

# Actions Log

Audit Committee  
Monday 12 October 2020  
Item No: 4.2



No	Subject	Date	Action	Action Owner	Expected completion date	Comments
1	<b>Internal Audit Recommendations</b>	03/12/2019	Internal Audit will continue to monitor for completion the outstanding recommendations and will provide update reports to the Audit Committee.	Chief Internal Auditor	October 2020	Follow-up report on Completed Recs included in agenda for 12 October 2020. Complete
2	<b>Internal Audit Work</b>	10/03/2020	Noted that a detailed report would be provided to Members on the 22 expired contracts.	Legal Services Manager	October 2020	Update will be provided at the Meeting.
3	<b>Minutes of Previous Meetings: Matters Arising re Internal Audit Strategy and Annual Plan 2020/21</b>	22/06/2020	Jill Stacey, Chief Internal Auditor advised the committee that with regards to the Audit Plan they would be reassessing potential changes in light of Council response to the pandemic. After discussions were held with senior management and the significant changes would be made to the Audit Plan this would be presented to this committee in due course.	Chief Internal Auditor	December 2020	Proposed amendments to the Internal Audit Annual Plan 2020/21 would be submitted as part of the Internal Audit Mid-Term Performance Report 2020/21.

No	Subject	Date	Action	Action Owner	Expected completion date	Comments
4	<b>Internal Audit Annual Assurance Report 2019/20 – Local Code of Corporate Governance</b>	22/06/2020	Noted that a report would be presented to a future meeting of the Audit Committee on the updated Local Code of Corporate Governance prior to being presented to Council for approval.	Chief Internal Auditor	January 2021	Agreed that some of the revisions would be presented to CMT over the coming months therefore this would not be presented to the Audit Committee until early 2021 prior to going to Council for approval
5	<b>Internal Audit Annual Assurance Report 2019/20 – Risk Management Policy and Strategy</b>	22/06/2020	Agreed that a report would be requested on the review and scrutiny of the Risk Management Policy and Strategy	Waste, Risk and Resilience Manager	January 2021	
6	<b>Annual Governance Statement 2019/20 – Financial Improvement Updates</b>	22/06/2020	Agreed that regular financial improvement updates would be provided by the Chief Officer Corporate Solutions (Section 95 Officer) to the Audit Committee and that the first update would be provided at the December meeting.	Chief Officer Corporate Solutions (Section 95 Officer)	December 2020	
7	<b>Unaudited Accounts</b>	18/08/2020	That the presentation on the Unaudited Accounts 2019/20 would be circulated with the minute of the meeting.	Chief Officer Corporate Solutions/ Democratic Services	October 2020	

No	Subject	Date	Action	Action Owner	Expected completion date	Comments
8	<b>Financial Reports – Council Meeting - 25 August 2020</b>	18/08/2020	Send reports to the Independent Member of the Audit Committee	Democratic Services	December 2020	Future Reports with a financial element relevant to Audit to be circulated to Independent Members of the Audit Committee.
9	<b>Unaudited Accounts</b>	18/08/2020	<p>Clarity on the following information to be sent to Audit Committee members with the minute.</p> <ul style="list-style-type: none"> <li>Completed Houses compared to number of houses in HRA statement.</li> <li>Provision of bad debt.</li> </ul> <p>Amendments to be made to the Accounts as discussed.</p>	Chief Officer Corporate Solutions/ Democratic Services	October 2020	Update will be provided at the Meeting.