

**Audit Committee
Work Programme**

Meeting Date – Thursday 5 October 2017, 10am (Report deadline Friday 22 September 2017) 130 minutes				
Item	Lead Officer	Position	Comments	Proposed time to be allocated on the agenda
Review of Internal Audit and Findings of Peer Review	Tom Powell	Head of Audit and Risk	To include development and proposals, and confirmation of planned arrangements for recommendation monitoring, classification of audit risk/priority and formats for reporting to Audit Committee.	30
Internal Audit Assurance Report	Tom Powell	Head of Audit and Risk		20
Outstanding Audit Recommendations Update	Tom Powell	Head of Audit and Risk	To provide the Committee with an update on the implementation of internal audit recommendations for each Directorate.	15
ICT Disaster Recovery Planning	Bob Brown	Chief Information Officer	Update report following consideration of this item at the meeting of 6 October 2016. See minute ref AC/16/36.	30
Delivery of Budget Savings	Carol Culley	City Treasurer		30
Work Programme and Recommendations Monitor	Beth Morgan	Governance Officer		5

Monitoring Previous Recommendations

This section of the report contains recommendations made by the Committee and responses to them indicating whether the recommendation will be implemented, and if it will be, how this will be done.

Date	Item	Recommendation	Response	Contact Officer
26 January 2017	AC/17/03 Internal Audit Progress Report 2016/17	The Committee recommended that the revised reporting mechanism shall be reported to the Audit Committee.	A response to this recommendation has been requested and will be reported back to the Committee.	Carol Culley City Treasurer
6 March 2017	AC/17/19 Internal and External Recommendations	<p>To agree that the finalised Internal Audit reports and recommendations are to be shared by Internal Audit with the relevant Executive Member as well as the Strategic Director.</p> <p>To agree that the relevant Executive Member should be informed by Internal Audit at the six month stage of any outstanding recommendations.</p> <p>To agree that the relevant Executive Member and Strategic Director shall attend the Audit Committee to explain why any recommendation remains outstanding after nine months.</p>	See minutes 23 June 2017	
23 June 2017	AC/17/24	To request the process is changed so that a list of recommendations that were overdue more than 6 months but less	See report Item 9. Completed	

	<p>Internal and External Audit Recommendations.</p> <p>(Updated)</p>	<p>than 9 months should be brought to the committee going forward.</p> <p>To receive a report on recommendations overdue more than 9 months to include detail of the action taken in the period they became overdue more than 6 months.</p>		
<p>23 June 2017</p>	<p>AC/17/25 Internal Audit Annual Assurance Report 2016/17</p>	<p>To receive a detailed report on the Peer Review conducted by Liverpool City Council and the response of Manchester City Council Internal Audit.</p> <p>To receive a report from the relevant Executive Member and Director about the recommendations and actions taken to improve contract management and governance.</p> <p>To receive a report on the recommendations of Internal Audit to improve the Council's contract creation and formalisation processes.</p> <p>To recommend that the language used in reports accurately reflects the level of oversight that the Audit Committee has.</p> <p>To recommend as standard that the report contains a trend analysis of identified issues.</p>		

23 June 2017	AC/17/26 Draft Annual Governance Statement 2016/17	To recommend that the Annual Governance Statement includes more information on Corporate Complaints and a link to the Annual Corporate Complaints report.		
23 June 2017	AC/17/28 Partnership Governance Improvement: Manchester Safeguarding Children's Board	To recommend that the Chair of the Audit Committee write to the Independent Chair of Manchester Safeguarding Children and Adults Boards thanking her for the progress made to strengthen the governance of both Boards		
23 June 2017	AC/17/30 External Audit Update report.	To recommend that the City Treasurer provide members of the Committee with the LOBO Decision Notice when it is issued.		
27 June 2017	AC/17/37 Capital Outturn Report 2016/17.	To receive an update in the course of the normal reporting by internal audit to the Committee, on the governance of the ICT Capital Programme as part of the Capital Strategy monitoring to be carried out by Internal Audit.		

<p>27 June 2017</p>	<p>AC/17/38 Revenue Outturn Report 2016/17.</p>	<p>To recommend that the report on agency staff spend which will go to the HR sub-group include information on the costs of senior interim staff; impact of a failure and delays to recruitment of replacement staff on existing staff and the provision of services.</p>		
<p>27 June 2017</p>	<p>AC/17/39 Highways Improvement – Update Report.</p>	<p>To request a further report to be presented at the August meeting of the Audit Committee by the Strategic Director Highways, Transport and Engineering in person, containing comparative facts, figures and statistics, measurable targets and delivery dates including but not limited to the following areas.</p> <ul style="list-style-type: none"> • Governance, the Strategic Management Board and the Chief Executive's oversight; <ul style="list-style-type: none"> a. HR, including the management strategy for the directorate; senior recruitment; and development of internal delivery teams; • Finance, including but not limited to the repairs and maintenance budget, areas of overspend and plans for the expanded capital budget; <ul style="list-style-type: none"> a. Progress against the original internal audit recommendations 		

		<p>and those received in the subsequent monitoring report to include but not limited to contracting and inspection processes and gullies;</p> <p>To request a separate report from Internal Audit that reviews the recommendations made at the point of the no assurance opinion, and the progress made in the implementation of those recommendations and those subsequently made at the repeat visit.</p>		
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