

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	Responded to	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	Accepted	Document circulated to the 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	Accepted	Document provided to Chair.	Andrew Smith
221125-50-3 221125-54-1	External Audit – update	Amend the Work Plan with additional item for February - how the Council is responding to	25/11/22	Responded to	Report at 24 February 2023 Audit Committee.	Richard Henderson

	Work plan	recruitment challenges and managing risks associated with this, 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	Responded to	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	Approved	Meeting scheduled.	Nancy Barnard
230224-59	Minutes	Committee Members requested an amendment to Minute 52, to reflect their concern about	24/02/23	Responded to	Responded to at same meeting.	Ross Brown

		checks and balances on the commercial director for business cases, and that Audit Committee - 24.02.23 2 this would be a matter of interest for the Committee going forward				
230224-70-3	Corporate Recruitment Challenges and NCC response	Request the following information from the Organisational HR Manager: a. Data on long-term sickness and its impact on key services in the Council; b. Data on the cost of the Engage recruitment portal IT system now being replaced by the Oracle Recruitment Cloud (ORC).	24/02/23	Awaiting consideration	Information circulated to the Committee on 22 June 2023. Further information on Engage requested.	Daljit Singh Nijran
230331-75	Regular monitoring of previous years' statements of accounts	Resolved to make this item a standing verbal update for future committee meetings.	31/03/23	Approved	This is now a standing item until all previous' years statements of accounts are accounted for.	Shabana Kausar
230331-78-3	Annual Report of Health and Safety within the Council	Include statistics and trends within future reports.	31/03/23	23/02/24 – Awaiting consideration	To be reported to 23 February 2024 Audit Committee.	Paul Millward

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:

- Responded to/Accepted/Approved - Green
- Awaiting Consideration – Amber
- Rejected - Red

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, *11:00am)	Deadline for final reports (5.00pm)
28/07/23	06/07/23	12/07/23	18/07/23
29/09/23	07/09/23	13/09/23	19/09/23
24/11/23	02/11/23	08/11/23	14/11/23
23/02/24	01/02/24	07/02/24	13/02/24
26/04/24	04/04/24	10/04/24	16/04/24