

To the Chair and Members of the AUDIT COMMITTEE

AUDIT COMMITTEE ACTIONS LOG

EXECUTIVE SUMMARY

1. The Committee is asked to consider the Audit Committee Actions Log which updates Members on actions agreed during Audit Committee meetings. It allows Members to monitor progress against these actions, ensuring satisfactory progress is being made.

EXEMPT REPORT

2. The report does not contain exempt information.

RECOMMENDATIONS

3. **The Committee is asked to;**
 - **Note the progress being made against the actions agreed at the previous committee meetings and**
 - **Advise if any further information / updates are required.**

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

4. Regular review of the actions agreed from the Audit Committee meetings enables the Committee to ensure it delivers against its terms of reference and is responding to important issues for citizens and the borough. The action plan update helps support openness, transparency and accountability as it summarises agreed actions from reports and issues considered by the Audit Committee.

BACKGROUND

5. The Audit Committee Issues Log, which is updated for each Audit Committee meeting, records all actions agreed during previous meetings. Items that have been fully completed since the previous Audit Committee meeting are recorded once as complete on the report and then removed for the following meeting log. Outstanding actions remain on the log until completed.
6. The action log shows details relating to 16 actions requested in previous meetings. Of these:
 - 4 have been completed and will be removed from the next action log
 - 8 have yet to reach the agreed action date and are on track
 - 3 are partially completed relating to the provision and take-up of training in relation to covert surveillance and the Regulation of Investigatory Powers Act

- The final action stays on the log as incomplete. This is in relation to the Solar Centre Contract Breach – as previously discussed, further reports will be provided to committee in October to update members on progress to address this issue.

OPTIONS CONSIDERED AND RECOMMENDED OPTION

7. There are no specific options to consider within this report as it provides an opportunity for the Committee to review and consider progress made against ongoing actions raised during previous Audit Committee meetings.

IMPACT ON THE COUNCIL'S KEY OUTCOMES

8.

Outcomes	Implications
<p>All people in Doncaster benefit from a thriving and resilient economy.</p> <ul style="list-style-type: none"> • <i>Mayoral Priority: Creating Jobs and Housing</i> • <i>Mayoral Priority: Be a strong voice for our veterans</i> • <i>Mayoral Priority: Protecting Doncaster's vital services</i> 	
<p>People live safe, healthy, active and independent lives.</p> <ul style="list-style-type: none"> • <i>Mayoral Priority: Safeguarding our Communities</i> • <i>Mayoral Priority: Bringing down the cost of living</i> 	
<p>People in Doncaster benefit from a high quality built and natural environment.</p> <ul style="list-style-type: none"> • <i>Mayoral Priority: Creating Jobs and Housing</i> • <i>Mayoral Priority: Safeguarding our Communities</i> • <i>Mayoral Priority: Bringing down the cost of living</i> 	
<p>All families thrive.</p> <ul style="list-style-type: none"> • <i>Mayoral Priority: Protecting Doncaster's vital services</i> 	
<p>Council services are modern and value for money.</p>	<p>Effective oversight through the Audit Committee adds value to the Council operations in managing its risks and achieving its key priorities of improving services provided to the citizens of the borough</p>
<p>Working with our partners we will provide strong leadership and governance.</p>	<p>The work undertaken by the Audit Committee improves and strengthens</p>

	governance arrangements within the Council and its partners.
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RISKS AND ASSUMPTIONS

- 9. The Audit Committee contributes to the effective management of risks in relation to audit activity, accounts / financial management risk management and other governance / regulatory matters.

LEGAL IMPLICATIONS

- 10. There are no specific legal implications associated with this report

FINANCIAL IMPLICATIONS

- 11. There are no specific financial implications associated with this report.

HUMAN RESOURCES IMPLICATIONS

- 12. There are no specific human resources issues associated with this report.

TECHNOLOGY IMPLICATIONS

- 13. There are no specific technological implications resources issues associated with this report.

EQUALITY IMPLICATIONS

- 14. We are aware of the Council’s obligations under the Public Sector Equalities Duties and there are no identified equal opportunity issues within this report.

CONSULTATION

- 15. The Audit Committee Action Log has been produced following consultation with members of the Audit Committee to address the risk of agreed actions not being implemented.

BACKGROUND PAPERS

- 16. None

REPORT AUTHOR & CONTRIBUTORS

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**Steve Mawson
Chief Financial Officer &
Assistant Director of Finance**

AUDIT COMMITTEE ACTION LOG – JULY 2017

Follow-up actions from previous meetings:-

Ref:	Minute/ Action	Progress update	Responsible Officer	Completed (Y/N)
Meeting June 2017				
Audit Committee Prospectus, Terms of Reference and Work Programme 2017/18				
6a	P Jackson to review Audit Committee Terms of Reference to make more explicit the Committees responsibility to approve the Internal Audit Plan	This will be considered when terms of reference for all Council committees are reviewed in 2018.	P. Jackson	Scheduled - Not yet due
6b	K Smart to provide additional form of wording to improve the Prospectus	Additional wording received and incorporated into the Prospectus which has been provided to Audit Committee Members	Peter Jackson	Yes – revised prospectus provided to Committee members.
Annual Governance Statement				
9	Enhancements suggested to wording within the report around the assurances / opinions given by Internal and External Audit	Changes to be reflected in the final version of the AGS for approval at July's Committee	Steve Mawson	Yes – revised Annual Governance presented to July Audit Committee.
Meeting April 2017				
Strategic Risk Management in Learning and Opportunities				
52	Committee to receive further evidence on the risk management of the Doncaster Childrens' Services Trust.	Report to be provided to October 2017 Audit Committee following the OFSTED inspection	Damian Allen	Scheduled on the Audit Committee work programme for October – not yet due

Ref:	Minute/ Action	Progress update	Responsible Officer	Completed (Y/N)
Safeguarding Adults Personal Assets Team - Responsive Review.				
53	Committee to receive a further update report at its October meeting.	Report to be provided for October 2017 Audit Committee	Steve Mawson	Scheduled on the Audit Committee work programme for October – not yet due
Adult Social Care Commissioning Review Programme 2017-2021				
55	Committee to receive a further update report at its October meeting.	Report to be provided for October 2017 Audit Committee	Damian Allen	Scheduled on the Audit Committee work programme for October – not yet due
Solar Centre Update				
57a	Committee to receive a further update report on the conclusion of the contractual position at its October meeting.	Report to be provided for October 2017 Audit Committee	Damian Allen	Scheduled on the Audit Committee work programme for October – not yet due
57b	Committee to receive a backward looking report from Internal Audit surrounding the chronology and reporting of the Solar Centre at its October meeting.	Report to be provided for October 2017 Audit Committee	Colin Earl	Scheduled on the Audit Committee work programme for October – not yet due

Ref:	Minute/ Action	Progress update	Responsible Officer	Completed (Y/N)
49 b	<p>From Meeting April 2016 report - Financial and Purchasing and Contract Procedure Rules</p> <p>Solar Centre – Individual reviews taking place. Update to be provided in the next audit committee report.</p>	An independent project manager has recently been contracted by Doncaster Council to co-ordinate and lead on resolving this issue.	Patrick Birch	No - A project and implementation plan will be outlined to the October Audit Committee in relation to options, proposals and potential timescales relating to the Solar Centre.
Quarter 3 - Strategic Risk Update				
58	The Assistant Director Finance and Chief Finance Officer to ensure 'Adults, Health and Well-Being commissioning and procurement arrangements' is considered for inclusion in the strategic risk register	To be considered as part of the Quarter 1 challenge process.	Steve Mawson	Yes – being considered in the Q1 2017/18 review process
61b	Committee requested a report providing information on the existence and current effectiveness of the Council's ethical arrangements	A report has been scheduled in the Committee's work programme for the 2017/18 year	Scott Fawcus	Scheduled on the Audit Committee work programme for February 2018 - not yet due
Meeting January 2017				
Internal Audit Progress Report				
42b	Internal Audit to provide numbers of outstanding lower level recommendations in future progress reports	Report to be provided to July 2017 Audit Committee	Colin Earl	Yes – Report provided to July Audit Committee Meeting

Ref:	Minute/ Action	Progress update	Responsible Officer	Completed (Y/N)
Income Management Progress Report				
46	Follow-up report on income management to be received in Autumn 2017	Report to be provided for October 2017 Audit Committee	Steve Mawson	Scheduled - Not yet due
Meeting November 2016				
Covert Surveillance - Regulation Of Investigatory Powers Act 2000 (RIPA) - Update				
30 a	Assess with HR whether RIPA training could be made mandatory for relevant Line Managers.	HR has confirmed this can be classified as mandatory training for relevant officers. Details of all officers who need to complete the training has been provided to HR who will ensure the training is completed. A completion date for the training has been revised to 30 th June 2017 (from April 2017).	Helen Potts	Incomplete – Not all officers have completed the training
30 b	Assess with HR if Audit Committee Members could undertake RIPA training on-line.	HR has confirmed that members can complete the RIPA training on-line as long as they are set up on the system. Instructions have been provided to members on how to do this. A completion date for the training has been revised to 27 th July due to election commitments and changes in membership of the committee.	Helen Potts	Incomplete – Not all Members of the Audit Committee have completed the training

Ref:	Minute/ Action	Progress update	Responsible Officer	Completed (Y/N)
Meeting August 2016				
Covert Surveillance – Regulation of Investigatory Powers Act 2000 (RIPA) Update				
51	Refresher training to be provided in 12 months' time.	In process of being arranged for April 2017.	Helen Potts	Training has been booked for 20 th July 2017