

Audit and Procurement Committee

3<sup>rd</sup> June 2024

**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 Audit and Procurement 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 Corporate 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**

N/A

### **3. Results of consultation undertaken**

N/A

### **4. Timetable for implementing this decision**

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 One Coventry Plan?**

<https://www.coventry.gov.uk/strategies-plans-policies/one-coventry-plan>

N/A

### **6.2 How is risk being managed?**

This report will be considered and monitored at each meeting of the Audit and Procurement Committee.

### **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:**

### **Name and job title:**

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### **Service Area:**

Law and Governance

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Enquiries should be directed to the above person.

This report is published on the council's website: <https://edemocracy.coventry.gov.uk>

## Appendix 1

### Further Reports Requested to Future Meetings

	<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.	Corporate Risk	Audit and Procurement Committee 18 <sup>th</sup> March 2024 - Minute 54/23	September 2024 (Report added to Work Programme 2024/25)	Roger Martin		

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

## Appendix 2

### Information/Action Requested Outside Meeting

No.	Subject/Report	Minute Reference and Date Originally Considered	Information Requested / Action Required	Responsible Officer	Date Completed
1.	Internal Audit Recommendation Tracking Report	Audit and Procurement Committee 18th March 2024 - Minute 57/23	Members requested information on when home to school transport was last subject to internal audit	Karen Tyler	2 <sup>nd</sup> April 2024
2.	Procurement and Commissioning Progress Report	Audit and Procurement Committee 18th March 2024 - Minute 59/23	Members requested further information on the procurement of mobile phone contracts and the amount from the budget being spent on spot contracts	Rob Amor	