

AUDIT AND ACCOUNTS COMMITTEE MINUTES ACTION LOG FOR 22nd NOVEMBER 2018 COMMITTEE MEETING

<u>NO</u>	<u>TITLE OF REPORT / MINUTE AND ACTION REQUESTED</u>	<u>LEAD</u>	<u>PROGRESS / RESPONSE</u>
ACTIONS ARISING FROM THE MINUTES OF THE JULY 2016 COMMITTEE MEETING			
1.	MINUTE 226. MINUTES		
	<p>Minute 213 'Systems in place to ensure that Section 106 Funds do not go unspent'</p> <p>The November 2016 Committee meeting agreed that updates either to the Committee or to the Chairman should be provided on a six monthly basis.</p>	Tom Kelly	<p>Next update due in March 2019. (Action: Tom Kelly)</p> <p>ACTION ONGOING</p>
ACTIONS ARISING FROM THE MINUTES OF THE 29th NOVEMBER 2016 COMMITTEE MEETING			
2.	MINUTE 261 – CAMBRIDGESHIRE COUNCIL WORKFORCE STRATEGY UPDATE		
	<p>There was a request that once implemented, there should be a regular quarterly report on the Action Plan progress.</p>	Martin Cox / Lynsey Fulcher	<p>The report submitting the final Strategy for endorsement by General Purposes Committee and for final approval by full Council has been rescheduled a number of times since the report to the November 2016 Committee. The intention now is that it will be included as part of the Business Plan to go to the January meeting of GPC and Council in February. ACTION ONGOING</p>

ACTIONS ARISING FROM THE MINUTES OF THE 23rd JANUARY 2018 COMMITTEE MEETING			
3.	61. AUDIT AND ACCOUNTS MINUTE ACTION LOG FOR JANUARY 2018		
	a) Audit and Accounts Training Plan – Running through the detail of a non-contentious project - It was originally agreed that the session requested by the Chairman, should be before the March meeting.	M Kelly	<p>This was to have been held before the January Committee meeting. However, due to officer illness on the day of the Committee, this session had to be postponed and a new date arranged.</p> <p>As agreed at the May 2018 meeting that having consulted with the Committee, the Chairman was still keen for Internal Audit to offer this training to the Committee. Internal Audit to liaise with Chairman on finding a suitable date in the autumn.</p> <p>ACTION ONGOING</p>
ACTIONS ARISING FROM THE MINUTES OF THE MARCH 2018 COMMITTEE MEETING			
4.	MINUTE 77 - DRAFT INTERNAL AUDIT PLAN 2018-19		
	Action: Internal Audit look at lower contract thresholds for reassurance (to ensure greater value for money was being achieved) and also to look at the administrative cost of procurement compliance.	D Wilkinson / Mairead Kelly	<p>These would be undertaken as part of the reviews included in the Internal Audit Plan being undertaken.</p> <p>Economy and Environment Committee at their meeting in April when considering the Ely Bypass overspend Capital Report requested that Internal Audit should review this project as part of one of the reviews on capital project overspends to establish whether any lessons could be learnt going forward.</p> <p>An update on progress is included in the Internal Audit Report.</p> <p>ACTION ONGOING</p>

ACTIONS ARISING FROM THE MINUTES OF THE 29TH MAY 2018 COMMITTEE MEETING			
5.	MINUTE 85- CHILDREN'S SOCIAL CARE CASE LOADS QUARTELY UPDATE	Sarah-Jane Smed-mor	The Next update report is due in March 2019.
6.	MINUTE 91 - WHISTLE BLOWING POLICY ANNUAL REPORT		
	a) it was requested that a further report should come back to the September Committee with update details of the number complaints received under the Policy to help Members consider further, the effectiveness of the current publicity measures.		<p>This was not available for the September meeting.</p> <p>A Whistleblowing Report is included on the current agenda.</p>
ACTIONS ARISING FROM THE MINUTES OF THE 30TH JULY 2018 COMMITTEE MEETING			
7.	MINUTE 102 - SAFER RECRUITMENT IN SCHOOLS UPDATE		
	In terms of progress on the gaps in provision and when a good time would be to receive an update report, the officers indicated that this should be around Easter 2019.	R Sander-son / C Meddle to agree	Easter is April in 2019 and therefore May 2019 should be added as the date for the next substantive update.

8.	MINUTE 103 - TRANSFORMATION FUND MONITORING REPORT QUARTER 2017-18		
	To update the summary table for future reports to better show how each scheme was performing across the length of the scheme and to provide an explanation of the table.	Julia Turner	<p>The officer agreed this would be undertaken and that the whole design of the report would be reviewed to ensure future versions provided greater clarity.</p> <p>The latest report is included on the agenda. It is in draft form as it has not yet been considered by General Purposes Committee.</p>
9.	MINUTE 108 - AUDIT COMPLETION REPORT (ISA 260) DRAFT FOR THE YEAR ENDED 31ST MARCH 2018		
	a) Democratic Services to liaise with BDO on scheduling a date for BDO to report back on the current objection and with the detail on the outcome of the objection on the previous year's Accounts.	RVS / L Clampin	<p>External Audit indicated that they would alert Democratic Services as to the appropriate Committee to which the report should go. At the time of preparing this Minute Action log update External Audit had not completed their investigations and therefore were not able to confirm when the likely date would be.</p> <p>It has been confirmed that External Audit are not in a position to report to the November Committee.</p>
10.	MINUTE 110 FORWARD AGENDA PLAN		
	There was a request to receive an update report on Capacity Building and Demand Management in Children's Services to the September Committee meeting.	Lou Williams	<p>Lou Williams responded that a more meaningful report would be provided for the November meeting. The report is included on the agenda.</p> <p>ACTION COMPLETED</p>

ACTIONS ARISING FROM THE MEETING HELD ON 20TH SEPTEMBER 2018

11.	MINUTE 117 MINUTES AND ACTION LOG		
	Minute 92 – Energy usage by streetlights above target The response provided to the Committee in an email outside of the meeting had been updated to account for part-night lighting and lighting funded by District and Parish Councils. The Chairman commented that the target required review and requested a report for November that explained the recent trends in usage for street-lighting.		<p>A report is included on the agenda.</p> <p>ACTION COMPLETED</p> <p>Note: Decisions on Street lighting are the remit of Highways and Community Infrastructure Committee.</p>
12.	MINUTE 118.- CHILDREN'S SOCIAL CARE CASELOADS QUARTERLY UPDATE	:	
	The Committee had noted that while it was not possible to provide forecast savings that would result from the new social work model in relation to agency staff not being employed, officers informed Members that the budget for agency staff was £240k and it was anticipated that it would not be used in the new-year. Officers agreed to provide further information.		This update has not as yet been received. The officer has been sent reminders.

14.	MINUTE 120 INTERNAL AUDIT PROGRESS REPORT		
	<ul style="list-style-type: none"> Drew attention to the Deprivation of Liberty Standards (DOLS) assessments and expressed concern regarding the average assessment waiting times. Officers explained the context of DOLS and how the change of legislation had made the process challenging for Local Authorities to manage. Officers provided assurance that waiting lists were managed continuously and cases prioritised appropriately. Members requested that a further report regarding DOLS assessments be programmed regarding the implementation of recommendations made by the audit. 		<p>This will be reported as part of a future Internal Audit progress report. The Committee may wish to ask Internal Audit to provide a target date.</p>
15.	MINUTE 121. ERP GOLD IMPLEMENTATION REPORT		
	<p>A) Table contained at paragraph 5.1 of the report - request that it be presented to a future meeting of the Committee. ACTION</p> <p>B) Drew attention to an issue relating to timesheets and flexible working hours that could not be entered on to the system. Officers undertook to investigate further. ACTION</p>		<p>An update on ERP Gold is included under Paragraph 5.3 of the Internal Audit Progress Report included on the agenda. A report will need to be presented to Strategic Management Team first before coming back to the Committee. ACTION ONGOING</p> <p>Martin Cox has responded to state that ERP does increase and improve employee management issues, including streamlining processes and annual leave, but it has not been designed or in fact requested that it has a time recording system. ACTION COMPLETED</p>

16.	MINUTE 123. LEVEL OF OUTSTANDING DEBT		
	a) The ERP Gold system brought greater automation and improved reporting that was constantly evolving. The Chairman and Vice-Chairman requested the regular Debt update reports be sent to them.	Bob Outram Head of Debt and Income	An oral update on these actions will be provided at the meeting.
	b) Requested that the Chartered Institute of Public Finance and Accountancy (CIPFA) report be circulated to Members when received.		
	c) Requested that information relating to the initial total debt, the current debt position, how much had been written off and how much was secured or part of a payment plan, that demonstrates the relationship to the Council's revenue budget be forwarded to the Committee.		
17.	MINUTE 124 INTEGRATED RESOURCES AND PERFORMANCE REPORT TO END OF JULY 2018		
	a) Questioned why there had been a significant increase in the number of recorded Children in Need (CIN). Officers agreed to provide further		a) An email was sent to the Committee on 8th November explaining that this was due to an error in the number of Children in Need (CIN). The number of CIN was reported as being 2,794 and should have been reported as 2,223, which

	<p>commentary and circulate to Members.</p> <p>b) Requested further information regarding the Huntingdon Link Road. ACTION</p>		<p>was a decrease from the previous month (June 18: 2,311) and was in line with April 18's figure (2,225). This figure has been corrected in the trend analysis, so August's report to the General Purposes Committee showed a decreasing trend since April 18 for the number of CIN. ACTION COMPLETED</p> <p>b) The Deputy Section 151 Officer provided a response in an e-mail sent to the Committee on 7th November explaining that the scheme was completed a couple of years ago but there were outstanding claims as set out in the e-mail along with external advice on it. Discussions were still ongoing. Any costs that the Council does incur will be funded from the Community Infrastructure Levy. ACTION COMPLETED</p>
18.	MINUTE 124. - FORWARD AGENDA PLAN		
	<p>The Committee noted the following amendments and updates:</p> <ul style="list-style-type: none"> • Outstanding level of debt update would be presented in January 2019 rather than March. • Street lighting usage report to be presented in November 2019. 		<p>The agenda plan has been updated.</p> <p>A report is included on the agenda.</p>