

## Audit Committee Action Sheet – actions from meeting held on 24 June 2021

Action number	Item/report	Action	Responsible officer(s)	Action taken / progress
1	8 – Future Meetings	Establish viability of pre-meetings for Audit Committees	Oliver Harrison / Democratic Services	Agreed process is: Any draft reports ready before publication should be sent to the chair and vice-chair. Agenda meeting with chair and vice chair day after publication. Members reminded to submit questions to officers when final reports published. Officers reply day before meeting.
2	10 – Minutes of Previous meeting	Previous minutes will need to be approved by a former member	Oliver Harrison	Cllrs Jackson and Kent have made amends to previous minutes and they are approved for sign off.
3	13 – Work Programme	Hold meeting to discuss what items can be added to work programme	Oliver Harrison / Internal Audit	Meeting held 24 June and work programme duly updated.
4	14 – External Audit Report	Submit Bristol Energy scoping report for July Audit meeting	External Audit	EA to give verbal update in July committee and report in September.

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5	15 – Internal Audit Report	Bring to committee details of how risks from the assurance map are being improved. This info is available from management reports.	Simba Muzarurwi	
6	15 – Internal Audit Report	AC would like assurance on the progress being made on managing the capital programme and implementing the recommendations outlined in the external VFM report.	Denise Murray	VFM report circulated to the committee.  DM to schedule an agenda item on Sept AC to give assurance on the monitoring oversight of capital delivery undertaken by CIB, Delivery Executive and the audit recommendations.
7	17 – External Inspections of Council Services	Answer questions on SEN (5.9), milestones in (5.11) and children’s homes (7)	Ben Mosley	
8	18 – Access to Information	Committee asked to be notified immediately if a high risk has been added to the CRR.	Denise Murray	This will be an ongoing exercise and consideration should be given to this being a standing item in order for details to be presented when movement has occurred.