

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 29 July 2022

Minute	Report title	Lead officer	Action	Response	Status
Item 4	Improvement Framework Including Review of Governance	John Pye, Chair	The Committee to reflect on its role and seek improvements on how information is received and how the behaviour of members is overseen as part of a 'lessons learned' agenda item for the December meeting.	This has been added to the workplan as an agenda item	Open
Item 5	Corporate Risk Register	Chris Bolton	Before the next quarterly report on the risk register, the Head of Programme Management would circulate to the Committee a revised report format reflecting the comments made by Members. This would include: <ul style="list-style-type: none"> • the future viability of the CA as an overarching risk • the direction of travel for the risk, • prioritisation of the top 4 or 5 risks • a narrative to expand on the issues 	Update item included on the September meeting agenda	Closed
Item 7	Internal Audit Annual Report	Daniel Harris	That a comment regarding the incidence and significance of a negative opinion in the sector be included in the auditors' final report.	Scheduled for the December meeting	Open
Item 8	Internal Audit Plan 2022-23	Daniel Harris	That the Committee reviews progress against the Plan at their September meeting and encourages management to take a realistic view of what they can deliver.	Progress report included on the September meeting agenda	Closed
Item 9	CPCA Local Authority Trading Companies	Rob Fox	i. Governance officers to map out both current arrangements and best practice for the governance	Progress report included on the September meeting agenda	Closed

			<p>arrangements of trading companies and report back to the Committee at their next meeting.</p> <p>ii. The Internal Audit Report on the governance of the CA's subsidiary companies to be presented to the Committee at their next meeting on 30 September 2022.</p>		
Item 11	Work Programme	Jo Morley	<p>That the following items be added to the agenda for the meeting of the Committee on 30 September 2022:</p> <p>i. Management view of progress and expected delivery against the Internal Audit Plan</p> <p>ii. Internal Audit Report on the governance of the CA's subsidiary companies</p> <p>Mapping exercise of current and best practice governance arrangements of the CA's subsidiary companies</p>	Items included on the September meeting agenda	Closed

Minutes of the meeting 30 June 2022

Minute	Report title	Lead officer	Action	Response	Status
Item 5 Action 1	Engagement with DLUHC on External Auditors' value for money risk letter	Jon Alsop / John Pye, Chair	Given the unusual circumstances, and in addition to the formal reporting by officers, the Chair would write to provide CA Board members with some direct feedback on the A&G's conclusions.	Letter sent 14/07	Closed
Item 5 Action 2	As above	Jon Alsop	That an officer from DHLUC be invited to attend the next meeting of the Committee to give their assessment of the situation and views on the way forward.	Invite extended – awaiting response	Closed
Item 5 Action 2	As above	Jon Alsop/ Anne Gardiner	An item on 'lessons learned' from the External Auditor's intervention be added to the Committee's work plan for consideration in early 2023.	Scheduled for January	Closed
Item 6 Action 1	Member Officer Protocol	Jodie Townsend	The Committee would review the Member Officer Protocol in six months' time and annually thereafter.	Scheduled for January	Closed

Minutes of the meeting 11 March 2022

Minute	Report title	Lead officer	Action	Response	Status
6.9	Internal Audit Progress Report	Rob Parkin	The Monitoring Officer to update the Committee on the progress of the externally commissioned work being carried out on HR Policies	Scheduled for July	Open
11.7	Terms of Reference – Climate Change Working Group	Adrian Cannard /Anne Gardiner	That a further update report be scheduled for six months' time.	Scheduled for December	Closed
12.7	Financial Strategies	Robert Emery / Anne Gardiner	That a development session on Financial Strategies be arranged for the Committee at the beginning of the next municipal year.	To be arranged	Open
14.5	Draft Annual Report	Anne Gardiner	That the Committee reviews its work in six months' time to reflect on its integration with the CPCA.	Scheduled for December	Open

Minutes of the meeting 28th January 2022

Minute	Report title	Lead officer	Action	Response	Status
2.2	Chair's Announcements	Chris Bolton/Anne Gardiner	Committee requested that they receive a further development session on project management which would report on value for money, provide hard numbers and qualitative aspects for the members to consider.	To be arranged prior to December's meeting	Open