



Report

Date: 25th April 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. One action is complete and three further actions are scheduled for future dates.

EXEMPT REPORT

3. The report does not contain exempt information.

RECOMMENDATIONS

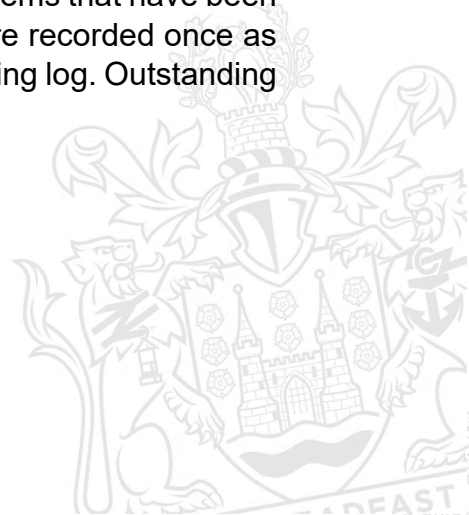
4. The Committee is asked to note the progress being made against the actions agreed at previous committee meetings.

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 – 25th April 2024

Follow-up actions from previous meetings:-

Minute/ Action	Progress update	Responsible Officer	Completed (Y/N)
Meeting 1st February 2024			
<p>Hackney Carriage/Private Hire Licensing Service Review/ Rapid Improvement Project Update Report</p> <p>A further update 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 January 2025 meeting of the Audit Committee. This will be added to the Committee's Work Plan for 2024/25.</p>	<p>Kellie Hopkins</p>	<p>N – report scheduled for January 2025 Audit Committee.</p>
<p>Internal Audit Progress Report – Update report on Climate Change Governance Arrangements</p> <p>In light of the limited assurance opinion in this area, an update report 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 July 2024 meeting of the Audit Committee. This will be added to the Committee's Work Plan for 2024/25.</p>	<p>Richard Smith</p>	<p>N – report scheduled for July 2024 Audit Committee.</p>

Minute/ Action	Progress update	Responsible Officer	Completed (Y/N)
<p>Internal Audit Progress Report – Feedback on Schools’ Control Risk Assessment</p> <p>An exercise has recently been undertaken for schools to self-assess their control and governance arrangements to help inform Internal Audit planning and training support. Further detail on the analysis has been requested.</p>	<p>Members were provided with further information at the training and awareness session on 18th April.</p>	<p>Peter Jackson</p>	<p>Y – Completed on 18th April</p>
<p>Grant Thornton Auditor’s Annual Report 2022/23 - Dedicated Schools Grant (DSG) Deficit</p> <p>Members requested further information around how the deficit had built up and arrangements in place / to be put in place to manage the position.</p>	<p>A report is being taken to Executive Board on 5th June and Member Briefings are being organised as soon as practical thereafter.</p>	<p>Leanne Hornsby / Faye Tyas</p>	<p>N – Member Briefings to be held in June 2024.</p>