

AUDIT AND ACCOUNTS COMMITTEE MINUTES ACTION LOG FOR JANUARY 2019 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. It has now been re-titled People Strategy will now be going to 26th March 2019 General Purposes Committee (GPC) and the 14th May Council meeting. 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		
	<p>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.</p>	<p>M Kelly</p>	<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>The session has been booked to take place before the January 2019 meeting.</p> <p>ACTION COMPLETED</p>
ACTIONS ARISING FROM THE MINUTES OF THE MARCH 2018 COMMITTEE MEETING			
4.	MINUTE 77 - DRAFT INTERNAL AUDIT PLAN 2018-19		
	<p>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.</p>	<p>D Wilkinso n / Mairead Kelly</p>	<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>

			An update on progress is included in the Internal Audit Report. ACTION ONGOING
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 Smedmor	The next update report is due in March 2019.
ACTIONS ARISING FROM THE MINUTES OF THE 30TH JULY 2018 COMMITTEE MEETING			
6.	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 next appropriate Committee date for the substantive update. Added to Forward Plan
7.	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	It was confirmed that BDO were not in a position to report to the January Committee. 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 were discussing with the Chief Executive additional procurement work were not able to confirm when the likely date would be.

ACTIONS ARISING FROM THE MEETING HELD ON 20TH SEPTEMBER 2018			
8.	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. 		This will be reported as part of a future Internal Audit Progress Report.
9.	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	Bob Outram Head of Debt and Income	It had not been possible to provide an update at the November meeting as the Head of Debt and Income had been on sick leave for a period of time. It was agreed to reschedule the next Outstanding level of debt update to be brought forward from the March 2019 meeting to the January 2019 meeting.

	Debt update reports be sent to them.		A report is included on the agenda.
	b) Requested that the Chartered Institute of Public Finance and Accountancy (CIPFA) report be circulated to Members when received.		The above referred to report includes the requested report as an appendix. ACTION COMPLETED
	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.		A report is included on the current agenda.
ACTIONS ARISING FROM THE MEETING HELD ON 31ST OCTOBER 2018 – COMMUNITY TRANSPORT REPORT			
10.	<p>In respect of actions from the 31st October meeting while there was an update report on the November agenda the Chairman highlighted as a reminder that:</p> <p>A) He was to be informed of details of any breaches of licences as detailed under Minute 127 on page 26.</p>	<p>Assist- ant Director Culture and Communi- ty Services.</p> <p>C May</p>	<p>Checks have been ongoing for all types of contracts / operators. No breaches by FHE (FACT / HACT / ESACT), have been discovered in the period since the October meeting. Staff have been instructed to notify Cllr Shellens of any FHE breaches that occur.</p>

	1. Page 28 - He was still to be provided with details of how many new applications would be undertaken annually.	C May	<p>This action was identified as being required to be undertaken by the Assistant Director Culture and Community Services.</p> <p>FHE were unable to provide this information when asked. However they confirmed that their total membership is around 1300 clients, and membership subscription last for 1 year. Therefore officers are proposing that the new membership criteria is applied to all members as they renew their subscription (and all new members of course).</p>
	2. Page 30 – the reasonableness of the charges in terms of being a commercial charge levied on the commercial arms of the community transport vehicle fleets had at the time of the November meeting not been circulated.	M Claydon Internal Audit.	<p>It was explained at the November meeting that this was currently being looked into with full testing to be undertaken the day after the Committee.</p> <p>This is being reported on as part of Internal Audit's report on the FH&E action plan.</p>
	3. Page 31 – there had been a request for the Chief Finance Officer to review a random selection of legal documents	C Malyon	<p>The conclusions of the review were shared with the Committee on 16th January stating: "As requested by the Committee I have reviewed a number of legal documents to assess whether they are fit for purpose. My general feeling is that the experience that the Chair encountered, which led to this request, was not generally reflective in the papers that I reviewed. However I did find errors of some scale throughout which I will take up with LGSS Law."</p>
	4. Page 31 – The action in the name of the Chairman to share the information he had been provided from Internal Audit regarding the Citroen Loan information for Councillor Kavanagh was still outstanding.	Cllr Shellens	<p>It was confirmed that the information had been passed from Internal Audit to the Chairman before Christmas to enable this action to be completed.</p> <p>ACTION COMPLETED.</p>

ACTIONS ARISING FROM THE MEETING HELD ON 22ND NOVEMBER 2018

11.	<p>MINUTE 131. PETITION AND PUBLIC QUESTIONS</p> <p>a) COMMUNITY TRANSPORT</p> <p>A number of statements raising further issues on Community Transport had been received in advance of the meeting from the Chairman and Members of the Cambridgeshire Bus, Coach and Taxi Association (CBCTA), Dave Humphreys and Donna Allsop. Any issues that required a response were to be in writing following the meeting</p>	D Wilkin-son / C May	<p>Democratic Services on behalf of the Chairman provided responses from Internal Audit to questions raised by the Cambridgeshire Bus, Coach and Taxi Association in an email on 13th December. The details were also sent to the Committee in an e-mail dated 8th January.</p>
	<p>b) Objection to the accounts additional information</p> <p>Reference was made at Committee to information updates sent the previous day by Mr Mike Mason to the Chief Executive and Members of the Committee regarding his objections to the last two sets of Accounts, including the appointment of the consultants V4 Services Limited. The relevant officers would be looking at them and they would either be taken into account as part of the final report from BDO, the External Auditors dealing with the objections, or officers would write to him outside of the meeting.</p>	C Malyon to liaise with BDO	<p>The additional information was passed on from the Chief Finance Officer to BDO.</p>

12.	MINUTE 132. COMMUNITY TRANSPORT ACTION PLAN		
	A) Action 40 – ‘external officer to investigate where the issues with the Freedom of Information requests originated’ and Action 41 Chief Executive to share Report with Audit and Accounts Committee.	Democratic Services add to agenda plan in name of Internal Audit.	Internal Audit have confirmed that the draft report had been passed to the Chief Executive for review and so was not yet in a position to be shared.
	B) The Chairman asked that he be provided with the draft report as soon as possible.	M Claydon	As above. Internal Audit had provided the Chairman with an update on progress but at the time of preparing this update, the draft Report was still with the Chief Executive and had not been circulated wider.
	C) Geographic eligibility to Community Transport One Member queried how geographical eligibility would be applied, as this could be discriminatory if members wishing to travel across district boundaries were refused, highlighting that South Cambridgeshire did not have a Community Transport provider and the whole of the County was not covered by Dial-a-Ride. Councillor McGuire asked that his concerns should be brought to the attention of the Chairman and Vice Chairman of Economic and Environment Committee.	C May	The Assistant Director Culture and Community Services confirmed that this action had been carried out. In addition Democratic Services had also raised the issue and as a result here had been a conversation regarding the issue between Councillor McGuire with the Chairman Councillor Bates in advance of the meeting. A report was presented to Economy and Environment Committee on 10 th January agreeing new eligibility criteria. ACTION COMPLETED

	D) Request for a follow up report on Membership in March 2020	C May	Democratic Services to add to agenda plan
	E) PKF Report to come forward to January Meeting	M Claydon	See A) and B) above. ACTION ONGOING
13.	MINUTE 133 USE OF CONSULTANTS		
	a) Internal Audit indicated that they would be conducting a follow-up review of compliance with this policy in the first quarter of 2019/20. (April-March)	Mairead Claydon	Any final report back to Committee would depend on the time taken to conduct the review and was unlikely to be until either July or September at the earliest. ACTION ONGOING
	b) The Chairman requested that he should be provided with details of Strategic Management Team's involvement (e.g. relevant notes of their meetings making reference to V4's appointment, any extensions and notification of the breeches of the procurement procedures so that he could see the process that had been taken)	Chris Malyon Chief Finance Officer: Chris Malyon	An oral update will be provided on progress.
	c) In a discussion on the limit for publication on the transparency code (currently £5k) the Chairman asked that he be provided with details of a few services purchased under £5k.	Chris Malyon	An oral update will be provided.

	Issues on Management Action Plan		
	<p>d) Page 56 Cross County Consultancy – on the Consultancy Policy - reference was made to a target date for the recommendations of 30th September which had now passed but was being followed up on. Internal Audit agreed to find out and provide an update outside of the meeting of where the update had got to. Action: Mairead Claydon</p>	Mairead Claydon	A Progress update is included in the follow-ups section of Internal Audit's Progress report.
	<p>e) Page 58 - Management Action Plan – the Chairman asked that the recommendation regarding Succession Planning should have the addition of the words “and this Committee”</p>	Mairead Claydon	<p>This will be looked at as part of the update.</p> <p>ACTION ONGOING</p>
	<p>f) The Chairman requested that in relation to control of consultancy expenditure, he wished to see regular reporting and asked that it should come back on a quarterly basis to Audit and Accounts Committee until the Committee was satisfied it was no longer needed.</p>	M Claydon	As part of the development and implementation of the new policy, this was being developed. See response to g) below.
	<p>g) In reply to when the policy document would be available it was stated that it would be available for the January meeting. Action– also action for Democratic Services to add to agenda plan.</p>	M Claydon	As an update Internal Audit indicate that this would not now be available for the current meeting. Although the body of the policy is agreed, there are two key areas that need to be agreed between services before the final policy can be issued as follows:

			<p>1) Firstly, the way in which a Business Case for consultancy is submitted for approval – it's currently been proposed that this will be through Verto, an IT system owned by the Transformation Team, but to get this arranged input and agreement needs to be obtained from Transformation to set it up.</p> <p>2) Secondly, the reporting on actual consultancy expenditure. The responsibility for producing reports will depend to some extent on the system that is used for the Business Case approval process, so this cannot be finalised until the system is agreed.</p> <p>ACTION ONGOING</p>
	<p>New Policy Document suggested changes</p> <p>h) Page 63 - paragraph 1.4 - with reference to value for money should be 1.1 and not what appeared to be an afterthought.</p> <p>i) Page 64 – The wording in bold on OPUS LGSS seemed to be contradictory and should be looked at again and an explanation provided on what it meant.</p> <p>j) Page 70 8.10 – on the last line reading “A summary of All ex-employees re-engaged as consultants will be presented to SMT/ CMT on a regular basis” - It was suggested that this should be</p>	<p>M Claydon (MC)</p> <p>MC</p>	<p>These changes will be in the new Policy Document when it is brought back to Committee pending the resolution of the issues outlined above in g).</p> <p>Ditto response above under h)</p>

	on a quarterly basis and that this should be added to the wording.	MC	Ditto response above under h)
	Page 85 paragraph 1.7 - Connecting Cambridgeshire Workstream - with reference to the final sentence in the second paragraph referencing payments to De Poel reading "The Programme Manager has not responded to a request for clarification of this issue" the Chairman asked that a response be followed up and that the Committee be informed of the answer provided.	MC	An oral update will be provided
14.	MINUTE 134 REVIEW OF THE IMPLEMENTATION OF THE 'CHANGE FOR CHILDREN PROGRAMME' INCLUDING THE DEVELOPMENT OF SHARED SERVICES ACROSS CAMBRIDGESHIRE AND PETERBOROUGH' Further update report to come forward to the July 2019 Committee meeting.	Rob Sander-son	Action: Democratic Services to add to Agenda Plan.
15.	MINUTE 136 - TRANSFORMATION FUND MONITORING REPORT QUARTER 2 2018-19		
	a) There was request for the detail of the annual budget of the Transformation Team.	Julia Turner	An e-mail response was provided to the Chairman on 27 th November explained that; <i>The Transformation Team has an establishment of 38.5 full time equivalent roles. The full cost of this establishment is £1.96 million with a direct cost to revenue of £0.15m. The remaining £1.81m is</i>

	<ul style="list-style-type: none"> Paragraph 5.4 regarding writing to the person raising the concern within 7-10 working days, this was considered too long, an addition to the wording should be made to send a simple acknowledgement as soon as possible after receipt. 	MC	See above
	<ul style="list-style-type: none"> A question was raised regarding what would happen if it was necessary to the investigation to disclose a person's name and they refused permission. It was explained that if that was the case and unless there was a legal requirement to pursue the case further, Internal Audit would have no choice but to cease investigation due to the potential difficulties (these would be explained to the complainant). The aim would always be wherever possible to maintain a complainant's anonymity. The Chairman suggested that the relevant paragraph of the procedure needed to be revisited to provide greater clarity on the point discussed. 	MC	See above
	<ul style="list-style-type: none"> Page 136 of the manager's guidance would also need to be updated to make reference to the initial acknowledgement response requested and agreed earlier. 	MC	See above

	MINUTE 138 - INTERNAL AUDIT PROGRESS REPORT		
	<p>a) ERP Gold – The Chief Internal Auditor offered to provide a briefing note prepared for Section 151 officers on issues requiring to be addressed.</p> <p>b) With reference to the Internal Audit Plan, asked that for the next meeting a summary of the impact on planned activity that could not be progressed to the original timetable should be provided with updates on this as a standard update in all future reports.</p> <p>c) Schools Payroll and Safe Recruitment – Review of CCC contracts with External Payroll Providers – noting that the meeting to discuss the recommendations had been postponed in September the Chairman asked that this be chased up as soon as possible. Action: Mairead Claydon</p>	<p>Duncan Wilkin-son</p> <p>Mairead Claydon.</p>	<p>An oral update will be provided.</p> <p>This is included in the Internal Audit Progress Report included elsewhere on the agenda.</p> <p>The meeting had taken place and Internal Audit were currently reviewing the information provided.</p>

17.	MINUTE 139 - INTEGRATED RESOURCES AND PERFORMANCE REPORT TO END OF AUGUST 2018		
	<p>a) The Chairman highlighted that he had previously requested that the indicators on page 164 should include details of the target April base figure, what the figure had been for the previous month what the current figure was for the month being reported and also the direction of travel. The officer indicated that this information would be provided in future reports. Action: Stephen Howarth / Tom Barden</p>		<p>An e-mail to the Chairman dated 3rd December provided details of all the performance Indicators with a background note.</p>
	<p>b) Page 170 - the Chairman highlighted that in the Revenue Budget table CS Financing was the only budget showing a minus figure (-4.5%) in the forecast variance for August column. The detail for this was provided in paragraph 3.2.6 on page 173. The Chairman asked for more detail to be provided regarding the rebate of £110k of bank fees on international payments. Action Stephen Howarth</p>		<p>The Committee received an email from Democratic Services on 8th January which provided the response that following a review by Barclays in relation to the processing of international payments, Cambridgeshire County Council (CCC) was identified as having been overcharged on some international payments. The Barclays Relationship Support Manager contacted our Treasury Management team to notify about them about the refund due. CCC makes international payments as part of routine treasury management.</p> <p>ACTION COMPLETED</p>
	<p>c) Page187 Appendix 1 Transfers between services throughout the year – an explanation was</p>		<p>The same email as above provided the following response:</p>

	<p>requested for the figure of -863 on the line titled 'Greater Cambridge Partnership budgets not reported in CCC budget' - as this was the only figure showing a minus against Corporate Services – Action - explanation to be provided by Stephen Howarth outside of the meeting.</p>		<p>This is a presentational adjustment rather than an actual transfer of budget- the £863k GCP budgets are not reported on in the Corporate Services Finance & Performance report so the IRPR Appendix 1 shows an adjustment in order for the directorate budgets to reconcile to the individual Finance & Performance reports.</p> <p>ACTION COMPLETED</p>
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