

# Audit Agenda



**Wednesday 24 July 2024 at 7.30 pm**

**Conference Room 2 - The Forum**

The Councillors listed below are requested to attend the above meeting, on the day and at the time and place stated, to consider the business set out in this agenda.

#### Membership

Councillor Birnie  
Councillor Douris  
Councillor Elliot

Councillor S Hobson  
Councillor Reynolds (Vice-Chair)  
Councillor Stewart (Chair)

For further information, please contact Corporate and Democratic Support on 01442 228209

## **AGENDA**

### **9. PRE-MEETING QUESTIONS AND RESPONSES (Pages 2 - 3)**

## AUDIT COMMITTEE

### QUESTIONS TABLE – WEDNESDAY 24 JULY

**Report Title:** STATEMENT OF INTERNAL CONTROL ASSURANCE (SICA) REPORT

Page and Paragraph Number	Question	Responsible Officer	Response
Page 24	Has all mandatory training been carried for the three staff members identified?	Ricky Lang	Mandatory training checks take place monthly. I can confirm that all members of the team have completed their asbestos awareness training.
Page 26  Page 2	Can the RAMS be included as a mandatory requirement before agreement to start work is made?	Ricky Lang  Dan Thurlow	<p>All Safe Homes works have project specific RAMS in place and work will not commence until we are in receipt of these.</p> <p>I suspect we follow a similar process as to what the Safe Homes Team follow, we just use FFT to help us monitor this.</p> <p>At the start of the year all F10's are completed. We have an overarching Construction Phase Plan (CPP) and Pre-Construction Information (PCI) and then complete site specific assessments as needed.</p> <p>Cardo submit RAMS, which FFT review and will provide challenge where needed.</p> <p>We have a monthly meeting. Cardo submit information for the previous month, which we then discuss. We also have an improvement plan.</p> <p>We have another third party audit the CDM set up, to provide further assurance.</p> <p>I suspect our process is similar to other parts of DBC. The benefit of FFT is that they provide expertise, which we use to keep improving how we work.</p> <p>All of the documentation is saved on Cardo's stem and on a DBC Teams channel.</p> <p>An operative would not go on site if RAMS were not in place- this is a legal requirement under CDM regulations.</p>

## AUDIT COMMITTEE

Page 29	What does Cross Reference to MAP mean?	Philip Lazenby	<p>MAP is Management Action Plan. The Numbers on P29 (and similar) are the recommendation numbers of the findings (in the Management Action Plan) on P24 to P27. P29 is really just a breakdown of which findings relate to Governance, Risk or Compliance. A Root Cause Analysis.</p>
Page 3	Page 36	Do we have a central register of qualified drivers?	David Golding
		How do we check that only qualified drivers are allowed to take keys for the vehicles?	

**Report Title:** DRAFT INTERNAL AUDIT ANNUAL REPORT 2023/24

Page and Paragraph Number	Question	Responsible Officer	Response

**Report Title:** STRATEGIC RISK UPDATE

Page and Paragraph Number	Question	Responsible Officer	Response