

Audit Committee Action Sheet – actions from meeting held on 30 July and 27 August

Action number	Item/report	Action	Responsible officer(s)	Action taken / progress
1	Q4 Corporate Risk Report	MP to discuss changing the wording of the Joint Spatial Plan risk with officers.	Mike Pilcher	This was superseded as this risk was closed on the risk register per Q1 Risk Report
2	Q4 Corporate Risk Report	DM to talk to the Director of Children Services about SEND in their Directorate level risk management plan and whether it can be added to the CRR.	Denise Murray	Exec Director People: SEND has been incorporated into the corporate risk register. The action was completed when the issue was first raised and we responded to it.
3	Q4 Corporate Risk Report	DM ask Children's Services to write to Cllr Radford re: one-off payment to children social workers	Denise Murray	Exec Director People: All social workers will be treated the same whichever department or directorate they are in.
4	Draft Annual Governance Statement 2019/20	OH arrange additional Audit Committee meeting date for late August.	Oliver Harrison	Done. Additional meeting held 27 Aug.
5	Draft 2019/20 Statement of Accounts	MP to find details of transactions between the companies	Mike Pilcher	Information on inter-group transactions are included in the single entity accounts which are available at Companies House. Information regarding 2019/20 financial year is being consolidated from companies following reconciliation and audit of accounts.
6	Draft 2019/20 Statement of Accounts	Please can you provide the details of the projects / work being undertaken by C Molton?	Denise Murray	Colin Molton completed his handover as Executive Director: Growth and Regeneration, in December 2019. From Jan-Mar 2020 he continued to support across a number of areas to provide continuity and

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				expert input as agreed with the new Executive Director. The portfolio of G&R projects has grown substantially in the past two years which has created an increased demand for specialists and Colin Molton's engagement as a contractor since December made a valuable contribution across a number of strategic projects across the regeneration portfolio. Full details of the projects which were handed over during the period Jan-Mar were shared with the HR Committee in April 2020.
7	Draft 2019/20 Statement of Accounts	MP to circulate definitions of senior / statutory staff that require publication of remuneration.	Mike Pilcher	Complete
8	Procurement Rules Update	DM to check whether VCSE groups have the same procurement rules re: getting 1 quote for £25k contracts rather than 3.	Denise Murray	
9	Minutes	OH to arrange a Value and Ethics Committee meeting an hour before the next Audit Committee meeting.	Oliver Harrison	Done.
10	Draft 2019/20 Statement of Accounts	MP add explanatory note on the availability of data where relevant in the Statement.	Mike Pilcher	Narrative has been reviewed and updated
11	Draft 2019/20 Statement of Accounts	MP add explanatory note on the 100% business rate retention and top-up tariff	Mike Pilcher	Narrative has been reviewed and updated

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