

Audit and Procurement Committee

25<sup>th</sup> January 2021

**Name of Cabinet Member:**

Cabinet Member for Strategic Finance and Resources – Councillor R Brown

**Director approving submission of the report:**

Director of Law and Governance

**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 to the report, and to ask the Director 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 to the report, 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, a report be submitted to each meeting detailing those additional reports requested to a future meeting along with details of additional information requested outside 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 to the report sets out items where additional information was requested outside 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 of Finance and the Director of Law and Governance**

- 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) climate change and the environment**

N/A

**6.6 Implications for partner organisations?**

N/A

**Report author(s):**

**Name and job title:**

Lara Knight  
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**Service:**

Law and Governance

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Enquiries should be directed to the above person.

<b>Contributor/approver name</b>	<b>Title</b>	<b>Service</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 Reports Requested to Future Meetings

	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.	Corporate Risk Register Update  The Committee's suggestion that consideration be given to Risk 020 relating to Brexit being rated as red and a report be prepared for Committee in due course.	Minute 54/19 27 January 2020	To be confirmed	Paul Jennings		
2	Further information requested on the progress of recommendations made in respect of the audit of IT Disaster Recovery.	Minute 6/20 19 October 2020	When the formal follow-up review of the audit is undertaken, the findings be reported to Committee	Karen Tyler		
3	In-light of changes to rules regarding limits on exit packages, an annual update report on severance packages be received by the Committee.	Minute 14/20 19 October 2020	Report to Committee on an annual basis	Barry Hastie		
4	An update report on the key issues highlighted in the Audit Findings Report be submitted to a future meeting when appropriate.	Minute 25/20 30 November 2020	Report to Committee when appropriate	Paul Jennings		
5	Procurement and Commissioning Progress Report – New Format	Minute 27/20 30 November 2020	Future reports on a six-monthly basis with the next update report to be submitted to Committee in June 2021	Mick Burn		

\* 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.	Procurement and Commissioning Progress Report – Future Reporting Arrangements	Minute 22/18 16th July 2018 and Minute 45/19 11th November 2019	Discussion be held with the Chair of the Committee to determine the most appropriate format and submission of future reports. To include clarity of the role of the Committee in considering the reports.	Karen Tyler/ Mick Burns	Audit and Procurement Committee 30th November 2020 – Report on agreed new format and submission of future reports - Minute 27/20 refers
2.	2020/21 Second Quarter Financial Monitoring Report (to September 2020) – Request for additional information	Minute 20/20 30 <sup>th</sup> November 2020	<p>The Committee to be provided with clarification on the Legal and Governance Services overspend.</p> <p>The Committee be updated regarding the Legal Services agency costs and the completion date of the St Mary's Guildhall Capital Scheme.</p> <p>Information on the A46 Link Road Project, circulated in March 2020, to be sent to the Committee.</p>	Paul Jennings	Information circulated to the Committee on 30 <sup>th</sup> November and 1 <sup>st</sup> December 2020