

Wolverhampton City Council

OPEN REPORT

AUDIT COMMITTEE

Date **24 JANUARY 2011**

Originating Service Group(s) **OFFICE OF THE CHIEF EXECUTIVE**

Contact Officer(s)/
Telephone Number(s) **MARTIN FOX
555047**

Title/Subject Matter **SCHEDULE OF OUTSTANDING MINUTES**

Set out in this report is a schedule of outstanding minutes. An indication is contained within the Schedule when it is planned that reports on individual items will be submitted for consideration.

SCHEDULE OF OUTSTANDING MINUTES

<u>Subject</u>	<u>Date of Meeting and Minute No</u>	<u>Decision</u>	<u>Comments</u>
Contract Compliance	20.07.09 (22c)	Report on Contract Compliance to be added to the Work Programme for submission later in the year.	Scheduled in Audit Committee 2010/11 Workplan – Annual Service Risk Register (Customer & Shared Services)
Customer and Shared Services – Risk Management and Governance	25.01.10 (97)	Further information about the top 10 risks in all Divisions of CSS to be submitted to a future meeting, together with confirmation of the definition of items that are to be included in the Corporate Risk Register	Scheduled in Audit Committee Workplan – Annual Service Risk Register (Customer & Shared Services)
Internal Audit – Issues Update (Attendance Management)	25.01.10 (99) 20.12.10 (62b)	Expressed concern about the outstanding minute seeking progress on an implementation date for a corporate policy regarding attendance management and requested the submission of a report as soon as possible.	Scheduled in Audit Committee Workplan – Annual Service Risk Register (Customer & Shared Services)
Internal Audit – Issues Update (LSP)	15.02.10 (113) 15.03.10 (119)	Agreed to receive regular quarterly reports about the work of the LSP.	Scheduled in Audit Committee Workplan – Annual Service Risk Register (Office of the Chief Executive)
Delaying of Management and Administration Workstream	15.03.10 (124)	Quarterly progress reports to be submitted to the Committee in future	Project frozen pending review of programme by COSTT
Internal Audit – Outstanding Issues Update (Children’s Centres/HR Recruitment Issues)	15.03.10 (131)	Further report to be submitted in June 2010 to monitor progress on various governance issues relating to Children’s Centres detailed in the report.	Scheduled in Audit Committee Workplan – Annual Service Risk Register (Children & Young People)

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Internal Audit – Issues Update	12.04.10 (150)	Report to be submitted to Audit (Examination of Accounts) Sub-Committee regarding:- <ul style="list-style-type: none"> Expensive property repair costs arising from accounts selected for examination at a previous meeting. 	Briefing Note to be circulated to Sub-Committee Members
Wholly Owned Trading Company	28.06.10 (4)	Item to be added to Work Programme 2010/11	Scheduled in Audit Committee Workplan – Regeneration & Environment
Bilston Urban Village	19.07.10 (22)	Progress report to be submitted by Internal Audit on the adequacy of arrangements for managing risks relating to the project.	Scheduled for Internal Audit Update Report
Annual Governance Statement 2009/10	28.06.10 (16)	Report to be submitted on contingency plans associated with continuity of service in the event of a major service disruption/disaster.	Scheduled in Audit Committee Workplan – Corporate Risks Update
Audit Plan 2010/11 and Audit Work Update	28.06.10 (18)	Update report to be submitted regarding the audit of Home to School Transport Systems in September 2010.	Scheduled in Audit Committee Workplan – Annual Service Risk Register (Children & Young People)
Office of the Chief Executive – Risk Management and Governance	15.11.10 (53b) 20.12.10 (60)	Sections of the Risk Register relating to OCE and Scrutiny/Democratic Support to be re-written/re-worded and submitted to the Audit Committee.	To be scheduled for submission at a future meeting
Audit Work Update	15.11.10 (56b)	More detailed report to be submitted about the Schools Audit Item (para 2.3) to include safeguards and lessons learnt from the investigation – Director for Children and Young People requested to attend when the further report is presented.	Scheduled in Audit Committee Workplan – Annual Service Risk Register (Children & Young People)

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External Audit – Draft Audit Letter 2009/10 and Draft Audit Plan 2010/12	20.12.10 (65)	<p>(a) Chief Legal Officer to provide all Council Members with the recommendations from the COT3 Payments report and to offer to arrange a briefing for Members if requested to do so.</p> <p>(b) Noted that the Constitution Review Group is working on revisions to the constitution and requested that the recommendation to allow the Chair of Audit Committee to add items to the agenda be considered as a priority.</p> <p>(c) Chief Legal Officer to contact the Chief Executive to request an early briefing for Members about the results of the first part of the review following the proposed partnership with Axon Solutions Ltd.</p> <p>(d) Chief Executive requested to clarify the reporting arrangements for Internal Audit under the organisational re-structure of the Council.</p>	<p>Chief Legal Officer to circulate information to all Members and offer to arrange a briefing if required.</p> <p>Matter to be considered by Constitution Review Group on 18 January 2011.</p>