

Audit and Procurement Committee

15th July 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

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 - 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 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 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:

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Directorate:

Place

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| Contributor/approver name | Title | Directorate or organisation | Date doc sent out | Date response received or approved |
|--|--------------|------------------------------------|--------------------------|---|
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| 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>Quarter Three Internal Audit Progress Report 2018/19.</p> <p>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.</p> | Minute 62/18 25 th February 2019 | 11 th November 2019 | Karen Tyler | | |
| 2. | <p>Annual Governance Statement 2018/19</p> <p>The Committee requested an update report in January 2020 to assure themselves that all is in order at the half year point in relation to Governance arrangements.</p> | Minute 5/19 24 th June 2019 | 27 th January 2020 | Karen Tyler | | |

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

Appendix 2

Information/Action Requested Outside Meeting

| | Subject | Minute Reference and Date Originally Considered | Information Requested / Action Required | Responsible Officer | Date Completed |
|----|---|---|---|--|----------------|
| 1. | Information Governance Annual Report 2017/2018 | Minute 20/18 16 th July 2018 | <p>A letter from the Chair of the Committee relating to data protection training for Elected Members, be prepared and circulated to Members</p> <p>In addition to the completion of Data Protection Training, workshops be arranged for Elected Members to support them on the requirements of the GDPR</p> | Adrian West/ Sharon Lock | |
| 2. | Procurement and Commissioning Progress Report – Future Reporting Arrangements | Minute 22/18 16 th 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 |
| 3. | Work Programme | 59/18 25 th 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) | |

| | | | | | |
|----|---|---|---|---------------------------|--|
| 4. | Culture Coventry Trust – Finance and Governance | Minute 73/18 25 th March 2019 | The Committee requested information in relation to the governance timeline and the current governance structure | Phil Helm / David Nuttall | |
| 5. | Unaudited Statement of Accounts 2018/19 | Minute 7/19 24 th June 2019 | <p>The Committee requested information on:</p> <ul style="list-style-type: none"> a. The profit figure in relation to Coombe Abbey Hotel in order to understand the return on investment b. The increase in Deputy Chief Executive's Salary to understand if this was due to an increase in basic salary or some other form of remuneration | Paul Jennings | |