

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.	The council have rolled out a new suite of governance boards. Attached is a presentation of these boards and the areas they cover. Implementation of new governance framework commenced in May 2025. Link to presentation - Here	Jonathan Kirby	Initiated
	A report on the Meanwhile Use and the Co-Location use would be circulated to the Committee when it became available.	We will provide numbers of properties that are currently being used for meanwhile or co-location purposes	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.	Taryn Eves	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	Taryn Eves	Completed
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	Taryn Eves	Initiated
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.	<p>The audit of the contract management arrangements over the Agency Staff contract was assigned “Limited” assurance and the findings shared with the Audit Committee.</p> <p>The Head of Audit will liaise with the Chair of the Audit Committee to determine any further actions / updates.</p> <p>Update (Sept) – the service has been asked to provide an update to the Committee on the status of the recommendations raised by internal audit.</p> <p>Update (June 25) – the recommendations have been implemented</p>	Minesh Jani	Completed
18 January 2024	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>A follow up of this audit will be carried out in this financial year as part of the usual follow up process.</p> <p>Update (Sept) – the service has been asked to provide an update to the Committee on the status of the recommendations raised by internal audit. The paper will be shared with the Committee before its next meeting.</p> <p>Update (June 25) – the recommendations have been implemented</p>	<p>Minesh Jani</p> <p>Minesh Jani</p>	<p>Completed</p> <p>Completed</p>

18 January 2024	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.	The Assistant Director (Schools) confirmed all actions arising from the audit had been actioned / completed. Please note comments above.	Minesh Jani	Completed
18 July	Procurement Systems: Part of the reason that the review being undertaken was because there were serious concerns regarding the timetable. This was what the review was looking at. Once the review had been undertaken, it would be possible to take stock of actually where things were in terms of delivering the functionality expected at various points in time. An update would be provided once the review had been completed. The review would be completed by the end of the coming week.		Taryn Eves	Ongoing
18 July	Procurement Systems: The Committee would be informed when the project was initially signed off and funding was afforded and what the monetary benefits would have been.		Taryn Eves	
18 July	At the next Committee, a joint report by Digital Services and Procurement that covered a range of issues with a single update would be submitted.		Taryn Eves	
18 July	Audit Update: In relation to recommendations that had not been implemented which were classified as priority one, two, or three, it would be useful to translate what this meant for the Committee. At the next meeting, the "P1" recommendations which were outstanding specifically would be useful. It would also provide a chance to refresh the recommendations.	The quarterly internal audit report for the first quarter highlights four priority 1 recommendations were followed and all had been implemented. In future, as noted, details of recommendations will be reported to the Audit Committee as part of the usual quarterly report.	Minesh Jani	Completed

18 July	The cloud strategy status appeared to state that the risk associated had been re-evaluated and the audit was not deemed to be needed at this point. This appeared to be a risk prone approach as cloud services tended to have minimum control. In response, the meeting heard that was an audit in the plan which was about to start to look at the implementation route by which Leisure Services would come back in-house. This was not to review the leisure service in function, but the program in place for the delivery of insourcing leisure functions. The report for this would be submitted to the Committee in October 2024. Risks were high for the cloud strategy, but the audit was pushed out because of all the other audits that were on the plan. This would be brought back into the audit space.	The feedback and comments from the Audit Committee are very helpful and the risks highlighted are noted. An assessment of cloud strategy will form part of the audit planning process for 2025/26 and be reported to the audit committee at its meeting in March. Update (June 25) – the audit needs is planned for ICT and that will re-assess the risk profile. The Updated ICT will presented to the audit committee once completed.	Minesh Jani	Completed
8 Oct	An update on Pendarren House would be provided in advance of the next meeting and would be circulated to members of the Committee.	An update was circulated to all members of the audit committee	Minesh Jani	Completed
8 Oct	Purchase Cads: The maximum annual expenditure of £66 million should have been reduced but an update on this would be provided outside of the meeting.		Taryn Eves	
3 Dec	Internal Audit Update Progress Report: An action would be placed in the Action Tracker to monitor the 'limited assurance' status regarding Procurement.	This action is on-going. The annual report captures procurement related audits and their assurances.	Minesh Jani	Initiated
11 Mar	Commercial Property Audit Update: The debt in the audit report was a snapshot in time of June 2023. The debt had not been neglected. This was high at the top of the wider property agenda as this was seen as important. The Committee would be informed of the arrears.	Officers review the debt in the commercial property portfolio on a monthly basis with Finance. The latest 'debt figures' will be provided, following officers agreeing a single definition of debt and re-running that data, in accordance with this definition. The reason being that currently, good regular payers of their rent on a monthly basis, will technically show in debt when we raise a quarterly invoice, for which they pay monthly. Until that 3 month period is paid they will technically show as	Jonathan Kirby	Initiated

		in debt. This means that depending on the time of running a report the snap shot figure, at that moment in time, will not give a fair reflection of the long standing top debtors for which we take action against. We are targeting being able to circulate this information for September 25.		
11 Mar	Internal Audit: The service was responsible for making sure that they produced regular information and a request for updating a list of housing boards could be passed onto the service. Internal audit would not have that information on an ongoing basis but the service could be asked to create this and this could be reported back to the Committee.		Minesh Jani	Initiated
11 Mar	Internal Audit: The manner in which the Council arranged its processes for billing clients led to the adult social care debt. One of the one of the key issues is that the Council did not have a variable direct debit so the Council had a fixed amount that it billed each client, each month, irrespective of the service they received. This was then retrospectively calculated what the charge should be and bill the client afterwards. The clients themselves were never quite sure how much their debt actually was It was possible to invite the appropriate service to give an update at a future meeting on general management of financial assessments as a whole, because the auditors raised a number of different areas of concern impacting many aspects of how financial assessments were carried out. It was worth considering if a person did not engage in providing the information for financial assessments, if the Council should maintain the policy to continue providing the service or if there should there be an alternative. An update would be provided at the next meeting.		Minesh Jani	Initiated
11 Mar	Internal Audit: The issue of voids had been raised in the past. The Committee wished to have an audit of voids carried out. The number of issues that were not working as well as they should be. No update at present time could be provided. However, the Director could be asked to provide an update to the Committee		Minesh Jani	Initiated

11 Mar	Internal Audit: The meeting felt that the limited assurance on Broadwater Farm and the general update was extremely worrying because of the amount of money involved and the number of flats that frozen compared to how many people on the waiting list accommodations. It was noted that a formal business case was not in place for the program and that the project initiation document had not been updated since March 2019. This had been a subject of previous audits and had to go further than simply being noted. The project had been initiated approximately eight years ago. The estimate at the time was £30 million. This was an underestimated sum. Not providing a regular update was something that needed to be urgently considered. The reports also stated that recommendations were due for implementation by March 2025. An update could be given on these issues at a future meeting.		Minesh Jani	Initiated
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