



Doncaster Council

Report

24th October 2019

To the Chair and Members of the AUDIT COMMITTEE

AUDIT COMMITTEE ACTIONS LOG

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. The action log shows detail relating to 6 actions requested in the October 2018, January 2019 and April 2019 meetings. There are no actions outstanding from earlier meetings. Of these:
 - All are all in progress and will be cleared in the course of future meetings – none of these represent longer running issues.

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
 - Comment 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. An update report on Income Management was taken to October 2018 Audit Committee outlining progress made and further areas of action in this area to transition to a business as usual position. Audit Committee requested a further update in one years' time and the following provides that information.
 - The revised Income Management Guidance developed by the Income Management working group is now embedded within the existing staff Finance Manual and available to staff on the intranet.
 - A series of workshops delivered to all Finance Officers within the Council to raise awareness of the revised guidance and embed the clarified roles and responsibilities.
 - The expected business as usual is that Finance Officers support their service managers to have awareness, understanding and to deliver their income management responsibilities as per the revised Income Management Guidance (specifically tackling the original findings of poor income management performance in certain areas).
 - Additional scheduled reports are now distributed to managers from the income management systems to aid reconciliations and performance improvements.

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</p>	

	<p>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 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 25/09/19)

11. There are no specific legal implications associated with this report. Where necessary appropriate legal advice has been provided in relation to matters listed in the Appendix to this report.

FINANCIAL IMPLICATIONS [ST 26/09/19]

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

HUMAN RESOURCES IMPLICATIONS [KG 27/09/19]

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

TECHNOLOGY IMPLICATIONS [PW 25/09/19]

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

EQUALITY IMPLICATIONS [PJ 04/09/19]

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 25/09/19]

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

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APPENDIX 1

AUDIT COMMITTEE ACTION LOG – OCTOBER 2019

Follow-up actions from previous meetings:-

Minute/ Action	Progress update	Responsible Officer	Completed (Y/N)
Meeting July 2019			
Internal Audit Progress report – Stores Members requested a follow up review and report on progress at future meetings	Scheduled for 24 th October 2019 Audit Committee	Peter Jackson	In Progress – for completion by October 2019 Audit Committee
Internal Audit Progress report – Deprivation of Liberties Standards (DoLS) Members requested information on the number of cases currently in the system	Information emailed to Chair and members of the committee	Peter Jackson	Complete
Meeting April 2019			
Breaches and Waivers Future reports detail the previous number of breaches and waivers for comparative purposes	Scheduled for 24 th October 2019 Audit Committee	Holly Wilson	In Progress – for completion by October 2019 Audit Committee
Breaches and Waivers Progress in implementing the training programme and its outcomes be reported in Octobers progress report	Scheduled for 24 th October 2019 Audit Committee	Holly Wilson	In Progress – for completion by October 2019 Audit Committee
Meeting January 2019			
Adults, Health and Wellbeing - Contract and Commissioning Report Committee requested an update in one year's time	A report is scheduled for January 2020 Audit Committee	Denise Bann	In Progress – for completion January 2020 Audit Committee
Meeting October 2018			
Income Management Committee requested an update from officers 12 months after the last report in October 2018	An update is scheduled for October 2019 Audit Committee	Chief Financial Officer	Complete – see para 7 of report for further detail