

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 8th September 2023

Minute	Report title	Lead officer	Action	Response	Status
4.4	Improvement Framework Report	Jules Ient/Kate McFarlane	Performance Management Framework be added to the work programme for November.	Report to be brought to the A&G Committee in January	CLOSED
6.4	Risk Management Framework and Risk Deep Dive	Chris Bolton	Risk register report in November include a proposal for how often the register should be reviewed going forward based on best practice.	To be included in the report being brought to the November meeting.	CLOSED
11.4	Review of Mayoral Combined Authority Audit & Governance Committee Arrangements	Anne Gardiner/Nick Bell	Governance Manager to create and circulate questionnaire to members	Questionnaire circulated on the 12 th September	CLOSED
11.4		Anne Gardiner/Nick Bell	Workshop to be arranged before the November meeting to discuss the feedback received.	Workshop arranged for the 31 st October via Teams.	CLOSED

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.	Recommendation tracker to be brought to the November meeting under the work programme item.	CLOSED
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.	Appetite training circulated to members on the 3 rd October.	CLOSED
17.3	Work Programme	Anne Gardiner	Record to be kept on how many members attend the development sessions for inclusion with the annual report.	Record set up and will be used going forward	CLOSED