

Audit and Procurement Committee

3rd April 2017

Name of Cabinet Member:

Cabinet Member for Strategic Finance and Resources – Councillor J Mutton

Director approving submission of the report:

Deputy Chief Executive (Place)

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 Deputy Chief Executive concerned to explain the current position on those items 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):

Name and job title:

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Directorate:

Place

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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>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>	<p>13/16 25th July 2016 And 21/16 26th September 2016</p>	To Be Confirmed	Chris West / Karen Tyler		Briefing note circulated to all Committee Members on 17 th February 2017
2.	<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		
3.	<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	July 2017	

4.	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	January / February 2018	Follow up audit by Information Commissioner has been postponed to November 2017
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* 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	Officers to investigate whether there is an alternative way to report reserves in relation to schools.	Paul Jennings	To be incorporated into the 2016/17 Outturn Report and Statement of Accounts
2	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	29 th September 2016
3.	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	23 rd February 2017
4.	2016/17 Second Quarter Financial Monitoring Report (to September 2016)	45/16 19 th December 2016	Committee members to be provided with a list of which officers are working with the West Midlands Combined Authority.	Martin Reeves	24 th March 2017
5.	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	To be incorporated into the annual training at the start of each municipal year.
			A date for a training session to be identified.	David Johnston / Lara Knight	20 th March 2017