

## Audit Committee Action Sheet – actions from meeting held on 26 Nov 2018

| Action number | Item/report                | Action  | Responsible officer(s)                      | Action taken / progress  |
|---------------|----------------------------|---|---|--|
| 1             | 3 – Mins of 18 Sept        | Internal Audit Activity Report – to add the following to paragraph on Car Parking Income ‘failure to investigate income variances and vault tickets not always being available’ | Allison Taylor                              | Minutes amended to reflect additional points and republished on web 27 Nov   |
| 2             | 3 – Mins of 16 Oct         | Minutes to be reviewed in conjunction with BDO, and comments from Councillor Negus and Councillor Radford.  | Allison Taylor/Denise Murray/Nancy Rollason | Comments received from BDO and circulated to the Committee on 10 & 27 Dec for comment – none received.   |
| 3             | 4 – Action Sheet of 16 Oct | To write to BDO on behalf of the Audit Committee requesting a timescale for receipt of the report on the ex-Chief Executive’s final salary payment.                             | Denise Murray                               | Frequent discussions with BDO re final reports. Email from the Chair of the Audit committee sent on 2 Jan.   |
| 4             | 14 – Ombudsman Decisions   | States lessons learned but Complaint no.3 from Sept 2017 it states ‘no learning’. To get clarification on that point and report back to Committee.                              | Nancy Rollason                              | The report has been updated with learning identified. There is one response outstanding re housing complaint but due. The updated report will be considered at the |

| Action number | Item/report  | Action   | Responsible officer(s) | Action taken / progress  |
|---------------|--|--|------------------------|--|
|               |  |  |                        | next Full Council meeting.   |
| 5             | Chair's Business   | Draft Report to FC re Revised To R for Audit Cttee in relation to changes to the Constitution to be circulated to Audit Committee.   | Lucy Fleming           |  |
| 6             | 12 – Internal Audit Updated Charter, ToR & Strategic Statement | Para 6.2 of the report refers. Cllr Brain requested that that the following wording be included in the Strategic Statement:- 'the appt/dismissal of Chief Internal Auditor be overseen by Chair or Vice Chair' | Denise Murray          | <p>This strategic statement is already documented in the Committee's To R (please see para 1.14).</p> <p>The Chair has been involved in the appointment process for the newly appointed CIA.</p> |
|               |  |  |                        |  |
|               |  |  |                        |  |
|               |  |  |                        |  |