



Doncaster Council

Report

21st June 2018

To the Chair and Members of the AUDIT COMMITTEE

AUDIT COMMITTEE ACTIONS LOG

Relevant Cabinet Member(s)	Wards Affected	Key Decision
n/a	n/a	No

EXECUTIVE SUMMARY

1. The Committee is asked to consider the attached 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.
2. All actions are progressing well (see paragraph 7 below).

EXEMPT REPORT

3. The report does not contain exempt information.

RECOMMENDATIONS

4. 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?

5. 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

6. The Audit Committee Actions 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.
7. The action log shows details relating to 9 actions requested in previous meetings. Of these:
 - 3 have been completed and will be removed from the next action log
 - 5 have yet to reach the agreed action date and are on track (they are either in progress and in time, or are scheduled for completion within the excepted time)
 - 1 is in progress but behind original timelines. This relates to the Business waste reconciliation.

The first Business Waste reconciliation of income due to income charged has now been undertaken and anomalies identified are being worked through / corrected. This was 95% complete at mid-June 2018. The exercise has identified additional potential income of £32k dating back to 2013 which is going to be attempted to be recovered. Quarterly reconciliations will then take place from July 2018 and these will be reviewed by Internal Audit. This issue has been downgraded from a red to an amber rating.

OPTIONS CONSIDERED AND RECOMMENDED OPTION

8. 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

9.

	Outcomes	Implications
	<p>Doncaster Working: Our vision is for more people to be able to pursue their ambitions through work that gives them and Doncaster a brighter and prosperous future;</p> <ul style="list-style-type: none"> • Better access to good fulfilling work • Doncaster businesses are supported to flourish • Inward Investment 	
	<p>Doncaster Living: Our vision is for Doncaster's people to live in a borough that is vibrant and full of opportunity, where people enjoy spending time;</p> <ul style="list-style-type: none"> • The town centres are the beating 	

	<p>heart of Doncaster</p> <ul style="list-style-type: none"> • More people can live in a good quality, affordable home • Healthy and Vibrant Communities through Physical Activity and Sport • Everyone takes responsibility for keeping Doncaster Clean • Building on our cultural, artistic and sporting heritage 	
	<p>Doncaster Learning: Our vision is for learning that prepares all children, young people and adults for a life that is fulfilling;</p> <ul style="list-style-type: none"> • Every child has life-changing learning experiences within and beyond school • Many more great teachers work in Doncaster Schools that are good or better • Learning in Doncaster prepares young people for the world of work 	
	<p>Doncaster Caring: Our vision is for a borough that cares together for its most vulnerable residents;</p> <ul style="list-style-type: none"> • Children have the best start in life • Vulnerable families and individuals have support from someone they trust • Older people can live well and independently in their own homes. 	
	<p>Connected Council:</p> <ul style="list-style-type: none"> • A modern, efficient and flexible workforce • Modern, accessible customer interactions • Operating within our resources and delivering value for money • A co-ordinated, whole person, whole life focus on the needs and aspirations of residents • Building community resilience and self-reliance by connecting community assets and strengths • Working with our partners and residents to provide effective leadership and governance 	<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>The work undertaken by the Audit Committee improves and strengthens governance arrangements within the Council and its partners.</p>

RISKS AND ASSUMPTIONS

10. 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 (KW, 24/05/18)

11. There are no specific legal implications associated with this report.

FINANCIAL IMPLICATIONS (AT, 25/05/18)

12. There are no specific financial implications associated with this report.

HUMAN RESOURCES IMPLICATIONS (MLV, 25/05/18)

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

TECHNOLOGY IMPLICATIONS (PW, 24/05/18)

14. There are no specific technological implications associated with this report.

EQUALITY IMPLICATIONS (PJ 25/05/18)

15. 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.

HEALTH IMPLICATIONS (RS, 25/05/18)

16. Good governance is important for healthy organisations and for healthy populations. Specific health implications should be addressed through individual audits and action plans.

CONSULTATION

17. 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

18. None

REPORT AUTHOR & CONTRIBUTORS

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APPENDIX 1

AUDIT COMMITTEE ACTION LOG – JUNE 2018

Follow-up actions from previous meetings:-

Ref:	Minute/ Action	Progress update	Responsible Officer	Completed (Y/N)
Meeting April 2018				
Deprivation of Liberty Safeguards (DoLS) Process Review				
	Committee to receive a flowchart setting out the process for a DoLS review to better understand the process	Flowchart produced	Griff Jones	Yes - provided to Committee members
	Committee to receive a further update on the assessments backlog position	Update to be provided to July 2018 Audit Committee.	Griff Jones	Scheduled but not yet due
Breaches and Waivers to the Councils Financial and Contract Procedure Rules				
	Strategic Procurement - committee to receive an overview of the work of the Strategic Procurement Team at a future briefing training session	To be scheduled	Holly Wilson	Awaiting Scheduling
Meeting February 2018				
Adult Health and Wellbeing Contract and Commissioning Update Report				
	Committee to receive a further update report in 6 months time	Report to be provided to July 2018 Audit Committee.	Patrick Birch	Scheduled but not yet due
	Adults Health and Wellbeing Transformation Programme Committee to receive an update report in 6 months' time	Report to be provided to July 2018 Audit Committee.	Patrick Birch	Scheduled but not yet due
Meeting October 2017				
Income Management Progress Report				
	Committee to receive a further update report on the Income Management Improvements by September 2018.	Report to be provided to October 2018 Audit Committee.	Steve Mawson	Scheduled but not yet due

Meeting July 2017

Internal Audit Progress Report July 2017

6a	Business Waste and Recycling follow up. It was suggested that an update be brought back to the October meeting detailing any progress made and the Assistant Director be asked to attend to explain any inconsistencies, if that is deemed necessary at the time.	The Head of Service at the 1 st February 2018 Audit Committee provided a revised date for completion of the reconciliation of 31st March 2018.	Gill Gillies	In progress but overdue - The first Business Waste reconciliation of income due to income charged has now been undertaken and anomalies identified are being worked through / corrected. This was 95% complete at mid-June 2018. The exercise has identified additional potential income of £32k dating back to 2013 which is going to be attempted to be recovered. Quarterly reconciliations will then take place from July 2018 and these will be reviewed by Internal Audit. This issue has been downgraded from a red to an amber rating.
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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 April 2018 Audit Committee following the OFSTED inspection as inspection will not be finalised for February Committee reporting.	Damian Allen	Complete – removed from Audit Committee agenda as considered outside scope of Audit Committee and reported to other council bodies
Ethical Arrangements				
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	Yes – Issued covered within Monitoring Officer annual report presented to June Audit Committee