



Report

Date: 23rd November 2023

To: The Chair and Members of Audit Committee

Report Title: 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. Four actions are complete, and the remaining action is progressing in accordance with the agreed timescale.

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

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

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

REASONS FOR RECOMMENDED OPTION

8. Not Applicable.

9. Legal Implications

Legal implications were not requested in relation to this report

10. Financial Implications

Financial implications were not requested in relation to this report

11. Human Resources Implications

Human Resources implications were not requested in relation to this report

12. Technology Implications

Technology implications were not requested in relation to this report

RISKS AND ASSUMPTIONS

13. 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.

CONSULTATION

14. 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

15. None

GLOSSARY OF ACRONYMS AND ABBREVIATIONS

16. None

REPORT AUTHOR & CONTRIBUTORS

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AUDIT COMMITTEE ACTION LOG – 23rd November 2023

Follow-up actions from previous meetings:-

Meeting 27th July 2023			
Minute/ Action	Progress update	Responsible Officer	Completed (Y/N)
<p>Minutes from 27th April Audit Committee – Annual Report of the Monitoring Officer</p> <p>The Vice-Chair felt that there was no mechanism for staff to report anonymous whistleblowing concerns as there was no dedicated telephone number and requested that the Monitoring Officer attend the next meeting of the Audit Committee to clarify the statements represented in the minutes of the April meeting of the Audit Committee.</p>	<p>The Policy included the whistleblowing contact names and posts and provided the Council switchboard number.</p> <p>The Whistleblowing Policy and fact sheet has been updated to reflect new whistleblowing contacts and direct phone numbers alongside an article on the intranet.</p>	Scott Fawcus	Y – completed.
<p>Internal Audit Progress Report – Strategic Property / Land Income Reconciliation</p> <p>The Head of Audit was asked to provide information on the level of income raised in the Strategic Properties / Land Income area where there was an overdue high risk agreed management action.</p>	<p>It has been confirmed that annual income in this area is approximately £2.2m.</p>	Peter Jackson	Y – completed.
<p>Internal Audit Progress Report – Taxi Licencing</p> <p>A progress report on the Taxi Licencing service area was asked to be presented to a future meeting of the Audit Committee and be included on the Committee's Work Plan</p>	<p>The service will present a report to the February 2024 meeting of the Audit Committee</p>	Kellie Hopkins	N – Due for completion 1 st February 2024.

Meeting 27 th April 2023			
Minute/ Action	Progress update	Responsible Officer	Completed (Y/N)
<p>Breaches and Waivers to the Council's Contract Procedure Rules</p> <p>The Head of Procurement is to review training with budget holders and assess mandatory training for all officers involved in procurement.</p>	<p>The review is in progress and will be reported at the November 2023 meeting of the Audit Committee.</p>	<p>Holly Wilson</p>	<p>Y – Included within the Breaches and Waivers to the Council's CPRs Report at the Audit Committee meeting on 23rd November 2023.</p>
<p>The Head of Procurement is to report upon the number breaches against the purchase card policy at a future meeting of the Audit Committee.</p>	<p>Monitoring of compliance against the new Purchase Card policy has now commenced and report will be brought to the November committee.</p>	<p>Holly Wilson</p>	<p>Y – Included within the Breaches and Waivers to the Council's CPRs Report at the Audit Committee meeting on 23rd November 2023.</p>