

Wolverhampton City Council

OPEN REPORT

AUDIT COMMITTEE

Date **11 APRIL 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> |
|---|--------------------------------------|--|---|
| 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. | Briefing note to be submitted to Members of the Committee by Interim Strategic Director for Delivery |
| 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. | Briefing note to be submitted to Members of the Committee by Assistant Director – Promotions and Partnerships |
| 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 – July 2011 – Annual Service Risk Register (Community Directorate) |
| 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 – 11 April 2011 - 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 – July 2011 – Annual Service Risk Register (Community Directorate) |
| 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 | Scheduled in Audit Committee Workplan – July 2011 – Annual Service Risk Register |

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|--|--------------------------------------|--|---|
| | | Children and Young People requested to attend when the further report is presented. | (Community Directorate) |
| External Audit – Draft Audit Letter 2009/10 and Draft Audit Plan 2010/12 | 20.12.10 (65) | (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. (b) Chief Executive requested to clarify the reporting arrangements for Internal Audit under the organisational re-structure of the Council. | Assistant Director – Governance to arrange Members' Seminar. Chair has contacted the Chief Executive to clarify the situation and is awaiting a response. |
| Assurance on Service Risks – Regeneration and Environment | 24.01.11 (79a) | Further updates to be provided:- <ul style="list-style-type: none"> • On risks arising from the Raglan Street development • Detailing relevant issues arising from the planning decision on the Victoria Halls development • On any media and partnership risks arising from the issues detailed in the report. | Briefing note to be submitted to Members of the Committee by Assistant Director – Prosperity. Report to be submitted on 11 April 2011. Briefing note to be submitted to Members of the Committee by Assistant Director – City Services. |
| Audit Work Update | 28.02.11 (90) | Recommended that random checks should be carried out by management concerning PCT mobile phone charges. | Briefing note to be circulated to Members by the Head of Operational Finance |