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|--------------------------|---|----------------------------------|--------------------|
| <b>DECISION-MAKER:</b>   | AUDIT COMMITTEE                                 |                                  |                    |
| <b>SUBJECT:</b>          | MONITORING AUDIT COMMITTEE RECOMMENDATIONS      |                                  |                    |
| <b>DATE OF DECISION:</b> | 24 SEPTEMBER 2008                               |                                  |                    |
| <b>REPORT OF:</b>        | DEMOCRATIC SUPPORT AND MEMBERS SERVICES MANAGER |                                  |                    |
| <b>AUTHOR:</b>           | Name:   | Vicky Pett                       | Tel: 023 8083 2413 |
|                          | E-mail:   | victoria.pett@southampton.gov.uk |                    |

## STATEMENT OF CONFIDENTIALITY

None

## SUMMARY

The monitoring system is designed to provide a mechanism for Members of the Committee to track and discuss the progress of previous Audit Committee recommendations.

## RECOMMENDATIONS:

- (i) To consider the action taken since its last meeting.
- (ii) To offer further comments and recommendations on any outstanding issues.

## REASONS FOR REPORT RECOMMENDATIONS

- 1. To enable the Audit Committee to monitor the progress of recommendations made at previous meetings.

## CONSULTATION

- 2. None

## ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 3. None

## DETAIL

- 4. The summary of recommendations from the Panel's last meeting are set out in Appendix 1.

The key elements of the monitoring form system are:-

- (i) every Audit Committee recommendation is recorded on the monitoring form;
- (ii) each Audit Committee recommendation remains on the monitoring form until action has been taken and it is judged to be either satisfactory or conclusive by the Audit Committee; and
- (iii) the 'Status' column relates to whether the action taken so far is a sufficient response to the issues raised by the Audit Committee, in which case the matter is marked as 'Completed'. If the action is

substantially uncompleted it is reported as 'Ongoing'. The matter remains on the list and is reported again at the next meeting. Provided that the Panel is satisfied with the response, the item will be removed from the list produced for the next meeting.

5. Details of the actions taken since the previous meeting will be reported verbally at the meeting. At the next meeting recommendations from this meeting will be added to the list and information on progress provided. Those items reported as completed this time will be removed from the next list.

## **FINANCIAL/RESOURCE IMPLICATIONS**

### **Capital**

6. None

### **Revenue**

7. None

### **Property**

8. None

### **Other**

9. None

## **LEGAL IMPLICATIONS**

### **Statutory power to undertake proposals in the report:**

10. The duty to be satisfied and provide assurance to the Standards and Governance Committee that appropriate action is being taken on risk and internal control related issues identified by the internal and external auditors and other review and inspection bodies is set out in the Local Government Act 1972.

### **Other Legal Implications:**

11. None

## **POLICY FRAMEWORK IMPLICATIONS**

12. None

## SUPPORTING DOCUMENTATION

### Appendices

|    |  |
|----|--|
| 1. | Audit Committee Monitoring – to September 2008 |
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### Documents In Members' Rooms

|    |      |
|----|------|
| 1. | None |
|----|------|

### Background Documents

Title of Background Paper(s)

Relevant Paragraph of the  
Access to Information  
Procedure Rules / Schedule  
12A allowing document to be  
Exempt/Confidential (if  
applicable)

|    |      |  |
|----|------|--|
| 1. | None |  |
|----|------|--|

**Background documents available for inspection at:** N/A

**FORWARD PLAN No:** N/A                      **KEY DECISION?** NO

|                                    |      |
|------------------------------------|------|
| <b>WARDS/COMMUNITIES AFFECTED:</b> | None |
|------------------------------------|------|