

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 2 December 2022

Minute	Report title	Lead officer	Action	Response	Status
4.	Work Programme	Jodie Townsend	1. That the Internal Annual Report for 2021/22 be added to the agenda for the meeting on 27 January. 2. That the Internal Audit Strategy for 2023/24 be added to the agenda for the meeting on 31 March 3. Officers to canvass the Committee for dates for the Hearing Panels training. 4. That development sessions be booked in advance and if possible at the same time as the meeting dates.	This item has been added This item has been added Training took place on 13.01.23 Noted	Closed Closed Closed Closed
5.	Improvement Plan	Angela Probert	1. That the membership of the Independent Improvement Board (IIB) be circulated to Members	Circulated to members on 2.12.22	Closed
7.	Financial Strategies	Rob Emery	1. The Governance officer to circulate to Members the draft Financial Strategy documents with track changes showing. 2. A short note confirming the CA's outstanding loans and when they were due to be paid back to be sent to Members	Circulated to Members on 3.12.22 Circulated to Members on 18.01.23	Closed Closed
9.	Draft Accounts and Annual Governance Statement	Jon Alsop	1. Officers to bring back to the Committee a breakdown of costs relating to staffing figures and why they had gone up from 2020-21 to 2021-22.	Note circulated to Members on 19.01.23	Closed
10.	Internal Audit Progress Report	Daniel Harris	1. A list and summary of any actions that were overdue to be included with Internal Audit's follow up review	Noted	Closed

			2. Officers to be encouraged to give realistic timelines for completing audit review actions, which could be met.	Noted	Closed
			3. A post year commentary to be included in the final version of the Internal Audit Annual Report which would be represented to the Committee at its meeting on 27 January 2023	Included	Closed