

Audit Committee – Action Plan

Item 11

(Updated following meeting held on 22 March 2016)

| Minute No. /Agenda No. | Actions | Timeline | Action Owner |
|---|---|--|--|
| Finance (Budget) | | | |
| AN4.1 23.03.15 | Audit Committee to receive a report highlighting how the Committee can add value, on behalf of the Council, in setting the Budget. | Ongoing as part of financial update comments | CS |
| MN5 22.03.16 | Accounting Policies Update A report be presented to the Committee later in the year providing an update on progress on the task of valuing the infrastructure asset. | 29.11.16 | Rob Green |
| Governance & Risk Management | | | |
| MN31 30.11.15 | Constructing Excellence Wales on Bldg. Maintenance Framework and Action Plan That Internal Audit follow up on the action plan and the work on the future framework arrangements on a 6 monthly basis and report as necessary to Audit Committee; | 19.09.16 | Audit |
| MN48 01.02.16 | Audit Committee Annual Report 2015-16 Any Members who may wish to comment on the Annual Report do so in writing to the Chairperson via email. The change in the Audit Management structure be included in the Annual Report. | 22.03.16 22.03.16 | Committee Chair |
| MN6 22.03.16 | Audit Committee Annual Report 2015-16 The draft Audit Committee Annual Report 2015/16 be updated to reflect the comments received; Any further comments be sent to the Audit Committee Chairperson by mid-April; | 27.06.16 April '16 | Chair/CP Chair/ Committee Members |
| MN7 22.03.16 | Draft Annual Governance Statement 2015/16 The Committee was requested to comment on the draft statement and give any feedback to the Corporate Director Resources for inclusion in the finalised AGS to be approved at the June meeting of the Committee. That the matters raised be reflected in the revised Annual Governance Statement for consideration at the June meeting of the Committee | 27.06.16 27.06.16 | Committee Members |
| Items of Interest for Members | | | |
| | | | |
| Wales Audit Office (WAO) | | | |
| | The Committee be provided with further information / intelligence on how the fee of the WAO's work is formulated e.g. benchmarking / comparisons with other local authorities. | 22.03.16 | WAO |

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| MN10 22.03.16 | Improvement Plan of Work and Annual Financial Audit Outline WAO be requested to collate further benchmarking data. | 19.09.16 | WAO |
| MN51 01.02.16 | WAO Report Progress Update and Value For Money Studies Progress reports on track. A further report would be considered at the March meeting of the Committee and relevant attendees would be invited to attend. | 22.03.16 | Viv Pearson |
| MN8b 22.03.16 | Update on Wales Audit Office Work Programme That update reports on the Council's Improvement Programme 'Tracker' be included as a standing item on all future Committee agendas. | Added 27.06.16 Completed | I Allwood |
| MN9 22.03.16 | Corporate Assessment Update The Head of Performance be invited to attend a future meeting of the Audit Committee. The Audit Committee have sight of the Cabinet Report on the review of the Organisational Development Programme; The Chief Executive be invited to attend Audit Committee in 6 months to discuss alignment between the Organisational Development Programme and Medium Term Financial Plan; WAO be invited to provide input from a WAO perspective in 6 and 12 months' time. | Cabinet Meeting 16.06.16 19.09.16 19.09.16 & 28.03.17 | Joseph Reay Audit CEO Non Jenkins |
| Treasury Management | | | |
| | | | |
| Internal Audit | | | |
| MN55 01.02.16 | <u>Value for Money</u> The Audit Manager provide a further report on VFM studies to Audit Committee at its meeting in December 2016, and consider benchmarking with others on agency spend and standby and give further consideration to the possible introduction of business cases for standby arrangements. | 29.11.16 | Audit |
| MN34 30.11.15 | The Audit & Risk Manager to consider whether a random check of 'High/Satisfactory' school CRSA's should be undertaken. | 2016-17 Plan | Audit |
| MN13 22.03.16 | Progress Update That Executive Summary reports be provided to the Audit Committee at its meeting in June 2016. | 27.06.16 | Audit |
| MN14 22.03.16 | Audit Strategy 2016-17 A more detailed Audit Plan be presented to Committee in June 2016. | 27.06.16 | Audit |
| Progress Reports & Value for Money Studies | | | |
| MN8a 22.03.16 | Delivering With Less: Leisure Services The Economy and Culture Scrutiny Committee be requested to consider the WAO report 'Delivering with Less: Leisure Services' as part of its scrutiny of alternative delivery models. | 27.06.16 | Chair/I Allwood |

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| Outstanding Actions | | | |
| AN10.2 22.06.15 | <u>Education – Governance</u> The Director of Education to provide a further briefing on school balances. | 27.06.16 | NB |
| MN16 22.03.16 | Audit and Risk Manager stated that the Director of Education will attend to discuss school deficits. | 19.09.16 | NB |
| AN10.2 22.06.15 | <u>Director Strategic Planning & Highways – Response to Internal Audit Report</u> That the Committee receives a further progress report in six months. | 19.09.16 | Audit |
| MN57 01.02.16 | An update will be provided at the Committee’s meeting in March on the VFM exercise on supply teachers. | 19.09.16 | Audit |
| Work Programme | | | |
| MN22 16.09.15 | That the WAO reports expected for 2015-16 be added to the work programme. | When available | Audit |
| MN16 22.03.16 | The Annual Governance Statement, Corporate Risk Register, Audit Committee Draft Report, and potentially the Audit/Scrutiny Protocol will be considered by Committee at its meeting in June 2016. | 27.06.16 | Audit |
| MN16 22.03.16 | An Audit Committee Self-Assessment Workshop will take place in September. | 19.09.16 | Committee Members |
| Matters Arising | | | |
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