

Wolverhampton City Council

OPEN REPORT

AUDIT COMMITTEE

Date **6 JUNE 2011**

Originating Service Group(s) **GOVERNANCE SERVICES**

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 before the Committee's July 2011 meeting
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 before the Committee's July 2011 meeting
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 – June 2011 – Annual Service Risk Register (Community Directorate)
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 – June 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 Children and Young People requested to attend when the further report is presented.	Scheduled in Audit Committee Workplan – June 2011 – Annual Service Risk Register (Community Directorate)

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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 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 – City Services before the Committee's July 2011 meeting.
Statutory Services Delivered by the Authority	11.04.11 (95)	Expressed concern that the list of services had not been circulated.	Details circulated to Members on 18.05.11
Risk Management Reports – Adults and Community/Children and Young People 2010/11	11.04.11 (96)	Agreed to hold a special meeting in June 2011 to consider the reports.	Meeting scheduled for 06.06.11.
Internal Audit Effectiveness Review	11.04.11 (100)	(a) Noted that progress on the recommendations by the External Auditor would be presented to Committee on a quarterly basis. (b) Agreed to consider receiving a report to a future meeting to discuss the future of the Committee in view of the implications of the Localism Bill and the abolition of the Audit Commission.	Localism Bill: to be considered when preparing the Committee's 2011/12 Workplan. Abolition of the Audit Commission: report scheduled for 06.06.11.

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Review of Terms of Reference	11.04.11 (101)	To be addressed when considering the actions required in response to Pricewaterhousecoopers' Internal Audit Effectiveness Review.	
Planning Site Visits	11.04.11 (103)	Assistant Director – Prosperity to write to Members about members of the public being invited to attend a recent Planning site visit without prior Member approval.	
Corporate Risks Update	11.04.11 (104)	Expressed concern about risk management arrangements – Council's senior management re-structure – and asked the Assistant Chief Executive to report on the issue at the next meeting.	
Audit Work Update	11.04.11 (105)	(a) Briefing note to be circulated about income collection and monitoring arrangements in relation to on-street parking. (b) Briefing note to be circulated detailing names of organisations and nature of associated guarantees, following the audit in connection with partnership pension guarantees.	Note circulated on 24.05.11 Briefing note to be submitted to Members of the Committee by Head of Internal Audit before the Committee's July 2011 meeting.