

Audit Committee Action Sheet – actions from meeting held on 23 November 2017

Action number	Item/report	Action and deadline	Responsible officer	Action taken / progress
1	Outstanding action from 21 Sept 17 meeting (Statement of Accounts) – Valuation of Council’s housing stock	A briefing note to be sent to Councillor Stevens with further detail about how the valuation of the Council’s housing stock is carried out.	Chris Holme	Completed
2	Outstanding action from 21 Sept 17 meeting (Statement of Accounts) – Investment properties	A briefing note to be sent to Councillor Pearce with further detail on how valuation decisions on investment properties are made and assessed/kept under review.	Chris Holme	Completed
3	Work programme	The report on the annual “whistleblowing” review to be rescheduled (from the 25 January 18) meeting to the 22 March 18 meeting, to enable time for the review to be completed.	Jonathan Idle	Done – as reported on 23 Nov 17
4	Internal Audit half-year activity report	Grant certifications: a more detailed report on the audited grant certifications to be brought back to the committee.	Chris Holme	Included on agenda for 25 January meeting
5	Internal Audit half-year activity report	Contract management: the issue of assurance around contract management arrangements to be picked up as part of the scheduled Audit Committee training workshop on commissioning governance (scheduled for 25 Jan 18).	Jonathan Idle	
6	Internal Audit half-year activity report	Completed audit – General Data Protection Regulations – readiness review: A further progress report requested for next meeting on 25 Jan 18; relevant officers to attend meeting to respond as necessary to member questions.	Alison Comley (SIRO)	Included on agenda for 25 January meeting
7	Internal Audit half-year activity report	Completed audit – Resources – accounts receivable: The new corporate debt policy to be brought to the	Denise Murray / Chris Holme	

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8	Corporate Risk Register update	Members expressed concerns at loss of opportunity (under new scrutiny arrangements) for member scrutiny of directorate risk registers. Officers to invite Audit Committee members to participate in OSM scrutiny review workshop in Feb 18.	Andrea Dell / Lucy Fleming	
9	Internal Audit quality assurance improvement programme	Peer review of Internal Audit: outcomes of peer review to be reported to the next meeting of the committee on 25 Jan 18.	Jonathan Idle	Already included in work programme. External report not received in time for January meeting and will be reported to the March committee
10	Bundred report and AGS tracker	In future progress reports, an additional table to be included in the covering report highlighting the key changes since the previous report.	Denise Murray / Chris Holme	
11	Treasury Management mid-year report 2017-18	Consideration to be given to a review of the ethical investment policy.	Denise Murray / Chris Holme / Tony Whitlock	Review to coincide with production of TM annual report and presented to Audit Committee later in the year
12	DBS checks for members of the Council.	A policy to be drafted based on the report, and brought back to the Audit Committee. Consideration to be given also to establishing a list of councillors who have been Enhanced checked in other capacities to be able to undertake activities with children and vulnerable adults – for example, shadowing opportunities; also, given the nature of the role, consideration should be given to whether	Nancy Rollason	Legal and HR are drafting a policy to bring back to the March committee meeting

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		the position of Lord Mayor should be the subject of an Enhanced check.		