

Corporate Committee – Action Tracker				
Meeting date	Action	Response	Who by	Status
21 September 2023	The meeting felt It would be useful to receive a report on risk management strategy which included an update (or a risk management strategy) on leisure services by the next meeting.	<p>This request is in progress and will be reported to the Audit Committee meeting in Feb/Mar 2024.</p> <p>The Audit Committee received a paper in March setting out the corporate risks and an assurance map setting out details of audits that provided assurances over these risks.</p> <p>A further paper is planned for Oct / Dec meeting with an update of the key corporate risks.</p>	Minesh Jani	Completed
21 September 2023	The formally constituted Corporate Committee received a presentation from the Head of Procurement in September 2022, which was where the actions first arose. At that meeting, the Head of Procurement explained that he wanted to make changes and that those changes would take time including the need for replacement for IT systems that the Council used. Councillors' comments would be raised by the Head of Procurement and he would be asked to review his comments in light of councillors suggestions to see if it was possible to get a rough estimate so that some clarity could be attained regarding the number of tenders that went through. Depending on the threshold of the value of the contracts, the Council was required to follow up the process. It was important for the procurement team to have that information available to them as well. There was large element of work that was ongoing at the moment in terms of what needed to change. It would be helpful to invite the Head of Procurement to the next meeting to give an update on progress.	<p>This request is in progress and will be reported to the Audit Committee meeting in Feb/Mar 2024.</p> <p>The Head of Procurement presented at the Audit Committee in Mar 2024 and is scheduled to attend the Audit Committee in Oct 2024.</p>	Minesh Jani	Completed

18 January 2024	In relation to SAMPIP, it would be possible to share the terms of reference of the property governance structure boards so that the Audit Committee would be able to inspect them. A description of the Boards could be submitted to the Audit Committee.		Jonathan Kirby	Initiated
	A report on the Meanwhile Use and the Co-Location use would circulated to the Committee when it became available.		Jonathan Kirby	
18 January 2024	In terms of implementation and training, there had been a change resource within the project to support this. A whole communication program was being put into place over the next few weeks. The Council had already started, but the more the system was understood the more this understanding could be communicated. The Procurement team would be the main users and there was a further improvement program running alongside the implementation. The Council was looking to integrate the new Procurement Act and the new regulations and communicating this across the organisation. A training programme would be undertaken in relation to this. The system itself had context-sensitive help. When a user was on a screen, the help that was embedded in the system would relate directly to the activity. A further update would be provided at a future meeting regarding how the system had been implemented.	A report is being submitted by Digital Services to July Audit Committee with an update on the implementation of the e-procurement system.	Barry Phelps	Initiated

18 January 2024	A list of risks and mitigation would be provided to the Committee.	This will form part of the July report going to Audit Committee by Digital Services	Barry Phelps	Initiated
18 January 2024	Benchmark data of local spend and number of contracts and information on the Procurement Act would also be provided to the Committee.	A report has been drafted for Audit Committee with data requested. Awaiting legal comments	Barry Phelps	Initiated
18 January 2024	As part of the current year's plan, a review would be carried out regarding how the Council was managing the private sector leasing arrangement and report would be provided to the Committee at a future meeting.	It was not possible to add the audit to the 2023/24 audit plan, however, an audit of the arrangements for the Management of Private Sector Leasing properties has been added to the audit plan.	Minesh Jani	Completed
18 January 2024	Regarding sheltered accommodation, a report would submitted to the Committee with the findings of the audit.	The audit was completed in May 2024 and the findings shared with the Audit Committee.	Minesh Jani	Completed
18 January 2024	A lettings process had been planned for the year and a report would be submitted to a future meeting.	The Lettings audit was completed in July 2023 and assigned "Adequate" assurance. A follow up review has been added to the audit of Voids and the outcome will be reported to the committee in October 2024.	Minesh Jani	Completed
18 January 2024	In relation to agency staff, work had been done regarding contract management. However, a more detailed update would be provided to the Committee.	The audit of the contract management arrangements over the Agency Staff contract was assigned "Limited" assurance and the findings shared with the Audit Committee. The Head of Audit will liaise with the Chair of the Audit Committee to determine any further actions / updates.	Minesh Jani	In progress
18 January 2024	In relation to Pendarren House, a review had been requested by the service. It identified gaps	The Assistant Director (Schools) confirmed all actions arising from the audit had been actioned / completed.	Minesh Jani	Completed

	<p>in the service, most notably, the need for making sure that staff were trained in safeguarding and safeguarding arrangements, need for maintaining a proper risk register, the need to appoint a Deputy Child Protection Lead and key performance indicators to monitor and manage the operations of Pendarren. The centre was still open and many of the recommendations had been implemented. An update would be sought on all the recommendations. This update would be circulated to the Committee.</p>			
18 January 2024	<p>Regarding Pendarren House, the Council's risk appetite in this area was very low, so the auditors had been selective of the level of control that the Council wished to see and management had been acting fast in responding. Steps were being taken to deal with the specific issues and monitoring of progress would be dealt with by the key performance indicators. A follow up in the area would be done to make sure the arrangements were robust.</p>	<p>A follow up of this audit will be carried out in this financial year as part of the usual follow up process.</p>	Minesh Jani	Completed
	<p>It was unclear what state the issues that Pendarren House had and therefore a query would be made to the service and an update would be provided to the Committee.</p>	<p>The Assistant Director (Schools) confirmed all actions arising from the audit had been actioned / completed.</p>	Minesh Jani	Completed