



Doncaster Council

Report

31st January 2019

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 detail relating to 9 actions requested in the October meeting. There are no actions outstanding from earlier meetings. Of these:
 - 4 have been completed and will be removed from the next action log
 - The remaining 5 are all in progress and will be cleared in the course of future meetings – none of these represent longer running issues.

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 heart of Doncaster • 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</p>	

	<p>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 (HP 15/01/19)

11. There are no specific legal implications associated with this report. The individual matters listed in the Appendix have all been subject to appropriate legal advice at the time of consideration by the Audit Committee.

FINANCIAL IMPLICATIONS [SB 18/01/19]

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

HUMAN RESOURCES IMPLICATIONS [KG 15/01/19]

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

TECHNOLOGY IMPLICATIONS [PW 15/01/19]

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

EQUALITY IMPLICATIONS [PJ 15/01/19]

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 15/01/19]

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

Peter Jackson, Head of Internal Audit

Tel 01302 862938, Email: peter.jackson@doncaster.gov.uk

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

AUDIT COMMITTEE ACTION LOG – OCTOBER 2018

Follow-up actions from previous meetings:-

Ref:	Minute/ Action	Progress update	Responsible Officer	Completed (Y/N)
Meeting October 2018				
	Action Log – Smart Lights Project Committee requested further updates on progress in managing stock position	<p>Following on from the Internal Audit investigation for S2 a recovery plan was produced, agreed and signed off. This plan provides an ongoing position regarding lantern stock and future usage up to 2022. Monthly meetings have been held since October 18 to update the plan and monitor progress to actively reduce stocks levels.</p> <p>Negotiations are still ongoing with Urbis Schröder and Legal Services to then enable the Council to take delivery of the remaining 1035 Type A lanterns with minimal financial impact.</p> <p>Overall All savings 2016 to date have been fully achieved for phase 1 and 2 and are still on track to deliver the remaining savings for 19/20, as part of the wider Street Scene and Highways savings targets.</p>	Andy Rutherford	In Progress – further update will be provided at April 2019 Audit Committee
	Deprivation of Liberty Safeguards Committee requested further updates on implementation of remaining Audit recommendations	A report is scheduled for April 2019 Audit Committee	Peter Jackson	In Progress – for completion April 2019 Audit Committee

Ref:	Minute/ Action	Progress update	Responsible Officer	Completed (Y/N)
	Direct Payments –Audit Recommendation update Committee requested further updates on implementation of remaining Audit recommendations including how money recovered is used and accounted for	A report is scheduled for April 2019 Audit Committee	Peter Jackson	In Progress - for completion April 2019 Audit Committee
	Direct Payments –Update on Case Study Committee requested further update on case study highlighted in Appendix B to the report and also on partially sighted users	Unfortunately, the individual we were piloting the case study with has had a change in their personal situation so at the moment the piece of work with the Alexa is on hold. Two case study videos with members of the partially sighted society about how they use their assistive technology were filmed. One went out on social media before Christmas and the other will be released at a later stage. The former video has been made available to members of the Audit Committee	Debbie Crohn Debbie Crohn	Complete Complete
	Income Management Committee requested further updates on progression of actions in this area in 12 months	A report is scheduled for October 2019 Audit Committee	Steve Mawson	In Progress for completion October 2019 Audit Committee
	Risk Management - training Committee requested further training be considered for members as well as officers.	Training will be offered to all members as part of their induction. Any other training needs for Audit Committee members will be identified and actioned	Sennette Wroot	In Progress – for completion by June 2019
	Risk Management – Policy Update Committee requested revisions to be considered to be made to the policy	A report with the revised policy has been provided to January 2019 Audit Committee.	Debbie Hogg	Complete

Ref:	Minute/ Action	Progress update	Responsible Officer	Completed (Y/N)
	<p>Breaches and Waivers – Stainforth Bridge Committee requested confirmation that the bridge repairs in Stainforth had been recharged</p>	<p>A claim has been made via the Council's Insurance Team with the Insurers of the vehicle which caused the damage. The claim will follow the normal settlement process</p>	<p>Mark Watson</p>	<p>Complete</p>
	<p>Annual Governance Statement – GDPR – Archiving Arrangements Committee requested further information around the Council's arrangements for the archiving of documents</p>	<p>Policies and guidance have been provided to audit committee members</p>	<p>Peter Jackson</p>	<p>Complete</p>