

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 7th July 2023

Minute	Report title	Lead officer	Action	Response	Status
4.4	Improvement Framework Report	Angela Probert	RAG rating report to be circulated to the Committee once it had been published as part of the CA Board papers.	Report circulated	CLOSED
4.4	Improvement Framework Report	Nick Bell	Report detailing how CIVIL values had been embedded within the organisation as part of the appraisal and recruitment process be brought back to September's meeting with particular emphasis on members' behaviour.	Added to work programme for September	CLOSED
5.4	Corporate Risk Register	Nick Bell	The Committee requested that two deep dives be provided at the next meeting with the responsible officers in attendance to explain operational process issues including risk appetite.	Added to work programme for September	CLOSED
5.4	Corporate Risk Register	Chris Bolton	A report on the progression of the roll out of the risk training be brought to the September meeting.	Added to work programme for September	CLOSED
6.4	Internal Audit Action Tracker	Nathan Bunting/Anne Gardiner	The Internal Action Tracker be reported to the Committee annually starting in January.	Added to the work programme for January	CLOSED
9.4	Draft Accounts	Anne Gardiner/Nick Bell	Development session on how to scrutinise the accounts effectively be arranged with the External Auditor.	Development Session scheduled for February.	CLOSED
10.4	Member Officer Protocol	Edwina Adefehinti/Nick Bell	Report providing the context and background around the protocol be added to the work programme for September.	Added to work programme for September	CLOSED

11.4	Co-Option of Independent Members	Edwina Adefehinti	After Action – The paper intended for the July CA Board was withdrawn after discussion between the Chair, the Executive Director for Resource & Performance, and the Monitoring Officer, and off line agreement of the Committee. Two separate papers will be brought to the September Meeting addressing a co-opted Independent councillor and an Independent Person.	Added to work programme for September	CLOSED
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Minutes of the meeting 9 June 2023

Minute	Report title	Lead officer	Action	Response	Status
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
14.4	Internal Audit – Progress Report	Nick Bell	Officers to provide the recommendation tracker in their next report.		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