

Audit and Procurement Committee

27 October 2021

**Name of Cabinet Member:**  
N/A

**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:**

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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	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		

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

## Appendix 2

### Information/Action Requested Outside Meeting

	Subject/Report	Minute Reference and Date Originally Considered	Information Requested / Action Required	Responsible Officer	Date Completed
1.	Corporate and COVID 19 Risk Registers	Minute 46/20 15 <sup>th</sup> March 2021	Information be sent to the Committee on the outcome of previous investigations into the Council operating its own agency for the employment of staff	Paul Jennings	Information sent to Members of the Committee 2 <sup>nd</sup> September 2021
2.	Internal Audit Annual Report 2020-21	Minute 06/21 28 <sup>th</sup> June 2021	The Council's IT Strategy be sent to Members of the Committee for their information	Karen Tyler	Information sent to Members of the Committee 23 <sup>rd</sup> July 2021
3.	Internal Audit Annual Report 2020-21	Minute 06/21 28 <sup>th</sup> June 2021	IT be requested to pursue Cyber Security Training for Elected Members	Karen Tyler	Discussed with the Head of ICT 29 <sup>th</sup> July 2021
4.	Internal Audit Annual Report 2020-21	Minute 06/21 28 <sup>th</sup> June 2021	Members be provided with feedback on the position regarding Cyber Insurance	Paul Jennings	Update sent to Members of the Committee 2 <sup>nd</sup> September 2021
5.	External Audit Plan Year Ending March 2021 (Grant Thornton)	Minute 13/21 26 <sup>th</sup> July 2021	Specific training be arranged for Members of Audit and Procurement Committee to understand their roles and responsibilities on the Committee	Paul Jennings	Training to take place on 1 November, 2021
6.	2020-2021 Revenue and Capital Outturn	Minute 14/21 26 <sup>th</sup> July 2021	Details of the grant funding received in 2020/21 and carried forward as reserve balances at year-end, be circulated to Members of the Committee	Paul Jennings	Information sent to Members of the Committee 27 <sup>th</sup> July 2021
7.	Annual Governance Statement 2020-21	Minute 16/21 26 <sup>th</sup> July 2021	Details of the Governance arrangements for the City of Culture legacy work, be circulated to Members of the Committee	Karen Tyler	