

Audit and Procurement Committee

20th February 2017

Name of Cabinet Member:

Cabinet Member for Strategic Finance and Resources – Councillor J Mutton

Director approving submission of the report:

Executive Director of Resources

Ward(s) affected:

N/A

Title:

Outstanding Issues

Is this a key decision?

No

Executive summary:

This report is to identify those issues on which further reports / information has been requested or are outstanding so that Members are aware of them and can monitor their progress.

Recommendations:

The Committee is recommended to:-

1. Consider the list of outstanding items as set out in the Appendices, and to ask the Executive Director concerned to explain the current position on those which should have been discharged.
2. Agree that those items identified as completed within the Appendices be confirmed as discharged and removed from the outstanding issues list.

List of Appendices included:

Appendix 1 - Further Report Requested to Future Meeting
Appendix 2 - Additional Information Requested Outside of Meeting

Other useful background papers:

None

Has it or will it be considered by scrutiny?

N/A

Has it, or will it be considered by any other council committee, advisory panel or other body?

No

Will this report go to Council?

No

**Report title:
Outstanding Issues**

1. Context (or background)

- 1.1 In May 2004, the City Council adopted an Outstanding Minutes system, linked to the Forward Plan, to ensure that follow-up reports can be monitored and reported to Members.
- 1.2 At their meeting on 25th January 2017, the Audit and Procurement Committee requested that, in addition to further reports being incorporated into the Committee's Work Programme, that a report be submitted to each meeting detailing those additional reports requested to a future meeting along with details of additional information requested outside of the formal meeting.
- 1.3 Appendix 1 to the report outlines items where a report back has been requested to a future Committee meeting, along with the anticipated date for further consideration of the issue.
- 1.4 In addition, Appendix 2 sets out items where additional information was requested outside of the formal meeting along with the date when this was completed.
- 1.5 Where a request has been made to delay the consideration of the report back, the proposed revised date is identified, along with the reason for the request.

2. Options considered and recommended proposal

- 2.1 N/A

3. Results of consultation undertaken

- 3.1 N/A

4. Timetable for implementing this decision

- 4.1 N/A

5. Comments from Executive Director of Resources

- 5.1 Financial implications

N/A

- 5.2 Legal implications

N/A

6. Other implications

- 6.1 How will this contribute to achievement of the Council's Plan?**

N/A

- 6.2 How is risk being managed?**

This report will be considered and monitored at each meeting of the Cabinet

6.3 What is the impact on the organisation?

N/A

6.4 Equalities / EIA

N/A

6.5 Implications for (or impact on) the environment

N/A

6.6 Implications for partner organisations?

N/A

Report author(s):

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Directorate:

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Enquiries should be directed to the above person.

Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
Contributors:				
Names of approvers: (officers and Members)				

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Appendix 1

Further Report Requested to Future Meeting

	Subject	Minute Reference and Date Originally Considered	Date For Further Consideration	Responsible Officer	Proposed Amendment To Date For Consideration	Reason For Request To Delay Submission Of Report
1.	<p>Information Management Strategy Update</p> <p>A further report on progress with the action plans arising from the Information Commissioner Audit and the In-Form Consult Assessment.</p>	12/16 25 th July 2016	26 th September 2016	Helen Lynch / Joe Sansom	Report was considered on 24 th October 2016	
2.	<p>Internal Audit Annual Report 2015/16</p> <p>In light of concerns raised regarding the opinion of the Acting Chief Auditor that moderate assurance could be provided on the overall adequacy and effectiveness of the Council's internal control environment, the Executive Director be requested to consider the position and report back to a future meeting</p>	13/16 25 th July 2016 And 21/16 26 th September 2016	To Be Confirmed	Chris West / Karen Tyler		

	Subject	Minute Reference and Date Originally Considered	Date For Further Consideration	Responsible Officer	Proposed Amendment To Date For Consideration	Reason For Request To Delay Submission Of Report
3.	<p>Internal Audit Annual Report 2015/16</p> <p>Officers to investigate an opportunity for employees to make suggestions to help the Council become more efficient and save money, with an update report being submitted to a future meeting of the Committee</p>	<p>13/16 25th July 2016 And 21/16 26th September 2016</p>	To Be Confirmed	Paul Jennings / Karen Tyler / Darren O'Shaughnessy		
4.	<p>Annual Audit Letter 2015/16</p> <p>A progress report from the Executive Director of Resources on the recommendations contained in the action plan.</p>	<p>24/16 26th September 2016</p>	19 th December 2016	Paul Jennings	Report was considered on 19 th December 2016	
5	<p>Annual Audit Letter 2015/16</p> <p>An update report from the External Auditors</p>	<p>24/16 26th September 2016</p>	3 rd April 2017	Paul Jennings / Simon Turner		
* 6.	<p>Information Management Strategy Update</p> <p>Report back of the outcome of the follow up audit by the Information Commissioner</p>	<p>36/16 24th October 2016</p>	20 th February 2017	Helen Lynch / Joe Sansom		

	Subject	Minute Reference and Date Originally Considered	Date For Further Consideration	Responsible Officer	Proposed Amendment To Date For Consideration	Reason For Request To Delay Submission Of Report
7.	Information Management Strategy Update Report back of the outcome of the follow up audit by the Information Commissioner	36/16 24 th October 2016	3 rd April 2017	Helen Lynch / Joe Sansom		

* identifies items where a report is on the agenda for your meeting.

Appendix 2

Additional Information Requested Outside of Meeting

	Subject	Minute Reference and Date Originally Considered	Information Requested / Action Required	Responsible Officer	Date Completed
1.	Unaudited 2015/16 Statement of Accounts	Minute 4/16 13 th June 2016	Invitation be made to Councillor J Mutton, Cabinet Member for Strategic Finance and Resources to attend the July Committee meeting where the Final Statement of Accounts are considered.	Lara Knight	Completed Date Unknown
			Officers to investigate whether there is an alternative way to report reserves in relation to schools.	Paul Jennings	
2.	Annual Governance Statement	Minute 5/16 13 th June 2016	Information be provided to explain why the review of the Council's Code of Corporate Governance was not carried out during 2015/16 and receive assurance that it will be carried out during 2016/17.	Karen Tyler	4 th July 2016
			Having expressed concern regarding the level of assurance in relation to Care Director, the Committee requested that this matter be retained on the Internal Audit Plan for further audit.	Karen Tyler	Included in the 2016/17 Audit Plan and progress update detailed in Quarter 3 report (20 th February 2017)
			Following discussion around Council Tax, the Committee requested that the last Half Year Fraud Report be re-circulated.	Lara Knight	16 th June 2016

	Subject	Minute Reference and Date Originally Considered	Information Requested / Action Required	Responsible Officer	Date Completed
3.	Work Programme	23/16 26 th September 2016	Committee requested an update on the latest position as regards to the Council's three PFI contracts concerning Caludon Castle School, New Homes for Old and Street Lighting.	Paul Jennings	4 th October 2016
4.	Annual Audit Letter 2015/16	24/16 26 th September 2016	A copy of the publication 'Knowing the Ropes: Audit Committee Effectiveness Review 2015' be circulated to the Committee.	Simon Turner / Liz Knight	27 th September 2016
5.	2016/17 First Quarter Financial Monitoring Report (to June 2016)	25/16 26 th September 2016	The Cabinet be informed of the Committee's concerns in relation to: <ul style="list-style-type: none"> a) The forecast revenue overspend of £6.4m at Quarter 1 b) The actions set out in by senior management to address the revenue budgetary control issue which indicate that plans to meet savings targets will not be achieved within the current financial year c) The decrease of £23.4m on capital spending compared to the position reported in the February budget setting report. 	Paul Jennings	29 th November 2016 (incorporated in the Quarter 2 report submitted to Cabinet)

	Subject	Minute Reference and Date Originally Considered	Information Requested / Action Required	Responsible Officer	Date Completed
5. Cont	2016/17 First Quarter Financial Monitoring Report (to June 2016)	25/16 26 th September 2016	The financial details relating to the library, the children's centre and youth provision at Jardine Crescent be emailed to Members of the Committee.	Michelle McGinty / Paul Jennings	
6.	Fraud Annual Report 2015/16	26/16 26 th September 2016	Corporate Communications be requested to include an article in Cityvision encouraging Whistleblowing from residents in connection with Council Tax fraud.	Karen Tyler / Darren O'Shaughnessy	Published in December edition of Citivision.
7	City Council Treasury Management Activity	35/16 24 th October 2016	A briefing note be circulated detailing the outstanding project grants held by the Council and the anticipated timescales for the works to be undertaken.	Paul Jennings	12 th December 2016
8.	Local Government Audit Committee Forum	38/16 24 th October 2016	Details of the Local Government Audit Committee Forum to be held in Birmingham on 29 th November 2016 to be circulated to Members, who should confirm whether they wish to attend.	Karen Tyler / Liz Knight	Completed and places booked as requested
9.	Half Yearly Fraud Report	44/16 19 th December 2016	A summary document and a link to the recently published National Fraud Strategy be circulated.	Karen Tyler	

	Subject	Minute Reference and Date Originally Considered	Information Requested / Action Required	Responsible Officer	Date Completed
10.	2016/17 Second Quarter Financial Monitoring Report (to September 2016)	45/16 19 th December 2016	Further information to be provided in relation to additional primary school places identified within 'Basic Need' and 'Emergency Basic Need'.	Paul Jennings	12 th January 2017
			Committee members to be provided with a list of which officers are working with the West Midlands Combined Authority.	Martin Reeves	
11.	Corporate Risk Register	46/16 19 th December 2016	A training programme be developed on the Corporate Risk Register for Members of the Committee.	David Johnston	
			A date for a training session to be identified.	David Johnston / Lara Knight	
			Report on Cyber Security that was considered by the Committee in February 2016 be forwarded to Councillor Brown.	Lara Knight	21 st December 2016
12.	Freedom of Information Act / Data Protection Act Annual Report	47/16 19 th December 2016	The Committee to be advised about how many of the FOI requests submitted were from journalists.	Helen Lynch	7 th February 2017

	Subject	Minute Reference and Date Originally Considered	Information Requested / Action Required	Responsible Officer	Date Completed
13.	Consideration of Early Retirement Voluntary Redundancy Application	54/16 19 th December 2016	The Committee to be provided with details of the proposed communications to be released on this matter.	Martin Reeves	20 th December 2016