

Audit and Procurement Committee

26th March 2018

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>Complaints to the Local Government and Social Care Ombudsman 2016/17</p> <p>Report on the way in which the authority communicates with the public and Councillors, to include Coventry Direct, and how this may be improved.</p>	<p>69/17 22nd January 2018</p>	March 2018	David Ashmore		In light of the detailed content of the briefing note submitted on 19 th February 2018 and the Committee's recommendation that the Finance and Corporate Services Scrutiny Board (1) continue to monitor the situation within Customer Services (previously Coventry Direct), it is proposed that this matter be considered as complete and be removed from the outstanding issues list.
2.	<p>Information Governance Annual Report 2016/17</p> <p>Report on the General Data Protection Regulations</p>	<p>23/17 24th July 2017 (see note 3 in Appendix 2)</p> <p>66/17 (Outstanding Issues) 22nd January 2018</p>	March 2018	<p>David Ashmore</p> <p>Karen Tyler</p>	First meeting of 2018/19 Municipal Year (date to be confirmed)	Work is ongoing across the Council in relation to General Data Protection Regulations and will be picked up through work being undertaken by the Internal Audit Team.
3.	<p>Information Commissioner's Office – Data Protection Audit November 2017</p> <p>Report to provide an update on Progress</p>	<p>82/17 19th February 2018</p>	October 2018	Adrian West		

* 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.	Internal Audit Annual Report 2016/17	Minute 6/17 26 th June 2017	That information be forwarded to the Committee in relation to the checks and balances undertaken regarding maintenance of vehicles and fuel consumption.	Karen Tyler	16 th October 2017
2.	Procurement and Commissioning Progress Report	Minute 12/17 26 th June 2017	The Committee requested information on timescales for the City's 50m swimming pool.	Mick Burn	24 th July 2017
3.	Information Governance Annual Report 2016/17	Minute 23/17 24 th July 2017	The Committee requested that arrangements be made for annual mandatory training on Data Protection for all members.	Sharon Lock	19 th February 2018
4.	2017/18 Second Quarter Financial Monitoring Report (to September 2017)	Minute 58/17 18 th December 2017	Details of the Grant Funding provided and the costs to the City Council in supporting the Unaccompanied Asylum Seeking Children National Transfer Scheme to be circulated to Members of the Committee.	Paul Jennings	19 th February 2018
5.	Procurement and Commissioning Progress Report	Minute 61/17 18 th December 2017	A breakdown of the costs of Window Cleaning Services for Council Buildings to be circulated to Members of the Committee.	Mick Burn	19 th February 2018

6.	Half Yearly Fraud Update 2017 – 2018	Minute 69/17 22 nd January 2018	A press release be prepared highlighting the work undertaken, particularly data matching through NFI, to identify attempts to commit fraud.	Karen Tyler / Nigel Hart	
7.	Certification Work for Coventry City Council for Year Ended 31 st March 2017	Minute 79/17 19 th February 2018	The Committee requested information on how sampling for the certification work is undertaken.	Joan Barnett (External Auditor)	
8.	2017/2018 Third Quarter Financial Monitoring Report (to December 2017)	Minute 80/17 19 th February 2018	The Committee requested information on agency staff costs, to include rationale for decision to not pursue establishing own arms-length agency, cost difference if staff permanently employed, and number of vacancies being held.	Paul Jennings	
9.	Grant Funding and Costs to the Council in Supporting Unaccompanied Asylum Seeking Children under the National Transfer Scheme	78/17 (Outstanding Issues) 19 th February 2018	The Committee requested further information on this matter in light of the cost of accommodating children being in excess of the grant allocated	Paul Jennings	