

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 24 March 2023

Minute	Report title	Lead officer	Action	Response	Status
3.3	Minutes	Edwina Adefehinti	Committee requested that the Chair of the Shareholder Board be invited to attend the next Committee meeting to provide a further update.	Chair scheduled to attend June meeting	Closed
3.4	Minutes	Nick Bell	Executive Director for Performance and Resources would provide a further update on the Finance team's resilience to the July meeting.	Scheduled for the July meeting	Closed
4.4	Improvement Plan	Nick Bell	Recommendations and the action plan from the procurement review would be brought back to the committee.	Scheduled for the July meeting	Closed
5.4	Internal Audit Action Tracker and Information reported to PARC	Anne Gardiner/Chris Bolton	Internal Audit Action Tracker and Information reported to PARC be added to the work programme on a quarterly basis.	Added to work programme	Closed
6.3	Information Governance Report	Anne Gardiner/Susan Hall	The Information Governance Update be added to the work programme annually.	Added to work programme	Closed
7.4	Revisions to the CPCA Constitution – Financial Regulations	Edwina Adefehinti/Anne Gardiner	The Committee requested that an update on whether the Audit and Governance Committee's recommendations in relation to the Constitution had been accepted by the CA Board and adopted into the constitution.	Verbal update to be provided at the June meeting	Closed

8.4	Internal Audit Progress Report	Nick Fanning/Dan Harris	The Committee requested that an introductory narrative on how the audits relate to the improvement plan be included going forward to provide further context.		Closed
11.3	Work Programme	Anne Gardiner	<ol style="list-style-type: none"> 1. To schedule a meeting between the Committee and the Internal and External Auditors to meet privately. 2. CIPFA document to be circulated to all new members of the Committee. 	<p>Meeting scheduled for after the September meeting.</p> <p>CIPFA document circulated.</p>	Closed

Minutes of the meeting 27 January 2023

Minute	Report Title	Lead Officer	Action	Response	Status
6.	External Audit	Edwina Adefehinti	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.	Update to be provided at the June meeting	Closed