

AUDIT COMMITTEE ACTION SHEET

18/25th June 2010

Democratic Service Officer - Karen Blong

TO: Dick Powell, John Golding, Peter Robinson

<i>Minute Number</i>	<i>Title of Report</i>	<i>Action</i>	<i>Person Responsible</i>	<i>Deadline</i>	<i>Progress</i>
Matters C/F from previous meetings which have not reached their deadline					
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 th September 2010 - to link with roll out of CBT Fraud Training	Pension recovery and POCA action not yet finalised
93.4/10	Work Programme	Training 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 once skills assessments received.	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 assessment.	DP/KG	As above	Skills assessment despatch and currently with Members.
94.4/10	Evidencing the Delivery	A representative from the Bristol	DP/BP	3 rd November	On Committee work

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	of Value for Money in Partnerships in Bristol	Partnership Governance Group to provide an update to the Audit Committee in six months time.		2010	programme for January 2011 meeting. At request of BP Lead.
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 th September 2010	Due to agenda management issues, now on November Work programme.
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	Ongoing	Internal Audit monitoring compliance of action plan items.
97.4/10	Grant Thornton and Audit Commission: West of England Partnership - Review of Governance Arrangements	The West of England Partnership Chief Executive be invited to attend a future Audit Committee meeting. WoEP Chief Executive to be requested to included the most up to date Strategic Risk Register with their report	DP/TW	15 th September 2010	On work programme for September meeting. WEP Chief Executive has accepted invitation.
Matters arising from meeting of 18th June 2010					
10.6/10	Work Programme	Update on Business Continuity Planning be brought to the meeting scheduled for January 2010.	DP/JG	12 th January 2011	CCU put on notice, item added to work programme.
13.6/10	Benefit Fraud Investigation Team Annual Report	A brief report which outlines the reduction in staff and the impact of the service would be brought to the September Audit committee meeting.	DP/TM	15 th September 2010	Due to agenda management issues, now on November Work programme.
16.6/10	Internal Audit - Annual Report 2009/10	A report summarising the Ombudsman's findings be provided to the Audit Committee	DP	3 rd November 2010	To be included in Internal Audit Half

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		in November			Yearly Report, to be submitted to November meeting.
Matters arising from meeting of 25th June 2010					
26.6/10	Draft Annual Governance Statement	Financial concerns be added to the Committee's Work Programme for the November Audit Committee meeting	PR	3 rd November 2010	
27.6/10 b (iii)	Statement of Accounts	Committee Chair to liaise with the Service Director: Finance to discuss viability of compiling a summary of non-school employees. List to include: <ul style="list-style-type: none"> ● salary ● national insurance ● pension contributions; and ● staffing numbers 	PR	None-specified.	
27.6/10 f (ii)	Statement of Accounts	The Chief Internal Auditor to provide further information related to change from acquiring vehicles by finance lease to purchasing outright and when decision was made.	DP	None-specified	
27.6/10 f (iii)	Statement of Accounts	Chief Internal Auditor to provide further information to Cllr Gollop and Cllr Hassell on relation to potential risk regarding non-payment of S106 money and contingent liabilities.	DM	None-specified	