



Report

Date: 1st February 2024

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. All three actions are complete. There are no remaining actions.

EXEMPT REPORT

3. The report does not contain exempt information.

RECOMMENDATIONS

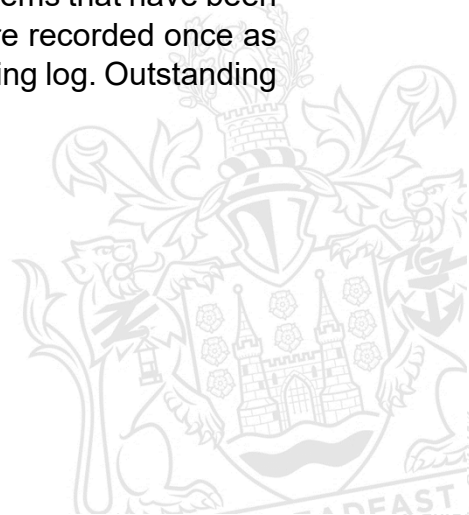
4. The Committee is asked to note the progress being made against the actions agreed at the previous committee meetings

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 – 1st February 2024

Follow-up actions from previous meetings:-

Minute/ Action	Progress update	Responsible Officer	Completed (Y/N)
Meeting 23rd November 2023			
<p>Internal Audit Progress Report – Overdue Management Actions</p> <p>Committee requested that in future an analysis be provided in relation to whether the risks identified for a particular period were new risks or existing risks carried forward from the previous reporting period, as it was not apparent from the information provided in the table</p>	<p>The table setting out the overdue management actions has been revised to reflect this information</p>	<p>Peter Jackson</p>	<p>Y – Complete</p>
<p>Breaches and Waivers to the Council's Contract Procedure Rules</p> <p>A question was asked why only one quotation had been obtained in respect of the breach relating to Modular Buildings. The Head of Procurement undertook to provide Audit Committee with further details</p>	<p>Information requested was provided by email on 10th January 2024</p>	<p>Holly Wilson</p>	<p>Y - Complete</p>

Minute/ Action	Progress update	Responsible Officer	Completed (Y/N)
Meeting 27th July 2023			
<p>Internal Audit Progress Report – Taxi Licencing</p> <p>A progress report on the Taxi Licensing 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>	<p>Kellie Hopkins</p>	<p>Y – report presented to 1st February 2024 Audit Committee.</p>