

Audit Committee – Action Plan

Agreed Action	Person Responsible	Target Date	Outcome / Progress
Update on the complaints process	Mark Haynes	November 2011	Verbal update June 2011 & report for fuller picture November 2011
Reports be submitted to future meetings of the Audit Committee: <ul style="list-style-type: none"> • Climate Change • Update report on CSC (complaints) • ICT detailed plan and progress 	Lucy Pledge	November 2011	Ensure that follow up reports as required by the Committee are submitted by responsible officers
Update on Adult Services Financial Management	Terry Hawkins	July 2011	Current status following meeting in April 2011
Obtain Section 151 view on materiality and/or significance on new responsibilities re flooding and concessionary fares and if they should be included in the Annual Gov. Statement	David Forbes	June 2011	Completed – verbal update given
Some questions raised around compromise agreements paper.	Martin Purnell	June 2011	

Completed Actions			
Putting People First Update – update on ICT risks and transformation programme	Peter Gittins & Peter Duxbury	Sept 2010	In work plan
		Dec 2010	
Update on Gainsborough Learning Disability Service following the January 2011 staff meeting.	Peter Gittins	31 st January 2011	Production of a briefing paper for the Committee
Update on outstanding recommendations from the 13 th December Audit Committee report	Lucy Pledge	31 st January	Production of a briefing paper for the Committee

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		2011	
Update from Children's Services on the criminal injury compensation claims report.	Janice Spencer	31 st January 2011	Production of a briefing paper for the Committee
Obtain Section 151 view on materiality and/or significance on new responsibilities re flooding and concessionary fares and if they should be included in the Annual Gov. Statement	David Forbes	June 2011	Completed – verbal update given
Escalate Adult Social Care to Executive.	Lucy Pledge	26 June 2011	Follow up audit undertaken – draft report due for Executive 7 th June 2011

Audit Committee – Work Plan

Appendix B

26 th September 2011	31 st October 2011	14 th November 2011	19 th December 2011	
1. Internal Audit progress report against 2011/12 plan	1. External Audit – Governance Report	1. Progress report on strategic risk management	1. Internal Audit progress report against 2011/12 plan	
2. progress on the Counter Fraud Plan	2. Financial Statements - Approval	2. Adult Social Care – update by Executive Director	2. Councils Assurance Arrangements - 'Assurance Map' for the Council	
3. Analysis of outstanding high recommendations	3. Closure of Accounts – Lessons Learned and action plan	3. Update on the Programme Centre	3. Risk Appetite and update of Strategic Risk Register	
4. Whistle blowing Annual Report 2010/11		4. Revised work plan up to July 2012.	4. Outcome of 'Peer Challenge'	
5. Progress report on strategic risk management Moved to 14th November 2011			5. External Audit – Annual Audit Letter & Progress report	
6. Financial Statements Approval			6. Future of Public Audit	
7. External Audit Governance Report			7. Business Continuity Management - update	

Audit Committee – Work Plan**Appendix B**

26th September 2011	31st October 2011	14th November 2011	19th December 2011	
8. Audit Committee work plan			8. Work Plan	
9. Regulation of Investigatory Powers Act (RIPA)				
10. Annual Governance Statement				
11. ICT Disaster recover detailed plan and progress				