

Audit Committee Recommendation Tracker 2022/23

1 Purpose

This document will collate and track progress of all recommendations made by the Audit Committee to the Executive and Senior Managers throughout the year, and to log the responses to the recommendations. The explanation of terms used can be found in section 3.

2 Audit Committee Recommendations to the Executive and Senior Managers

Reference number	Title of agenda item	Recommendation	Date referred	Progress status	Response and next steps	Key contacts
221125-47-a	Minutes confirmation	A rolling log of actions is created, kept up to date and reported to every meeting of the Committee	25/11/22	Deadline for response 24/02/23	This document to be updated – retrospective application to follow	Nancy Barnard
221125-50-1	External Audit - update	A copy of the Value for Money report to Committee members in advance of the February meeting	25/11/22	Deadline for response 24/02/23	Document circulated to committee	Andrew Smith
221125-50-2	External Audit - update	Provide the Chair of the Audit Committee with a copy of External Auditor's letter to the Chief Executive about concerns over the approach to the review of management override of controls	25/11/22	Deadline for response 24/02/23	Document provided to Chair	Andrew Smith
221125-50-3 221125-54-1	External Audit – update Work plan	Amend the Work Plan with additional item for February - how the Council is responding to recruitment challenges and managing risks associated with this,	25/11/22	Deadline for response 24/02/23	Report at this committee	Richard Henderson

		with detail of how many posts in Finance and IT teams are a) filled with interim staff and b) unfilled				
221125-51-2	Treasury Management 2022/23 half-yearly report	Future treasury management reports include information on debt servicing costs and the debt redemption profile.	25/11/22	Deadline for response 24/02/23	Maturity structure of the debt is in the Treasury Management Strategy (Para 5.1.4) – (this meeting). Interest payable budget for next year is in the introductory report for the Treasury & Capital Strategies going to Executive Board - the figure is available to members. The team has been reminded of the requirement to include these in the annual and half-year reports	Jean Stevenson
221125-53-1	Additional meeting	hold an additional meeting on 31 March 2023 at 10:30am	25/11/22	Deadline for response 24/02/23	Meeting scheduled (see 4 below)	Nancy Barnard

3 Explanation of terms used

Recommendation reference number - each recommendation added to this tracker will be assigned a unique reference number eg 220511-3-1, where 220511 represents the date of the meeting, -3 is the minute number, and -1 is the recommendation number.

Progress status - this column indicates individual progress status for each recommendation and will present 1 of 3 options:

- Awaiting Consideration
- Responded to/Accepted/Approved

- Rejected

Response and next steps - this column will include details on why a specific recommendation was accepted or rejected, and where appropriate, will indicate what the next steps are for the officers or councillors.

4 Future meeting dates and reporting deadlines

Date of meeting (10:30am)	Deadline for draft reports (10:00am)	Chair's Briefing (2.00pm)	Deadline for final reports (5.00pm)
31/03/23	09/03/23	16/03/23	21/03/23