

# **AUDIT COMMITTEE** **ACTION SHEET**

**16<sup>th</sup> April 2010**

**Democratic Service Officer - Karen Blong**

**TO:** Dick Powell, John Golding, Terry Wagstaff

<b><i>Minute Number</i></b>	<b><i>Title of Report</i></b>	<b><i>Action</i></b>	<b><i>Person Responsible</i></b>	<b><i>Deadline</i></b>	<b><i>Progress</i></b>
92.4/10 (1)	Chair's Business	Outcomes from recent fraud case and the impact on offenders pension contributions be highlighted on the Source and in the next Audit Fraud Bulletin.	DP	30 <sup>th</sup> September 2010 - to link with roll out of CBT Fraud Training	Next Fraud Bulletin due August/September 2010. Production of CBT Fraud Training in progress.
92.4/10 (2)	Chair's Business	All members to be invited to attend training on the Statement of Accounts and/or an overview of the Council's accounts.	D Miles	Before Committee meeting on 25 <sup>th</sup> June 2010.	In progress with Service Director: Finance
93.4/10	Work Programme	Training to on the Partnership Policy and supporting toolkit and other areas of interest to be provided by Internal Audit to Members . Training options to be provided by Internal Audit.	DP	Internal Audit to put forward proposals by 31 <sup>th</sup> July 2010	In progress
93.4/10	Work Programme	Members to complete a skills assessment in order to identify areas for further development. KG to provide template for	DP/KG	As above	In progress

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		assessment.			
93.4/10	Work Programme	A draft Audit Committee Work Programme be created and brought to the June Committee meeting.	DP	9 <sup>th</sup> June 2010	Draft Programme to be present to Committee at 18 <sup>th</sup> June meeting.
94.4/10	Evidencing the Delivery of Value for Money in Partnerships in Bristol	A representative from the Bristol Partnership Governance Group to provide an update to the Audit Committee in six months time.	DP/BP	3 <sup>rd</sup> November 2010	On Committee work programme for November meeting.
95.4/10	Grant Thornton: 2008-09 Grant Report	Service Director: Finance to provide the Committee with an update at their September meeting.	GT	15 <sup>th</sup> September 2010	On Committee Work Programme for September meeting.
96.4/10	Grant Thornton: Review of Audit Committee Effectiveness	The Resources Scrutiny Commission work programme and Standards Committee Annual Report 2009/10 and Work Programme 2010/11 to be considered at the Audit Committee meeting in June.	DP	9 <sup>th</sup> June 2010	Standards Committee Annual Report and Work Programme to be submitted to Audit Committee in June. Resources Scrutiny Commission Work Programme to be submitted to September meeting.
96.4/10	Grant Thornton: Review of Audit Committee Effectiveness	The Committee to respond to areas within the checklist which were considered either partially met or not met at all.	GG/DP	9 <sup>th</sup> June	Draft Response Action Plan to be presented to the Committee at 18 <sup>th</sup> June meeting.
97.4/10	Grant Thornton and Audit Commission: West of England Partnership - Review of	The West of England Partnership Chief Executive be invited to attend a future Audit Committee meeting.	DP/TW	15 <sup>th</sup> September 2010	On work programme for September meeting. WEP Chief Executive has

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	Governance Arrangements				accepted invitation.
100.4/10	Audit Committee Draft Annual Report to Council	Members to email Chief Internal Auditor any comments or queries regarding the report by 18 <sup>th</sup> June 2101.	Members/DP	18/06/10	No comments received to date. Report to be finalised and presented to Full Council 29 <sup>th</sup> June 2010
100.4/10	Audit Committee Draft Annual Report to Council	Draft Audit Committee work programme to be attached to final Annual Report. Work programme to include Partnership working as a generic item.	DP	18/06/10	Draft work programme to be presented to the 18 <sup>th</sup> June meeting and includes Partnership Working.