

Audit Committee Action Plan

Agenda Item: 11

(Updated following meeting held on 26 June 2018)

| Minute No. /Agenda No. | Actions | Timeline | Action Owner |
|---|---|-----------|--------------|
| Finance (Budget) | | | |
| 26.06.18 | Cabinet budget strategy report to be circulated to Audit Committee members once published. (emailed to Members 09.07.18) | Completed | IA |
| 26.06.18 | Operational policy for writing off bad debt to be provided to Audit Committee members; to include details re the length of time bad debt is allow to accumulate before being written off. | 18.09.18 | AH |
| 26.06.18 | Analysis of categories of debtors to be provided to the Committee. Members wished to clarify whether the £24.747m 'Other Entities and Individuals' figure referred to in the Statement of Accounts included any larger amounts linked to single debtors | 18.09.18 | AH |
| 26.06.18 | Members requested clarification as to the roles and responsibilities of the Audit Committee in respect to Pensions and its relationship with Pensions Committee. | 18.09.18 | GW/IA |
| 26.06.18 | Clarify what briefings and/or advice was offered to Members re retention of emails policy. E mail sent to Members 7.09.18 | Completed | VP |
| Governance & Risk Management | | | |
| 26.06.18 | Para 13 of Good Practice Self-Assessment document to remove reference to PCC and Chief Constable. Self-assessment templates emailed to Members 13.08.18 | Completed | CP |
| 26.06.18 | CIPFA guidance release on Self-Assessment to be circulated to the Committee. CIPFA's document "Audit Committees – Practical Guidance for Local Authorities and Police, 2018 edition" sent to Members 10.08.18 | Completed | IA |
| 26.06.18 | Draft AGS Refine the wording to paragraph 27–29 of the AGS to improve the comparability of data from the member exit survey to the follow up member survey. Completed within final draft AGS | Completed | CP |
| 26.06.18 | Reference the review of the officer personal interest processes due in 2018/19. Completed within final draft AGS | Completed | CP |

| Minute No. /Agenda No. | Actions | Timeline | Action Owner |
|-----------------------------------|---|---|--------------|
| Wales Audit Office (WAO) | | | |
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| WAO Tracker/Other Studies | | | |
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| Internal Audit | | | |
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| Treasury Management | | | |
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| Operational Items | | | |
| 18.09.17 | Director of Education Report Future Director's report would report on treatment of significant surpluses in school budgets, as well as include school budget alongside the balance. | 18.09.18 | NB / NH |
| 18.09.17 | Future Director's report would include a breakdown of the numbers interventions made in schools and the reasons why. | 18.09.18 | NB / NH |
| 26.06.18 | Director of Education to be asked to report on progress against audit reports on Schools Organisation, Access and Planning and Cardiff & Vale Music Service. | 18.09.18 | NB / NH |
| Work Programme | | | |
| 26.06.18 | <p>The following items be considered for addition to the Work programme at appropriate time:</p> <ul style="list-style-type: none"> • Implications for the Authority of Brexit • Invite the Chief Digital Officer to address Audit Committee re: Cybersecurity Risk • Council's performance against the Well-being and Future Generations Act. | <p>Completed</p> <p>Added to Work Programme</p> | |
| Outstanding Actions | | | |
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| Published Scrutiny Letters | | | |
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