

# ITEM APPENDIX 1

## PROGRESS MONITORING REPORT to SEPTEMBER 2009 – AUDIT COMMITTEE

Title of Agenda Item	Concern/Cause	Action Proposed	Responsibility	By when	Action Taken	Status
<b>MEETING HELD ON 27 MARCH 2008</b>						
<b>5.e</b>	Are reports on the work of external audit and other inspection agencies presented to the committee, including the Audit Commission's annual audit and inspection letter?	Audit Commission reports are now automatically presented, but needs extending to other inspection agencies	Neil Pitman	Sept 08	Assurance mapping was undertaken as part of the Annual Governance Statement (controls assessment checklist 09). Work being undertaken to consolidate feedback to enable a corporate overview.	<b>ONGOING</b>
<b>MEETING HELD ON 24 SEPTEMBER 2008</b>						
3. Audit Commission : Audit and Inspection Plan Progress Report		(ii) that the External Audit Manager, Audit Commission would certify completion of the City's accounts as soon as the questions raised by two electors had been answered. (Minute No 18(ii))	External Audit Manager, Audit Commission		The District Auditor is addressing the formal objection that has been received in relation to the 2007/08 financial statements and correspondence that has now been received in relation to 2008/09	<b>ONGOING</b>

**MEETING HELD ON 19 MARCH 2009**

8. Internal Audit: Revised Strategic Plan 2007/08 to 2009/2010		that the Solicitor to the Council be requested to arrange appropriate training for members and officers regarding partnership working under the new Partnership code	Mark Heath	Sep 09	Communication of new arrangements to relevant officers and members is scheduled to commence in June 2009	<b>ONGOING</b>
9. Internal Audit: Status of Work to February 2009		that the Executive Director of Environment be requested to report to the next meeting providing an overview of the current situation and the way forward concerning planning approvals subject to Section 106 Agreements under the Town and Country Planning Act 1990.	Lorraine Brown/Paul Nichols	Jun 09	Representative of the Environment Directorate to attend the Audit Committee (June 2009) to brief Members with regard section 106 agreements	<b>COMPLETE</b>

**MEETING HELD ON 24 JUNE 2009**

6.Implementation of Management Action – Section 106 Agreements		(ii) that the consultants final report together with the comments and views of the Cabinet Member for Environment and Transport on their findings be circulated to all members of the Committee when available.	Paul Nichols	July 09	A confidential briefing note has been circulated to members of the Audit Committee 15/09/09C	<b>COMPLETE</b>
7. Chair's Annual Report On Audit Committee 2008/09	Action Points arising.	(a) that Cabinet Members be invited to attend the Chair's Briefing/Pre-meeting as and when appropriate; and (b) that in addition to (a) above other relevant officers be invited such as head teachers be encouraged/ invited to attend.	Neil Pitman	Sept 09	Invitation to Chairs briefing to be extended to include Cabinet Members and relevant officers as appropriate	<b>COMPLETE</b>

8. Statement of Accounts 2008/09	Action Point arising.	Further details of the increase in the Information and breakdown on the Authority's expenditure on publicity during the last financial year to be emailed to all members of the Committee	Rob Carr	Aug 09	Accounts approved and signed off by Standards and Governance on 25/06/2009. Further details of expenditure on publicity circulated to members during July, 09.	<b>COMPLETE</b>
15. Internal Audit: Status of Work May 2009		(ii) that a member of the Internal Audit Team attend the meetings of the Schools Forum with a view to being able to offer guidance and advice on the requirements of financial matters and record keeping.	Neil Pitman	Mar 10	To attend the first available Schools Forum following the completion of the 2009/10 thematic audit review.	<b>ONGOING</b>