

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 26th January 2024

Minute	Report title	Lead officer	Action	Response	Status
4.4	Improvement Plan	Angela Probert	Further detail on the progress of the culture of the CA Board be included in the next update.	To be brought to the March meeting	CLOSED
5.4	Corporate Risk Register	Chris Bolton	A list of deep dives for the Committee to consider going forward to be brought to the next Committee meeting.	Report to be brought to the Committee with options in June	OPEN
6.4	Internal Audit Tracker	Nathan Bunting/Anne Gardiner	Internal Audit Tracker to be added to the work programme for an annual report in January going forward.	Added to the work programme	CLOSED
13.4	Annual Review of Committee	Nick Bell/Anne Gardiner	The Annual review of Committee Arrangements be added to the work programme.	Added to the work programme	CLOSED
15.4	Work Programme	Anne Gardiner	Draft work programme for the 24/25 municipal year be provided at the next meeting including development session dates and suggested topics.	Draft work programme for 24/25 to be brought to March meeting	CLOSED

Minutes of the meeting 17th November 2023

Minute	Report title	Lead officer	Action	Response	Status
5.4	Corporate Risk Register	Chris Bolton	Recommend to the CA Board that they should review the Corporate Risk register at least once a year.	To be added to the CA Board forward plan for March 2024.	CLOSED
6.2	External Audit	Robert Emery	Further information on exit payments would be brought to the January meeting	Information included in the annual accounts in January	CLOSED
8.2	Internal Audit	Anne Gardiner/ Dan Harris	To be included in the A&G Annual report the Committee state their support that the CA would commit to continuous improvement going forward after the Best Value Notice had been lifted, and that the Internal Auditors should pick up elements of that	Statement added to the annual report to reflect this.	CLOSED

			continuous progress of improvement as part of their audit plan for 2024/25		
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