

AUDIT COMMITTEE **ACTION SHEET**

12th November 2010

Democratic Service Officer - Karen Blong

TO: Dick Powell, Peter Robinson, John Golding

<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	N/A	Pension recovery and POCA action not yet finalised. Likely conclusion early 2011.
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 all skills assessments received.	In progress. Report to April 2011 meeting.
93.4/10	Work Programme	Members to complete a skills assessment in order to identify areas for further development.	DP	As above	5/7 Member assessments received.
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	19 th January 2011	On Committee work programme for January 2011 meeting. At request of BP Lead.

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95.4/10	Grant Thornton: 2008-09 Grant Report	Service Director: Finance to provide the Committee with an update at their September meeting.	PR	19 th January 2011	2009 -10 Grant Report due to Audit Committee in January 2011, verbal update will be provided at that time.
96.4/10	Grant Thornton: Review of Audit Committee Effectiveness	A review of the effectiveness of the External Auditor to be completed January/February 2011 and reported to the Committee at their April 2011 meeting.	Chair/DP	April 2011	Satisfaction Surveys to go out to Officers and Audit Committee January 2011
10.6/10	Work Programme	Update on Business Continuity Planning be brought to the meeting scheduled for January 2011.	DP/JG	19 th January 2011	CCU put on notice, item added to January 2011 Work Programme.
26.6/10	Draft Annual Governance Statement	Financial concerns be added to the Committee's Work Programme for the November Audit Committee meeting	PR	N/A	Grant settlement details not yet received, update to Resources Scrutiny Commission as part of budget proposals.
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.	

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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	Verbal explanation provided at November 2010 meeting.
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	
40.9/10 (iv)	Grant Thornton Governance Report on the Audit of the Accounts 2009/10 and Inspection Plan Progress Report	That the adjusted 2009/10 restated balance sheet in line with IFRS requirements together with explanation of key changes required, including comment where they have an impact on revenue statement and on Council Tax, be presented to the Audit Committee when available. Report to be presented to Resources Scrutiny Commission afterwards.	PR/DM	For January 2011 meeting. Paper deadline 19/1/11	On January 2011 Work Programme and Agenda.
40.9/10 (iv)	Grant Thornton Governance Report on the Audit of the Accounts 2009/10 and Inspection Plan Progress Report	That Members training be organised on IFRS	PR/DM/GT	May 2011	IFRS and Statement of Accounts training to be provided jointly between Finance and GT in May 2011, in time for the next Statement of

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42.9/10	Grant Thornton 2009/10 Value for Money Conclusion Report	The Resources and Scrutiny Commission should receive a procurement report that identifies gaps in the current procurement strategy and allowing the Commission to allocate policy development work if required.	PR	None-specified	
43.9/10	Grant Thornton - Business Transformation Report	The summary of the Waste Contract Gateway Review to be presented to the Audit Committee.	CT	For January 2011 meeting. Paper deadline 19/1/11	Deferred to April 2011 agenda, due to high volume of items on January 2011 agenda.
Matters arising from meeting of 12th November 2010					
55.11/10	Information Security Update	The Audit Committee receive a further update on the take up of the online Information Security training as an information item at the January 2011 meeting with a further progress report to be presented to the April 2011 meeting.	RS	For January 2011 meeting. Paper deadline 19/1/11	On January 2011 Work Programme and Agenda.
56.11/10	Grant Thornton Annual Audit Letter	A report on contract specifications and procurement systems to be presented to the Resources Scrutiny Commission.	PR	None specified	N/A
56.11/10	Grant Thornton Annual Audit Letter	A report on the work of the Corporate Performance team be presented to the Committee in due course.	PR/DH	For April meeting. Paper deadline 30 th March 2011	On April 2011 Work Programme and Agenda.

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57.11/10	Grant Thornton Financial Standing Report	The schedule of dates to be presented to the Audit Committee. Schedule to include the presentation dates to the Scrutiny Commissions, the Cabinet and a comparison with other Local Authorities and Health Authorities.	PR/DM	For January 2011 meeting. Paper deadline 19/1/11	On January 11 Work Programme and Agenda.
58.11/10	Internal audit: Risk Management Annual Report 2009-10	The Audit Committee to invite two Risk Champions to attend future meetings to explore the challenges and good practice related to the management of risk within the directorate.	DP	To be included in the 2011/12 work programme.	N/A
58.11/10	Internal audit: Risk Management Annual Report 2009-10	The CIPFA/ALARM survey details to be provided to Ken Guy- Independent Member	RP	N/A	Details provided. NFA
59.11/10	Benefit Fraud Investigation Team: Half Year Report and Update	The Chief Internal Auditor, Service Director: Finance and Executive Member for Efficiency and VFM, to write to the Minister for Benefits, regarding the lack of financial incentive for reducing fraudulent benefit claims. Audit Committee and party leads to support this action.	DP/PR/Cllr Wright	Non-Specified	In progress
59.11/10	Benefit Fraud Investigation Team: Half Year Report and Update	The Audit Committee Chair and CIA to add the issue of financial Incentives for reducing fraudulent benefit claims to the Core Cities Audit Chairs meeting agenda.	DP/MB	Next meeting 8/2/11	N/A
61.11/10	Internal Audit - Half Year Progress Report	The Local Government Ombudsman's Annual review of Bristol City Council be included as an Information item in future	DP	September 2011	Letter is released in July each year.

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		Audit Committee agendas.			