

Audit and Accounts Committee Minutes-Action Log

This is the updated action log as 18th January 2021 and captures the actions arising from the most recent Audit and Accounts Committee meeting and updates Members on the progress on compliance in delivering the necessary actions.

Minutes of 24 th November 2020					
Minute no	Item title	Responsible officer(s)	Action	Comments	Action status
281	Statement of Accounts 2019-20: a) Asset Register System Progress Report	Tony Cooper	Tony Cooper to attend January 2021 Committee to provide an update report on the progress with the Asset Register system.	An update will be presented to the January Committee meeting.	In progress
		Councillor Shellens	The Chairman to raise continued concerns with Chairman of Commercial and Investment Committee	Concern expressed by Committee that due to the apparent lack of progress obtaining a reliable IT system, the Council could not identify all its assets accurately with the resultant continued impact on Accounts production	In progress

	c) Confirmation of length of permitted contract for External Property Valuer	Ellie Tod	The Chairman asked if the length of a contract could be confirmed outside of the meeting.	Emailed to Committee 15/01/21	Action completed.
283.	Transformation Fund Monitoring Report	James Gemmell	The Chairman requested details of how many new projects were undertaken in the last year. It was agreed that this information could be provided in an email outside of the meeting	Between January and December 2020 there were five new Transformation Fund bids which were agreed. A directory/single-view of all Transformation Fund bids which have been approved since the inception of the fund is currently being created.	Action completed.
284.	Safer Recruitment in Schools Update	Diane Stygal, Senior Leadership Advisor	In the absence of the report author the chairman raised a number of questions requesting that an email response should be provided.	The response was provided on 10 th December and is included in Appendix 1 to this Minute Action log.	Action Completed
287.	Internal Audit Progress report: a) Risk Register	Neil Hunter	A further report presented to the January Committee.	Rescheduled for the March Committee meeting.	

	b) More detail required on the 42 Items removed from the Audit Plan		Regarding the 42 items had been removed from the Audit Plan and 27 not started, Chairman requested Internal Audit email the Committee to explain how it was intended to reschedule them, and the explanation should be provided for each of the removed items in the January update. This could be by a simple one line addition e.g. Moved to March 2021		
	c) Highways Contract Reconciliation data	Neil Hunter / Richard Lumley	The contractor had given assurances that the remaining information required to complete the reconciliation (s) for the three financial years up to and including 2019/2020 would be submitted by 27 th November. The Chairman requested an e-mail be sent on Monday 30 th on whether the information had been received,	The information was received on the date stated and the Chairman informed accordingly on 30/11/20. As a result, Internal Audit would review to confirm if they had everything to enable the cost reconciliation to take place before commencing the open book review. Richard Lumley and Neil Hunter were due to meet Skanska the same afternoon to discuss the latest set of information and next steps. A further update is to be provided at the 26/01/21 meeting.	Action Completed
289.	Highways Contract Confidential Appendix	Richard Lumley Assistant Director of Highways Services	Information on the course of action if the Skanska replacement contractor was not considered appropriate.	It was agreed the information would be provided in an email outside of the meeting: email circulated 13/01/21	Completed

Minutes of 30th October 2020

273.	Whistleblowing Policy Annual Report a) Suggestions for future reports	Neil Hunter	Providing more detail in terms of the staff survey sample in terms of the number used what percentage this was of the total County Council workforce.	To be kept on log until the Annual Report was resubmitted in 2021	Action ongoing
	a) To show changes to the Policy		Request that changes should be shown using sidebars so that Members could see the changes made to the previous version.	To be kept on log until the Annual Report was resubmitted in 2021	Action ongoing
274.	Internal Audit Draft Annual Report 2019-20				
	a) National Fraud Matching Exercise	Neil Hunter	The Chairman queried whether for all the effort undertaken to detect fraud as set out in the table in paragraph 4.6.12 was worth the time and effort involved for what appeared to be relatively small savings / overpayments and whether a year off from such activity would allow resources to be re-directed to higher yielding saving areas. The suggestion would be taken back to the Counter Fraud Team.	To be included in the January 2021 Internal Audit Progress Report update	Action ongoing

	c) Para 4.7.2 - Cybersecurity and Public Sector Compliance	Neil Hunter	In reply to a query on what cyber security weaknesses had been found, details could be provided in an email outside of the meeting on the progress of the agreed actions to address the control weaknesses identified in the Cybersecurity and Public Sector compliance review as this was not appropriate to be discussed in a public meeting.	At the November meeting the Head of Internal Audit was awaiting a response from the Counter Fraud team. The response would be provided in an email	Action ongoing
--	--	-------------	---	--	----------------

Dear Cllr Shellens

Please see below the answers to your question in green.

- Paragraph 2.2 - regarding the regular safeguarding review in schools what number of schools did this involve and how many were academies.

Approximately 90 maintained Primary schools and 20 academy schools per year.

- In respect of academies who used other providers, how did their offer differ from that provided by the Education Department.

Unable to answer this question (Note: this would be business sensitive that would not be revealed to the Council as a competitor) however I do know that many other models are purely 'compliance' checklists rather than the evaluative dialogue we have in terms of the Leadership and Management of Safeguarding.

- Paragraph 3.3 Training support and monitoring and 3.4 Safer Recruitment Training – requesting details of the numbers undertaken against the list of courses / training events and those referenced. In the latter paragraph.

- o Half-day conferences - 60 participants
- o Safer Recruitment Training – both full and refresher courses – Approximately 80 participants per term
- o Complaints and allegations training - Approximately 25 participants per term
- o Governor Services organised training and briefings for governors and Cam Clerks – over a range of different themes across the year approximately 400
- o Induction for Peterborough Schools re- Complaints Policy – 32 participants
- o Academy Schools general safeguarding training – 25 schools
- o Bespoke Training for individual Governing Bodies – 8 sessions
- o New Headteacher Induction Programme – Safer Recruitment and the Wider Safeguarding Culture – 9 new HTs this year
- o Deputy Heads Leadership Course - Policy compliance and the Wider Safeguarding Culture – 7 participants so far this year.

- On safeguarding complaints received by Ofsted as the paper stated they were rarely linked to safer recruitment and staff conduct, the Chairman asked for more detail on what did they involve.

- o Pupil Behaviour
- o Complaints of unchecked bullying
- o Parental Communications
- o Special Educational Needs provision
- o Disputes with teachers

Diana Stygal