

## AUDIT COMMITTEE

25 SEPTEMBER 2012

### REPORT OF HEAD OF RESOURCE MANAGEMENT

#### A.3 - AUDIT COMMITTEE – TABLE OF OUTSTANDING ISSUES

(Report prepared by Richard Barrett)

#### PART 1 – KEY INFORMATION

##### **PURPOSE OF THE REPORT**

To present to the Committee the progress against outstanding actions identified by the Committee.

##### **EXECUTIVE SUMMARY**

The Table of Outstanding Issues has been reviewed and updated since it was last considered by the Committee at its 28 June 2012 meeting.

To date there are no significant issues to bring to the attention of the Committee, with updates provided against individual items set out in **Appendix A**.

##### **RECOMMENDATION(S)**

**That the Committee reviews and notes the progress against the Table of Outstanding Issues.**

#### PART 2 – IMPLICATIONS OF THE DECISION

##### **DELIVERING PRIORITIES**

The existence of sound governance, internal control and financial management practices and procedures are essential to the delivery of Corporate priorities supported by effective management and forward planning within this overall framework.

##### **FINANCE, OTHER RESOURCES AND RISK**

###### **Finance and other resources**

There are no significant financial implications associated with monitoring and implementation of agreed actions or responses. If additional resources are required to deliver an agreed action then appropriate steps will be taken including any necessary reporting requirements.

###### **Risk**

The Table of Outstanding Issues is in itself a response to potential risk exposure with further activity highlighted to address matters raised by the Audit Committee.

##### **LEGAL**

There are no legal implications associated with the monitoring and implementation of the agreed actions.

##### **OTHER IMPLICATIONS**

Consideration has been given to the implications of the proposed decision in respect of the following and any significant issues are set out below.

**Crime and Disorder / Equality and Diversity / Health Inequalities / Area or Ward affected /**

#### Consultation/Public Engagement.

This report does not have a direct impact although such issues could feature in future recommendations and actions. Any actions that may have an impact will be considered and appropriate steps taken to address any issues that may arise.

### PART 3 – SUPPORTING INFORMATION

#### TABLE OF OUTSTANDING ISSUES

A Table of Outstanding Issues is maintained and reported to each meeting of the Committee. This approach enables the Committee to effectively monitor progress against issues and items it has raised as part of its governance responsibilities.

An updated Table of Outstanding Issues is set out in **Appendix A**.

#### Update Against Issues Raised

An action relating to member representation on outside bodies identified by the Committee at its 28 June 2012 meeting has now been included.

Work is either scheduled or remains on-going against all items and to date there are no significant issues to highlight.

#### Interim Update on On-Going Items

The on-going activities shown in **Appendix A** relate to matters that are covered in more detail within separate and regular reports presented to the Committee. However to ensure the Committee are kept informed on a timely basis, an interim update against these activities will be reported within the Table of Outstanding Issues where appropriate.

To maximise the time available to discuss regeneration, planning and localising of Council tax issues that the Committee requested to be included elsewhere on the agenda, the following reports have been deferred until the December meeting of the Committee in consultation with the Chairman:

- Internal Audit Monitoring Report
- Risk Strategy
- Progress against Audit Commission Recommendations

However to ensure that the Committee still remains aware of any issues arising, the three issues above have been reviewed to determine if any matters need to be raised in the interim period. Following this review, no significant issues have been identified although it is worth noting that the recruitment process for vacant posts within the Internal Audit Service have now been completed and appointments made.

#### BACKGROUND PAPERS FOR THE DECISION

None

#### APPENDICES

**Appendix A** – Table of Outstanding Issues (September 2012)

## AUDIT COMMITTEE - Table of Outstanding Issues (September 2012)

Governance Area	Activity / Subject	Recommendation / Issue	Lead Service	Progress / Comments	Status - Target Date
Internal Audit	Outcomes from Internal Audit Monitoring Report	At its 27 June 2011 meeting the Committee resolved:  <i>(d) That officers explore alternative ways of using change, rather than simply banking as cash.</i>	Head of Resource Management	The future provision of the Council's cash collection services is currently subject to change following the agreement to move to an outsourced bill pay service. It is therefore practical to further consider alternative uses of cash as part of the introduction of these changes over the course of 2012/13	2012/13
Corporate Governance	Constitution Update	At its 22 March 2012 meeting the Committee resolved:  d) That the role of an internal Contractor as against the role of an external Contractor be reviewed in the next review of the Constitution.	Head of Resource Management	This will be considered as soon as practical in 2012/13.	2012/13
Audit Committee Effectiveness	Periodic review of the operation and effectiveness of the Audit Committee.	At its 28 June 2012 meeting the Committee considered a formal update against actions previously identified and resolved:  <i>That the proposed actions set out in the Appendix to item A.4 of the Report of Head of Resource Management be approved, subject to the Officers investigating further opportunities for general Audit Committee training for Members</i>	Finance and Procurement Manager	A number of the actions originally identified were completed, with activity against outstanding items remaining in progress.	During 2012/13
Risk Management	Membership of Outside Bodies	In considering an ongoing item regarding member representation on outside bodies at its 28 June 2012 meeting, the Committee resolved:  <i>That the Member Representation on Outside Bodies governance issue be added to the Table of Outstanding Issues.</i>	Head of Corporate Services	This item is a key activity currently being undertaken by the newly appointed Democratic Services Manager. Outcomes from this activity are expected shortly following which an update will be provided to the Committee.	Dec 2012

**INTERIM UPDATE - ONGOING ITEMS (more detailed information reported to the Committee via separate monitoring reports)**

<b>External Audit and Inspection</b>	<b>Implementation of Recommendations</b>	Recommendations / opportunities for improvement are included in various reports received from the Audit Commission following the completion of audit work they are required to undertake.	Finance and Procurement Manager	Detailed monitoring of these issues are undertaken via the six monthly Audit Commission Recommendations Action Plan. The next report is due to be presented to the Committee at its December 2012 meeting with no significant issues to date being raised in the interim period.
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