

Audit Committee Action Points – September

Date of meeting	Action point	Responsible officer	Date action completed	Response
20/09/23	<u>Item 3: Minutes & Actions</u> Cllr Birnie noted an error on page 12, paragraph 7, where 'councillors auditors' should read 'councils auditors'.	T Angel	21/09/23	Previous minutes amended and sent to the Chair for approval.
20/09/23	<u>Item 5: SICA Report</u> ICT service to confirm email whether leaver accounts are disabled the day after leaving the council.	Y Salvin	10/10/23	<p>Accounts are disabled on the day of leaving,</p> <p>We receive an email notification from the line manager or iTrent (preferably both) a Service Request is then logged in the ticketing system and actioned on the appropriate date.</p> <p>The account is first disabled and then deleted after 5 working days unless we are requested that it should be retained for a longer period by the line manager.</p> <p>We also receive an automated report each month detailing accounts that have not logged on for more than 90 days with each entry being investigated by the Service Desk. This picks up any leavers that we may have not been notified of.</p>
20/09/23	<u>Item 5: SICA Report</u> T Angel to forward a copy of the report from the previous committee meeting regarding cyber-attacks to Cllr Guest.	T Angel	10/10/23	Information sent to Cllr Guest as requested.

20/09/23	<u>Item 5: SICA Report</u> P Lazenby to provide committee members with a consolidated list of actions completed and outstanding from audits in the current financial year.	P Lazenby	14/11/23	The November Statement of Internal Control report has been updated for this information. A similar update will be provided as part of each future SICA.
20/09/23	<u>Item 5: SICA Report</u> F Jump/Housing service to circulate a copy of risks identified in relation to housing repairs and maintenance.	F Jump	Outstanding	A list of identified risks will be circulated to Members.
20/09/23	<u>Item 11: AOB</u> N Howcutt to raise the Chair's question regarding business case production with C Silva Donayre.	N Howcutt	-	C Silva Donayre confirmed arrangements had been made for B Hosier to meet with the Chair. T Angel 19/10/23.