

Actions Log



No	Subject	Date	Action	Action Owner	Expected completion date	Comments
1	Internal Audit Recommendations	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	September 2020	Two follow-up reports per year to Audit Committee as per approved Internal Audit Annual Plan
2	Internal Audit Work	10/03/2020	Noted that a detailed report would be provided to Members on the 22 expired contracts.	Legal Services Manager	September 2020	
3	Minutes of Previous Meetings: Matters Arising re Internal Audit Strategy and Annual Plan 2020/21	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	November 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	Internal Audit Annual Assurance Report 2019/20	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	September 2020	Local Code of Corporate Governance will be included in Agenda for September 2020 meeting of Audit Committee.
5	Internal Audit Annual Assurance Report 2019/20	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		
6	Annual Governance Statement 2019/20	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	Financial Statements 2019/20	22/06/2020	Noted that the financial statements would be circulated to the Audit Committee when submitted to the External Auditors by 30 June 2020.	Chief Officer Corporate Solutions (Section 95 Officer)	30 June 2020	The unaudited financial statements were circulated by email to the members of the Audit Committee on 30 June 2020. Complete.

No	Subject	Date	Action	Action Owner	Expected completion date	Comments
8	Financial Statements 2019/20	22/06/2020	Agreed to remit to the Executive Director Place, in discussion with the Chair of the Audit Committee, arrangements for a special meeting/ reconvened meeting of the Audit Committee prior to 31 August 2020 to consider the unaudited financial statements.	Executive Director, Place/Chair of the Audit Committee	18 August 2020	A special meeting of the Audit Committee is scheduled for 18 August 2020 to consider the unaudited financial statements.
9	Audit Committee Annual Report 2019/20	22/06/2020	The Audit Committee approved the Audit Committee Annual Report 2019/20 (Appendix 1) and its self-assessments using the CIPFA Audit Committees Guidance (Appendices 2 and 3), and agreed that the Audit Committee Annual Report 2019/20 would be presented to the Council.	The Chair of the Audit Committee/Chief Internal Auditor	25 August 2020	Audit Committee Annual Report 2019/20 has been included in Agenda for 25 August 2020 meeting of Council.