

# AUDIT COMMITTEE ACTION SHEET

30<sup>th</sup> September 2011

**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>
<b>Matters C/F from previous meetings which have not reached their deadline</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	N/A	Pension recovery complete. Insurance claim submitted. Next Fraud Bulletin to cover Pension Recovery
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	September 2011	IFRS and Statement of Accounts training provided jointly between Finance and GT on 19 <sup>th</sup> September 2011
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	September 2011	To be presented at September Meeting
61.11/10	Internal Audit - Half	The Local Government Ombudsman's	DP	September	Information Item on

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	Year Progress Report	Annual review of Bristol City Council be included as an Information item in future Audit Committee agendas.		2011	September Agenda
<b>Matters arising from meeting of 28<sup>th</sup> January 2011</b>					
73.1/11	Bristol Partnership Risk Assessment and Value for Money Update	The demise of the Primary Care Trust and the risks associated to that action be included in the Risk Register.	KE (BP Interim Lead)	None-Specified	Issue to be taken up with new BP Lead
<b>Matters arising from meeting of 16<sup>th</sup> February 2011</b>					
91.2/11	Additional funding to Bishop Road School	Internal Audit to carry out a detailed investigation related to the Additional Funding to Bishop Road School. The report to encompass all public and Councillor queries and include a summary of any perceived barriers to information.	DP	None Specified	To be submitted at a date to be determined.
<b>Matters arising from meeting of 8<sup>th</sup> April 2011</b>					
101.4/11	Corporate Performance Team	A report on the progress of the VFM strategy be brought to the Committee during 2011/12.	PR/DH	September 2011	Included on September meeting Agenda
102.4/11	Information Security - Progress Report on e-learning uptake.	A further update report be presented to the Committee in 3 months time/ or nearest meeting (September), if significant improvements have not been noted.	RS/PA	November 2011	To be included with in further Information Security report at November meeting.
103.4/11	Effectiveness of the External Auditor	The Audit Committee specific recommendations, to be further expanded and agreed, in particular agreement is sought on performance measures to be	RJP	September 2011	Included on September meeting Agenda

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		applied to the external auditor.			
105.4/11	Progress Report on Implementation of Grant Thornton high risk recommendations	Future progress reports provide detail related to the initial recommendation as well as any additional work required as a consequence of this.	RJP	November 2011	Added to 2011/12 Work Programme for November meeting.
<b>Matters arising from meeting of 24<sup>th</sup> June 2011</b>					
12.6/11	Annual Work Programme	An update on Gateway reviews be presented to the Committee at either the September or November meeting.	PA/RP	November 2011	Summary report of current reviews to be presented to November meeting as Agenda items, with updates thereafter to be included as Information Items.
13.6/11	Annual Governance Statement (AGS)	The AGS 2011/12 process should give consideration to Environmental Issues, the Culture of Bristol and Partnerships.	RP	June 2012	Process will be amended accordingly.
14.6/11 (1)	Statement of Accounts 2010/11	A response be provided to Cllr Emmett and Weston relating to the concerns regarding the company used by Local taxation in the financial 'footprint' exercise for Single Occupier Discount claimants.	RP/C-Tax	None-Specified	Internal Audit to liaise with Local Taxation.
14.6/11 (2)	Statement of Accounts 2010/11	The Committee receive the Finance and Performance Outturn 2010-11 report presented to Cabinet on the 23 <sup>rd</sup> June 2011	Democratic Services Officer	ASAP	Complete
14.6/11 (4)	Statement of Accounts 2010/11	The Audit Committee be advised of the difference between the cost and the mid-	PR/DM	September 2011	Complete- Members advised by email.

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		range value of the shares in the Port Company.			
15.6/11	Future of Local Public Audit	ICT be asked to provide independent Members with access to the Council's internal website.	RP/ICT	ASAP	Access is currently being set up
<b>Matters arising from meeting of 8<sup>th</sup> July 2011</b>					
22.7/11	Chairs Business	The Committee be provided with further information on risk register reporting procedures, to ensure clarity.	RP	November 2011	Provided.
23.7/11	Grant Thornton - Audit Plan Progress Report	The Council to negotiate with other Local Authorities to establish common Performance Indicators, allowing future bench marking.	RP/P&I Team	None - Specified	Internal Audit to liaise with P&I Team.
24.7/11	Grant Thornton - Interim Audit Report	<b><u>Recommendation 6</u></b> Upon completion of the overall review of the information security risk, a report be presented to the Audit Committee.	RS	None - specified	Report to be presented to the Committee at its November meeting.
27.7/11	Benefit Fraud Investigation Team - Annual Report	The Committee to be provided with an update on the results of the credit reference agency matching exercise, which should include a summary of the impact.	RP/TM	None - specified	To be provided as part of Benefit Fraud ½ Year Update Report.
29.7/11	Internal Audit Plan 2011/12	The CIA to provide guidance on the Corporate Impact/Audit Opinion level of risk assessment.	RP	None - specified	Corporate Impact/Audit Opinion level of risk assessment has been amended accordingly.