

APPENDIX 1

PROGRESS MONITORING REPORT to FEBRUARY 2008 – AUDIT COMMITTEE

Title of Agenda Item	Action Proposed	Concern/Cause	Responsibility	By when	Action Taken	Status
Meeting held on 28 June 2007						
1. <u>Annual Audit and Inspection Letter 2006</u>	That training on risk management be arranged for Councillors as soon as possible in 2007.	The Audit Committee is a new committee. Training is required in order to fully explain the Council's risk management process and the role of the Audit Committee.	Sarah Dennis, Peter Rogers, Celia Fraser	Prior to next mtg (27/9)	Training had already taken place on 7 March 07. Further sessions were arranged for:- <ul style="list-style-type: none"> • 10 September 07 • 20 September 07 • 4 October 07 In total, over the 4 sessions, 21 Members attended.	COMPLETED
2.	That training on the role of the Audit Committee and the risk-based approach to audit be scheduled for Audit Committee Members before the first meeting of the Committee in each Municipal Year.	Since greater status is now afforded to the audit function, training is required to ensure that the role of the Audit Committee is understood by any new Committee Members and to provide for communication of any updates to the Council's processes.	Sarah Dennis, Peter Rogers, Celia Fraser	May 2008 (and onwards)	Training has been programmed in for Thursday 12 June 08 at 6.00pm, prior to the first meeting of the Audit Committee (2008/09 Municipal Year) on Wednesday 25 June 08.	COMPLETED
3. <u>Statement of Accounts</u>	That officers clarify the detail of the Contributions of Housing Capital Receipts to Government Pool and Interest payable and Similar Charges elements of the table, on Page 3 of Appendix 1 of the submitted report, in time for the meeting of Standards and Governance Committee on 29 th June 2007.	It became clear that some of the numbers in the report were not completely understood in the format presented, therefore clarification was required.	Rob Carr	By 29 th June 2007 S&G mtg	A comprehensive Briefing Note was sent out to all Panel Members.	COMPLETED

Title of Agenda Item	Action Proposed	Concern/Cause	Responsibility	By when	Action Taken	Status
4. <u>Risk Management Action Plan</u>	That Cabinet be recommended that all reports for Executive key decisions contain an assessment of risk for the course of action(s) or scheme(s) being recommended and that Audit Committee be kept informed of Cabinet's decision.	The concern raised was about whether there was adequate evidence of risk within Executive Key decisions.	Peter Rogers	By 24 Jan 08 mtg	A recommended approach will be presented to the Audit Committee at its meeting on 24 January 08.	COMPLETED
Meeting held on 27 September 2007						
5. <u>Matter Arising from 'Risk Management Plan' (28 June mtg)</u>	The Panel noted that a monitoring system for recommendations would be in place for future meetings in order that progress may be reviewed on a regular basis.	The Panel had felt that an organised approach to reviewing progress on previous Audit Committee recommendations would be greatly assisted by having a regular, formal monitoring system in place.	Democratic Services	By 24 Jan 08 mtg	In consultation with the Chair of the Panel and appropriate officers, a standard report and action sheet have been devised. These will form a regular item on all future agendas, with information for noting, consideration and comment by the Panel.	COMPLETED
6. <u>Audit Commission: Annual Governance Report 2006/07 (Ref. Appendix, Para 23)</u>	More frequent (i.e. monthly instead of annually) reconciliations between the Council's Agresso main accounting system and the Academy system for council tax, non-domestic rates and benefits should be undertaken to enable discrepancies to be identified and rectified promptly.	Currently, reconciliations are carried out only at the end of each financial year which means that significant discrepancies are not being be rectified promptly enough.	Carolyn Williamson	End Mar 08	This matter is currently being progressed.	ONGOING

Title of Agenda Item	Action Proposed	Concern/Cause	Responsibility	By when	Action Taken	Status
7. <u>(Ref. Appendix Para 24)</u>	Officers to continue to give high priority to solving the problems of consistency and reconciliation between the PARIS system and the Council's Agresso main accounting system which have resulted in limited assurance to support the Council's reported figures for 2006/07 social care income and debtors.	In order that the Council can have confidence that the income associated with social care packages is being properly controlled and that clients are being appropriately billed for the services provided, there is an urgent need to put this system on a sound footing and to ensure by regular checks that it is consistent with the other associated records.	Carolyn Williamson	End Mar 08	Billing has recommenced. The Internal Audit Review report is in process of being finalised. Price Waterhouse Coopers are to be commissioned to undertake an independent review.	ONGOING
8. <u>(Ref. Appendix Para 36)</u>	<u>External Audit Costs</u> The costs of External Audit to be monitored to ensure that, with the reduction of risk there is a reduction in costs.	It is understood that, as risks reduce, so should the cost to the Council of External Audit.	Chair Of Audit Cttee	June 08	The Chair of the Audit Committee to challenge the Audit Commission when proposed charges are next presented (June 08).	NOT STARTED
9. <u>Risk Financing Strategy (Ref. Appendix Para 5.1)</u>	<u>Motor Contingent Liability cover</u> In response to a question rased by a Panel Member, information to be sent to Members.	A question was raised: whether or not the Council has a liability arising out of the use by an employee of their own vehicle in the event that the employee's insurance cover is insufficient.	Peter Rogers	Asap after 27/9 mtg	Explanatory email sent to Panel Members on 10 October 2007.	COMPLETED