

## Audit Committee Action Plan

(Updated following meeting held on 24 January 2017)

Minute No. /Agenda No.	Actions	Timeline	Action Owner
<b>Finance (Budget)</b>			
MN5 22.03.16	<b>Accounting Policies Update</b> A report be presented to the Committee later in the year providing an update on progress on the task of valuing the infrastructure asset.	14.03.17	C Salter/ A Hirani
29.11.16	<b>Financial Resilience</b> The Committee agreed to continue to receive regular updates on financial resilience.	On-going	C Salter
29.11.16	<b>Social Services Financial Position</b> In terms of the Integrated Service/Financial Strategy, members requested that the finalised proposals be presented to the Audit Committee once approved by Cabinet. The Corporate Director gave an undertaking to facilitate this.	20.06.17	C Salter/ I Allwood
<b>Governance &amp; Risk Management</b>			
24.01.17	The Corporate Risk Register would be presented as an agenda item at the next meeting of the Committee.	14.03.17	I Allwood
<b>Wales Audit Office (WAO)</b>			
MN10 22.03.16	Fee Benchmarking Data Update	14.03.17	Janet McNicholas
24.01.17	The Chair asked if members were in approval of a letter being sent to Janet McNicholas, thanking her for her contribution to the work of the committee, upon her retirement at the end of February. Sent 06.03.17.	Completed	Deputy Chair
<b>WAO Tracker/Other Studies</b>			
24.01.17	<b>WAO Tracker</b> A-MH to provide Committee with a briefing note on the status of the work undertaken by WAO in Cardiff.	14.03.17	Ann-Marie Harkin
<b>Internal Audit</b>			
29.11.16	<b>Value For Money</b> (1) The Head of Finance present a report providing a breakdown of justifiable agency spend across service areas with a clarification of the £16m agency spend to a future meeting.  (2) The Head of Finance present a position statement report on staff terms and conditions and a comparison with terms and conditions in other authorities.	14.03.17	I Allwood
24.01.17	<b>Progress Update</b> IA agreed to provide members with further details of the audit into Youth Centre inventories.	14.03.07	I Allwood
24.01.17	IA to provide a level of detail which would highlight the links between the Internal Audit Progress Report and the Draft Audit Plan 2017/18 for discussion at the March 2017 meeting.	14.03.17	I Allwood

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24.01.17	<b>Internal Audit Charter 2017-18</b> Amendments be made to the Draft Audit Charter.  The Committee receive the Audit Charter 2017/18 at the meeting on 14 March 2017 to recommend it to Council.	14.03.17	I Allwood
24.01.17	<b>Audit Committee TOR</b> GP to clarify the procedure for changing the TOR of Audit Committee – <i>a report to Council is required.</i>	14.03.17	G Porter
24.01.17	<b>Audit Committee Annual Report 2016-17</b> (1) Members of the Committee consider and contribute to the draft Audit Committee Annual Report 2016/17 discussion;  (2) The draft Annual Report be presented to the next meeting	14.03.17	Members/I Allwood
<b>Treasury Management</b>			
24.01.17	Officers agreed to provide a comparison of maturity analysis profiles with other local authorities, at the June 2017 meeting	20.06.17	C Salter/ A Hirani
24.01.17	A Hirani to reflect on the merits of a trigger points approach to balancing investments with treasury management advisors and will report considerations back to committee in June.	20.06.17	A Hirani
<b>Published Scrutiny Letters</b>			
24.01.17	The Chairperson, in consultation with the Corporate Director and the Head of Finance, agree a refreshed format for the Scrutiny Correspondence report to be presented to the Committee on 14 March 2017.	14.03.17	C Salter/I Allwood Chair
<b>Operational Items</b>			
29.11.16	<b>Social Services Financial Position</b> The Chairperson to write on behalf of the Committee to the Chief Executive and the Section 151 Officer outlining the Committee's comments.		Chair
<b>Outstanding Actions</b>			
AN10.2 22.06.15	<b><u>Director Strategic Planning &amp; Highways – Response to Internal Audit Report</u></b> That the Committee receives a further progress report in six months.	Completed	Audit
19.09.16	A further report providing evidence that the Committee's earlier recommendations have been addressed be presented to a future meeting.	20.06.17	A Gregory