



## 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 25<sup>th</sup> June 2021

Minute	Report title	Lead officer	Action	Response	Status
6.2	Internal Audit Progress Report	Daniel Harris (RSM)	Internal Auditors to include the current work programme in all reports.		Open
7.4	Draft Statement of Accounts and AGS 2021	Jon Alsop	Officers to check if further notes on the exit packages in 2019/20 which were restated could be added.	Note added to the table in question	Closed
7.4	Draft Statement of Accounts and AGS 2021	Jon Alsop	Officers agreed to check what the increase in governance costs from £17k to £49k were.	Will update the Board at the meeting.	Open
7.5	Draft Statement of Accounts and AGS 2021	Jon Alsop	Officers to refer to guidance on whether there could be further information disclosed regarding grants to third parties.	A column has been added to this note disclosing the purpose of payments to related parties	Closed
7.3	Draft Statement of Accounts and AGS 2021	Jon Alsop/Rob Emery	Report to come to Committee in six months (November) with an update on what guidance had been received from government on how to simplify accounts.	Added to the work programme	Closed

7.10	Draft Statement of Accounts and AGS 2021	Jon Alsop/Rob Parkin	Governance of the Trading Companies should be included in the AGS – either what is being done or what will be done.	AGS updated to make greater reference to current situation with the Trading companies and planned work in light of the CIPFA guidance due to be published in the Autumn.	Closed
7.10	Draft Statement of Accounts and AGS 2021	Jon Alsop/Rob Parkin	Include in the AGS what progress has been made in regard to the commitment to delivery of the doubling of GVA in 25 years as part of the Devolution Deal	AGS updated to reflect that outcomes in terms of GVA are still not established as the independent data set for GVA had only been published for	Closed
7.10	Draft Statement of Accounts and AGS 2021	Jon Alsop/Rob Parkin	Any changes to the Accounts and AGS to be marked up to show changes.	This will be done in the report to the Committee	Closed
7.10	Draft Statement of Accounts and AGS 2021	Jon Alsop/Rob Parkin	Statements within the Monitoring and Evaluating Framework to be made clearer on where projects are in their delivery.	The AGS has been updated to be clearer on this point	Closed
7.10	Draft Statement of Accounts and AGS 2021	Jon Alsop/Rob Parkin	Reconsider the wording which describes the CPCA as a Strategic and Commissioning body as now operational powers.	These have been updated, the overall point is still valid as passenger transport services are only one area of the CA's remit with the others being delivered as a commissioning organisation.	Closed
8.7	Treasury Outturn Report	Rob Emery	Breakdown summary of slippage requests to be provided to the committee.	Apologies to the committee, this will be provided ahead of the meeting.	Open
9.3	Adult Education Budget	Janet Warren	Update to come to November meeting.	Added to the Work Programme	Closed
10.5	Climate Change Commission	Adrian Cannard	Terms of reference for the Climate Change Working group to be brought to the committee for consideration and to request that the working group advise how flooding considerations	Report to come to November or January meeting	

			will be included within the recommendations of the group.		
11.4	Risk Register	Rob Parkin	Update on the embedding of the Risk strategy and work with RSM to be included in the next report.	Included in current report	Closed
11.5	Risk Register	Rob Parkin/Anne Gardiner	Meeting with Chair and MO to discuss alignment of risk register with A&G work programme	The Chair and MO have met and a report with options for the committee to consider is being brought to July's meeting.	Closed
11.5	Risk Register	Rob Parkin/Anne Gardiner	Risk register to be considered as part of the work being done with the O&S Committee to review their working arrangements.	This has been discussed with CfGS and will be discussed with the O&S Chair.	Closed
13.1	Work Programme	Anne Gardiner	Development Session to be added to March meeting for Committee to carry out self assessment review.	Development Session added to the work programme.	Closed
13.2	Work Programme	Anne Gardiner/Rob Parkin	Briefing note on the background of the Trading Companies to be provided to members before the training session in September		Open

Minutes of the meeting on 6<sup>th</sup> April 2021

Minute	Report title	Lead officer	Action	Response	Status
4.3	Combined Authority Update	Rochelle Tapping	Business Board Chair to be invited to meet with committee once the Business Board had discussed the recommendation on amending the presumption of holding meetings in public.	The Business Board considered the recommendation from the Audit and Governance Committee at its meeting on 19 May 2021. Meeting to be arranged between Chair's to discuss outcome of CA Board discussion to report back to committee in September.	Open

### Minutes of the meeting on 5<sup>th</sup> March 2021

Minute	Report title	Lead officer	Action	Response	Status
4.4	Assurance Framework	Robert Parkin	A proposal outlining how the Combined Authority would address the oversight arrangements for Trading Companies going forward and demonstrate how these would be effective; drawing on real examples from Nottingham and Croydon Councils would be brought to the committee.	Report and Training Session on Trading Companies scheduled for September 2021	Open
5.4	Revision to Constitution – Housing Committee	Robert Parkin	Revision to Housing Committee remit to be included in annual review of constitution	Review of constitution to take place over August	Open
8.2	Information Governance Update	Rochelle Tapping	Officers to implement a process to enable experiences with ICT issues to be shared across the constituent councils of the Combined Authority	Verbal Update to come to the July meeting	Open

## Minutes of the Meeting on 2<sup>nd</sup> October 2020

Minute	Report title	Lead officer	Action	Response	Status
7.3	Combined Authority Update	Kim Sawyer	The Chief Executive to provide the Committee with regular updates on the working relationship between the Combined Authority and Greater Cambridge Partnership as part of the CAB updates	Ongoing	Open