

Audit and Procurement Committee

25<sup>th</sup> March 2019

**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

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**Is this a key decision?**

No

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**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 - Information Requested Outside Meeting

**Other useful background papers:**

None

**Has it or will it be considered by scrutiny?**

No

**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 25<sup>th</sup> 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 the Director Finance and Corporate 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:**

Lara Knight  
Governance Services Co-ordinator

**Directorate:**

Place

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

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## Appendix 1

### Further Report Requested to Future Meeting

	<b>Subject</b>	<b>Minute Reference and Date Originally Considered</b>	<b>Date For Further Consideration</b>	<b>Responsible Officer</b>	<b>Proposed Amendment To Date For Consideration</b>	<b>Reason For Request To Delay Submission Of Report</b>
1.	Quarter Three Internal Audit Progress Report 2018/19.  The Committee requested an update report following the follow up review in April 2019, on the issues identified at Frederick Bird School which had resulted in a Limited Assurance.	62/18 25 <sup>th</sup> February 2019	June 2019	Karen Tyler		

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

## Appendix 2

### Information/Action Requested Outside Meeting

	<b>Subject</b>	<b>Minute Reference and Date Originally Considered</b>	<b>Information Requested / Action Required</b>	<b>Responsible Officer</b>	<b>Date Completed</b>
1.	Half Yearly Fraud Update 2017 – 2018	Minute 69/17 22 <sup>nd</sup> 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	9 <sup>th</sup> October 2018
2.	Certification Work for Coventry City Council for Year Ended 31 <sup>st</sup> March 2017	Minute 79/17 19 <sup>th</sup> February 2018	The Committee requested information on how sampling for the certification work is undertaken.	Joan Barnett (External Auditor)	25 <sup>th</sup> February 2019
3.	Internal Audit Annual Report 2017/2018	Minute 5/18 18 <sup>th</sup> June 2018 and Minute 13/18 16 <sup>th</sup> July 2018	The Committee requested that a timeline be prepared in respect of the Audit Team restructure.	Adrian West / Karen Tyler	10 <sup>th</sup> August 2018
4.	Internal Audit Plan 2018/2019	Minute 7/18 18 <sup>th</sup> June 2018 and Minute 13/18 16 <sup>th</sup> July 2018	The Committee requested that a timeline be prepared in respect of the telephony system and customer service review.	David Ashmore	
5.	Information Governance Annual Report 2017/2018	Minute 20/18 16 <sup>th</sup> July 2018	A letter from the Chair of the Committee relating to data protection training for Elected Members, be prepared and circulated to Members	Adrian West/ Sharon Lock	

			In addition to the completion of Data Protection Training, workshops be arranged for Elected Members to support them on the requirements of the GDPR		
6.	Procurement and Commissioning Progress Report – Future Reporting Arrangements	Minute 22/18 16 <sup>th</sup> July 2018	Further discussion be held with the Chair of the Committee to determine the most appropriate forum for the future consideration of the reports	Karen Tyler/Mick Burns	Ongoing
7.	Fraud Annual Report 2017/18	Minute 29/18 10 <sup>th</sup> September 2018	The Committee requested that: <ul style="list-style-type: none"> <li>a. Welfare checks are undertaken in respect of any whistleblowers</li> <li>b. Information be provided on the number of exemptions / discounts awarded by the Council in 2017/18</li> <li>c. The next committee report in relation to fraud provides clearer details on 'fraud' and 'error' including distinguishing those actions taken to prevent fraud.</li> </ul>	Karen Tyler	21 <sup>st</sup> December 2018
8.	2018/19 Second Quarter Financial Monitoring Report (to September 2018)	Minute 50/18 21 <sup>st</sup> January 2019	The Committee requested details of the fees paid to external suppliers to undertake proactive reviews of single person discounts linked to Council Tax and how these fees compare to other suppliers.	Karen Tyler / Council Tax Team	11 <sup>th</sup> February 2019

9.	Corporate Risk Register Update	Minute 51/18 21 <sup>st</sup> January 2019	The Committee requested information on the steps being taken to ensure that relevant staff have the required skill sets to undertake contract management.	Mick Burn	
10.	Work Programme	59/18 25 <sup>th</sup> February 2019	The Committee requested that a review be undertaken by the Finance and Corporate Services Scrutiny Board (1) in relation to the funding of the Godiva Festival and that the findings be circulated to the Audit and Procurement Committee.	Scrutiny Board 1 (Carolyn Sinclair / Vicky Castree)	
11.	2018/19 Third Quarter Financial Monitoring Report (to December 2018)	Minute 61/18 25 <sup>th</sup> February 2019	The Committee requested an update on the position in relation to the loss of car parking income at Coombe Country Park as a result of the breakdown of equipment.	Barry Hastie / Paul Jennings	