

AUDIT COMMITTEE ACTION LOG

Date	Action to be Taken	Responsibility	Action Taken	In Progress	Complete
23.10.18	Include Food Hygiene Inspections re-visits on Regulatory Services Operation Risk Register	Audit Manager/Head of Regulatory Services	24.10.18: Reg Services Operational Risk Register updated to include Food Hygiene Inspections Re-Visits.		Yes Nov 18
23.10.18	Prepare Fraud Strategy	Audit Manager	Draft Strategy completed, now with Head of Corporate Services. 12.2.19.	Feb 19	
23.10.18	Include article on Hart stance on Anti-Fraud in Hart News. Target Date; Next issue (June 19)	Audit Manager			
23.10.18	Confirm arrangements for dual sign off for supplier payments	Audit Manager	Email sent to the Committee confirming process on 24.10.18.		Yes Oct 18
23.10.18	Audit Manager to follow up the 3 recommendations made in the Procurement Review that had a target date for action as immediate	Audit Manager	Further sample of procurement transactions tested which confirmed 2 of the 3 recommendations were considered to be complete. The outstanding issue was in relation to obtaining quotes. Escalation made to the appropriate Head of Service to ensure compliance for future procurements.		Yes Jan 19

23.10.18	Update the Committee when reviews of Financial Regulations and Contract Standing Orders have been completed. Target Date July 2019	Head of Corporate Services			
23.10.18	The Committee asked that that the risk highlighted by Ernst & Young relating to IFRS 16 is noted on the Operational Risk Register.	Audit Manager/Head of Corporate Services	24.10.18: Risk added to Corporate Services Operational Risk Register (Finance Workstream).		Yes Oct 18
23.10.18	Chair of the Committee would discuss with the Chair of Overview and Scrutiny regarding the visibility of meeting notes taken at Service Boards.	Chair of Audit Committee	Discussed with Chair of O&S and subsequently with Joint Chief Exec (DP) Satisfied with current arrangements.		Yes Feb 19
23.10.18	Chair of the Committee to ask the Joint Chief Executives to comment on how effective the ownership and monitoring of Operational Risk Registers is at Head of Service level.	Chair of Audit Committee	Email sent by Chair 24.10.18. Issue raised with Joint Chief Executive (PH) and Audit Manager. Satisfied with current arrangement but Audit Manager will continue to push for Heads of Service to be more pro-active.		Yes Oct 18
1.2.19	Consider the use of Action Logs for all committees. This is to be kept separately from the formal minutes and used at each meeting to enable councillors to monitor progress or developments.	Chair of Audit Committee	Considered by both Joint Chief Executives and Chair of O&S. It is felt that existing arrangements of using minutes as a record of actions to be taken is sufficient.		Feb 19