

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 27 January 2023

| Minute | Report title | Lead officer | Action | Response | Status |
|--------|--------------------------------|----------------|---|---|--------|
| 4. | Improvement Framework | Angela Probert | 1. Governance officers to map the extent to which the Committee's recommendations to the CA Board had been accepted and any further outcomes arising from them. This then to be included in the Committee's Annual Report | Included in the draft annual report presented to the Committee at their meeting on 24.03.23 | Closed |
| 5. | Internal Audit Progress Report | Daniel Harris | 1. Finance officers to bring a paper to the next meeting of the Committee outlining the information that goes to PARC, and to include the internal audit action tracker. | On the agenda for the meeting on 24.03.23 | Closed |
| | | | 2. Internal Audit to provide an update for the Committee at their March meeting on the progress of their final year opinion. | Verbal update to be given at the meeting on 24.03.23 | Closed |
| 6. | External Audit Plan | Jacob McHugh | 1. Officers to report back to the next meeting of the Committee on the remit of the newly formed Shareholder Board regarding the monitoring and managerial oversight of other investments made by the CA. | Verbal update to be given at the meeting on 24.03.23 | Closed |
| | | | 2. A verbal update to be given at the Committee's next meeting detailing the membership of the shareholder board and when they would be meeting. | Verbal update to be given at the meeting on 24.03.23 | Closed |
| | | | 3. Finance officers to provide for the Committee a brief insight into the challenges for a small finance team | Verbal update to be given at the meeting on 24.03.23 | Closed |

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| | | | and what the business continuity arrangements were. | | |
| 8. | Review of Corporate Risk Register and Risk Register Improvements | Chris Bolton | 1. The Risk Register to be presented to the Committee on a quarterly basis. | Added to the work programme for next year. | Closed |
| 9. | Code of Conduct, Social Media and Monitoring Officer Protocols | Edwina Adefehinti | 1. The use of the word 'Member' in the Protocols to be examined so that it was clear who it was referring to; for example, a Councillor or a CA Board Member. 2. An annual report giving a summation of Code of Conduct complaints received, to be included on the Committee's work plan | Noted Added to the work programme for next year. | Closed Closed |