

Action Plan- Work of Audit Committee- Part A- 27 July 2011

Ref No.	Date of Meeting	Item No.	Title of Report	Action Required	By Whom	Report to Committee (date)/ implemented
1.	18.11.10 10.2.11	9	Payment of Invoices	An update on the position will be given to Members every two months. Update provided on 10.2.11 and 26.5.11	Corporate Director, Resources	28.7.11
2.	6.1.11 10.2.11	14	Oracle Update	Written report be provided at the next meeting, and the Project Leader be invited to attend. Further updates to be provided as required	Corporate Director, Resources	TBA
3.	6.1.11	7	Annual Audit Letter	Quarterly update reports on Consolidated Action Plan to be presented to the Ctte on issues raised. Update provided on 26.5.11	Corporate Director, Resources	29.9.11
4.	6.1.11	8	Bank Account Reconciliation	Six monthly update reports be provided	Corporate Director, Resources	28.7.11
5.	6.1.11	6	Housing Benefit Inspection	Quarterly update reports on progress made in implementing recommendations Verbal Update provided on 26.5.11. Revs & Bens Manager to present next update	Revs & Bens Manager	29.9.11
6.	26.5.11	8	Final Accounts – Consolidated Action Plan Update	The establishment of a single asset register with asset valuations being carried out on a 12-month rolling basis. Quarterly update reports on progress made regarding single asset register and asset valuations. Gerald Derby be asked to attend future meeting	Gerald Darby	29.9.11
7.	30.6.11	3	Annual Internal Audit Report	Report about improvements to the Oracle system to reduce the risk of duplicate	Corporate Director, Resources	TBA

				payments being made required at a future meeting.		
8	30/6/11	3	Annual Audit Report	Report required on action being taken to prevent duplicate payments	Head of Finance	29/9/11
9	30/6/11	13	Interim Governance Report - Response	Action plan to be completed with timescales and reported to Committee	Corporate Director Resources	TBA