



Doncaster Council

Report

29th April 2021

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 three actions requested in the January 2021 and July 2020 meetings. There are no actions outstanding from earlier meetings. Of these:
 - Two are complete and the remaining one relating to lone working in the Trading Standards team is proposed to be removed from the action log as it is routinely reported already in the Internal Audit Progress report.

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.

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>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 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	

	<p>Doncaster Schools that are good or better</p> <ul style="list-style-type: none"> • 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

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 [SRF 24/03/21]

10. There are no specific legal implications associated with this report. Where necessary appropriate legal advice can be provided in relation to matters listed in the Appendix to this report.

FINANCIAL IMPLICATIONS [ST 01/04/21]

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

HUMAN RESOURCES IMPLICATIONS [JM 24/03/21]

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

TECHNOLOGY IMPLICATIONS [PW 24/03/21]

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

EQUALITY IMPLICATIONS [PJ 17/03/21]

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.

HEALTH IMPLICATIONS [RS 24/03/21]

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

CONSULTATION

16. 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

17. None

GLOSSARY OF ACRONYMS AND ABBREVIATIONS

None

REPORT AUTHOR & CONTRIBUTORS

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APPENDIX 1

AUDIT COMMITTEE ACTION LOG – OCTOBER 2020

Follow-up actions from previous meetings:-

Minute/ Action	Progress update	Responsible Officer	Completed (Y/N)
Meeting January 2021			
Covert Surveillance - Regulation Of Investigatory Powers Act 2000 (Ripa) Update Queries were raised around surveillance activities: 1) How many reports from members of the public have we received since March 2020 2) How many warning letters have we sent out for underage sales/counterfeit goods/ tobacco alcohol related matters 3) What is the ethnicity of the shop keepers that we do take action against. Is there a chance we may be disproportionately impacting one community?	<p>The following responses were provided by email to Members:</p> <p>1) We have received 17 complaints about illicit tobacco sales since March 2020, of which 12 have come from members of the public. (The remainder are police reports, which combine reports they have received from the public and from observations made on routine patrols.)</p> <p>2) We have sent three mailshots this year. The first related to a change in the law around sale of menthol cigarettes; 279 letters were sent. The second was a reminder about tobacco and alcohol regulations; 312 letters were sent. The third was sent to shops where there was an outstanding complaint about illicit tobacco. The letter contained information about what could be legally sold under UK legislation and requested details of the current owner and manager of the shop; 22 letters were sent.</p> <p>3) We don't record the ethnicity of any people / businesses that we investigate. However, I can reassure elected members that all such investigations are solely intelligence led based on information received in response to complaints from the public and intelligence from partner agencies and colleagues from other departments.</p>	Helen Potts	Complete

Minute/ Action	Progress update	Responsible Officer	Completed (Y/N)				
<p>Update Report on Contracts and Commissioning in Adults, Health and Wellbeing</p> <p>An inconsistency in dates reported re waivers granted was highlighted for officers to investigate.</p>	<p>The following response was provided by email to Members. "I have checked with Procurement colleagues who have confirmed that there were no waivers during January 2020. As such para 19 of the report is amended to:</p> <p>The number of waivers reported to audit committee in the last twelve months reporting period is detailed in the table below, together with the number of waivers previously requested in the same time period.</p> <p>Responding to the COVID19 pandemic has been attributable to the increased number of waivers during this reporting period:-</p> <table border="1" data-bbox="864 706 1347 857"> <tr> <td>February 2019 to December 2019</td><td>January 2020 to December 2020</td></tr> <tr> <td>6</td><td>10</td></tr> </table>	February 2019 to December 2019	January 2020 to December 2020	6	10	Mark Wakefield	Complete
February 2019 to December 2019	January 2020 to December 2020						
6	10						
Meeting July 2020							
<p>Internal Audit Progress Report – Food Standards – Lone Working</p> <p>Members queried an implementation date of 30/11/20 for this action to be put in place.</p>	<p>Due to Covid, no officers are currently lone working. However, after the above was raised, the system was updated to ensure everyone was registered, and when lone working begins again, all will be reminded to use the system. An indicative date of 30/11/20 was anticipated however, this has been revised to 31/03/21 to ensure this has been completed. There is ongoing management monitoring of the lone working situation.</p>	Nasir Dad	To be removed from the Audit Committee Action log as this issue is reported upon routinely within the Internal Audit Progress report				