

Audit Committee Action Sheet – actions from meeting held on 28 May 2020.

Action number	Item/report	Action	Responsible officer(s)	Action taken / progress
1	Terms of Reference	Point 8 – Powers. Cllr Stevens requested a summary of what the powers were.	Nancy Rollason	
2	19/20 Annual Governance Statement	Cllr Stevens requested the percentage figure for staff appraisals to be shared with the Committee	Denise Murray	<p>A new performance appraisal module was launched during 2019/2020 as part of the new iTrent HR and Payroll system. A technical issue with the submission button in iTrent which meant that we have been unable to extract an accurate report on the number of completed reviews for 2019/2020. This has now been resolved for future reporting and will be accurate for 2020/21. However, we asked about performance reviews in the most recent staff survey in March 2020. 79% of respondents said they have had an annual performance appraisal in the last 12 months. This is up from 61% in the 2019 staff survey.</p> <p>We also asked whether they agreed or disagreed with the statement “ My performance review was helpful, giving me clear priorities and feedback on my performance and development”</p> <p>65% agreed or strongly agreed. 25% neither agree or disagree. 10% disagreed or strongly disagreed.</p>

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3	20/21 Audit Plan Review	DM to ensure that financial training includes the interpretation of financial data for officers operating trading accounts	Denise Murray	Budget manager training and induction programme will be updated to include the interpretation of financial data for officers operating trading accounts.
4	20/21 Audit Plan Review	To provide the Committee with the figures for unallocated income into the bank account that is manually allocated to debt/services.	Mike Pilcher	Data on unallocated income within the finance system has been compiled and is being analysed and a note and further information will be shared at the next Audit Committee.
5	18/19 Statement of Accounts	To respond to Cllr Gollop regarding the threshold for disclosing a contractor's pay	Denise Murray/Tony Whitlock	The threshold for disclosure is £150k as outlined in the accounts and details in relation to the particular area of concern and calculation thereof have been communicated to Cllr Gollop.
6	External Auditors 2018/19 Audit ISA report - Exempt	Resolved – 1. That the signing of the 18/19 Statement of Accounts be deferred pending Grant Thornton consideration of the second Ernst and Young report (which is scheduled to be considered as an exempt item at Cabinet on 2 June) and any revisions required to the 2018/19 statement of accounts and or associated	Denise Murray/Nancy Rollason Allison Taylor to arrange meeting.	Cabinet & EY Report shared with Grant Thornton (external auditors) for consideration

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		<p>disclosure notes. In addition a request to be considered by the Monitoring Officer for the second Ernst and Young report to be disclosed to the Committee.</p> <p>2. That an Extraordinary Audit Committee be arranged in the next two weeks in order to:-</p> <p>i. Consider in exempt session Grant Thornton's opinion on 2018/19 statement of accounts;</p> <p>ii. Meet in open session to sign the 18/19 Statement of Accounts.</p>		