecilie Booth	March 2023	
10	5. INTERNAL AUDIT: MID YEAR PROGRESS REPORT 2023/ 2024	Clearer definitions of the recommendation ratings to be provided to the Committee	Steve Crabtree	January 2024	
	8. AUDIT COMMITTEE TERMS OF REFERENCE	The Interim Director of Legal and Governance (Monitoring Officer) to take on board the comments made by the Committee regarding the proposed changes to the Terms of Reference and bring back to a future agreed Committee date for consideration of adopting the revised Terms of Reference prior to being taken through the next stages.	Adesuwa Omoregie		

11 September 2023	Item 7. Risk Management Framework	The Head of the Corporate Delivery Unit to feedback comments from the Committee to the Corporate Leadership Team and provide committee with an updated risk management report at a future meeting.	Ray Hooke	January 2024	November 2023 update: By way of an update a briefing note and updated Strategic Risk Register, signed off by the Corporate Leadership Team (CLT) was circulated in advance of the meeting.
	Item 15. Work Programme	Democratic and Constitutional Services Manager would discuss with the Head of Commercial & Procurement for a standing item to be included on the Work Programme to provide Members with a list of large contracts.	Dan Kalley / Richard McCarthy	January 2024	

Outstanding Actions

DATE OF MEETING	AGENDA ITEM	AGREED ACTION	OFFICER RESPONSIBLE	DUE DATE	CURRENT STATUS / ACTION UPDATE
24 July 2023	Item 6. Verbal Update EY	Officers to liaise with EY to start the audit for the 2021/22 accounts as soon as possible and to present a timeline for action.	Jill Evans / Cecilie Booth	Ongoing	November 2023 Update: A briefing note from EY will be circulated in advance of the November 2023 meeting.
	Item 8. Annual report (Fraud and Investigations)	Officers to benchmark against other local authorities in relation to data around fraud and investigations and circulate briefing note.	Steve Crabtree	November 2023	7 November 2023: Questionnaire circulated to other authorities. Awaiting return of information so that appropriate comparisons can be.
30 January 2023	Item 4. Actions Arising	Councillor Coles to address the Overview and Scrutiny Committee at the Combined Authority to get clarity over whether the Council or the Combined Authority received a refund from Stagecoach for a cancelled bus journey that was subsidised by the Council.	Charlotte Palmer	TBC	Note to be sent round to all Audit members
28 November 2022	Item 7. Treasury Management Report – Mid Year Report	Officers to quantify the risks around financing and the life of assets. This would enable the Council to have in its sight the risks around the gap in the lifetime of debts versus assets.	Jill Evans / Jeremy Harrison / Cecilie Booth	July 2023 moved to September 2023, to be presented November 2023	November 2023 Update: A detailed review of MRP is being undertaken and this will form part of that and be reflected in the Treasury Management Strategy in February.

13	25 July 2022	Item 9. Review of the Effectiveness of the Audit Committee	The Chair of the Audit Committee to take on responsibility for the approach to the Annual Review of the Effectiveness of Audit Committee going beyond the checklist in the CIPFA “Toolkit for Local Authority Audit Committees”	Audit Committee Chair / Steve Crabtree	November 2023	7 November 2023: Changes to Committee Chair have delayed progression. Questionnaire to be issued to membership based on current toolkit following the November meeting (3 rd of municipal year), as well as the new Terms of Reference (once approved). (See below)
			Update the Terms of Reference for the Audit Committee to reflect the latest (draft) CIPFA Guidance and implement the necessary changes to the work programme to reflect the updated ToR	Adesuwa Omoregie / Democratic Services / Committee Chair	July 2023 moved to November 2023	The Terms of Reference update will form part of the overall constitution and governance review. Aim for November 2023.

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