

Audit and Governance Committee Action Log

Purpose: The action log records actions recorded in the minutes of Audit and Governance Committee meetings and provides an update on officer responses.

Minutes of the meeting 9 June 2023

Minute	Report title	Lead officer	Action	Response	Status
3.7	Co-Option of Independent Member	Edwina Adefehinti	Officers to bring a report back to the July meeting with the Constitution amendments required for co-opting an Independent Member.	Added to the agenda for July's meeting	CLOSED
5.3	Minutes	Anne Gardiner	Governance team would create a means to track recommendations and record where they go to be reported back to the Committee.		OPEN
6.5	Single Assurance Framework	Jodie Townsend	SAF to be brought back to the September meeting including best practice examples from other CA's on how they report back on the operation of their SAF	Added to the work programme for September's meeting	CLOSED
11.5	Procurement review	Nick Bell	Update on the implementation of the recommendations from the procurement review to be brought to the September meeting & officers to provide the rationale for model chosen in the report brought to Committee.	Added to the work programme for September	CLOSED
7.4	Shareholder Board Update	Edwina Adefehinti	Committee requested that an annual report which would outline the activities of the shareholder board including background information of each of the Combined Authority companies be added to the agenda for March.	Added to the work programme for March	CLOSED
7.4	Shareholder Board Update	Robert Fox	Requested that the Company Secretary notify all members of A&G when the Shareholder Board meeting takes place	A&G members have been added to the distribution list for the Shareholder Board and will receive all meeting invites.	CLOSED
8.4	Improvement Plan Update	Nick Bell	An audit of the A&G Committees across the CA's to see ways in which other CA's deal with issue of membership		OPEN

			and stability – either a workshop be arranged or paper brought to Committee.		
8.4	Improvement Plan Update	Anne Gardiner	Request that External Auditor be invited to the July meeting for the Improvement Item	Invite sent to External Auditor	OPEN
8.4	Improvement Plan Update	Angela Probert	Results from staff survey be provided at the next meeting.	Included in July report	CLOSED
9.5	Corporate Performance Report	Anne Gardiner/Jules lent	A&G Committee to be invited to KPI training session in July.	Members invited to training session on the 13 th July	CLOSED
9.5	Corporate Performance Report	Jules lent	Report to come to November to review how process is going with the new Performance Framework.	Added to the work programme for November	CLOSED
14.4	Internal Audit – Progress Report	Nick Bell	Officers to provide the recommendation tracker in their next report.		OPEN
15.4	Internal Audit – Plan 23/24	RSM	Committee to review the Internal Audit 23/24 Plan in September to check progress as part of the progress report.	Added to work programme for September.	CLOSED
17.3	Work Programme	Anne Gardiner	Private session on Cyber Security to added to development programme.	Added to development programme for December	OPEN
17.3	Work Programme	Anne Gardiner	Risk Appetite Training provided to member in March to be circulated to new members.		OPEN
17.3	Work Programme	Anne Gardiner	Record to be kept on how many members attend the development sessions for inclusion with the annual report.		OPEN
17.3	Work Programme	Chris Bolton	The deferred Corporate Risk Register item be added to the July meeting agenda.	Added to agenda for July's meeting	CLOSED