

Action Plan- Work of Audit Committee- Part A- 29 September 2011

Ref No.	Date of Meeting	Item No.	Title of Report	Action Required	By Whom	Report Committee (date)/ implemented to
1.	6.1.11 28.7.11	8	Bank Account Reconciliation	Six monthly update reports be provided	Corporate Director, Resources	5.1.12
2.	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 presented on 28.7.11.	Revs & Bens Manager	10.11.11
3.	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
4.	30.6.11	3	Annual Internal Audit Report	Report about improvements made to reduce the risk of duplicate payments being made required at a future meeting.	Head of Finance	TBA
5.	30/6/11	13	Interim Governance Report - Response	Action plan to be completed with timescales and reported to Committee	Corporate Director Resources	TBA