

## 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 18<sup>th</sup> July 2024

Minute	Report title	Lead officer	Action	Response	Status
6.3	Corporate Risk Register	Chris Bolton/Nathan Bunting	That recommendations for the committee going forward should be more specific in relation to the deep dives to state the Committee carried out deep dive and note with satisfaction.	This will be added to the risk papers going forward from the September meeting.	CLOSED
6.3	Corporate Risk Register	Chris Bolton/Nathan Bunting	The next Corporate Risk report to include and make clear who looks at the what in relation to climate change risk.	Discussions regarding adding an additional Climate change risk regarding CPCA climate activities within our control are ongoing and will be added to the register in due course.	ONGOING
7.3	Internal Audit Action Tracker	Nathan Bunting	Report back to the committee at the next meeting whether or not the names of risk owners can be released.	Will be reported to the September meeting	CLOSED
7.3	Internal Audit Action Tracker	Nathan Bunting	For this item to come back in September with new approach and members to decide how often it is to be reviewed.	Report added to agenda for September	CLOSED
8.3	Draft Statement of Accounts and Annual Governance Statement 2023/24	Rob Emery	Officers to provide a view on the Committee making a recommendation to the CA Board to change their terms of reference to review not approve statements of accounts		ONGOING
8.3	Draft Statement of Accounts and Annual Governance	Rob Emery/Anne Gardiner	Local Governance code to be reviewed and added to the next meeting's agenda	Added to November agenda	CLOSED

	Statement 2023/24				
8.3	Draft Statement of Accounts and Annual Governance Statement 2023/24	Rob Emery/Anne Gardiner	CIPFA Guidance be circulated to the committee members by officers.	Circulated 16 <sup>th</sup> September	CLOSED
9.2	External Audit	EY/Anne Gardiner	Audit results report to come to the November meeting	Added to the work programme	CLOSED
10.2	Internal Audit	RSM	Committee members to meeting with the External and Internal Auditors, after the December meeting.	Meeting arranged and invites sent for after the November A&G meeting	CLOSED
11.3	Treasury Management Outturn Report	Ian Pantling/Rob Emery	Officers to check that Treasury Management training was scheduled for members in the current municipal year.	Treasury management Training scheduled for the 2 <sup>nd</sup> December with Arling Close.	CLOSED
12.3	Code of Conduct	Susan Hall	An update of complaints about officers be brought back to the committee at the end of this year.	Added to work programme	CLOSED
13.3	Work Programme	Anne Gardiner	Officers to check the scheduled deep dives against the work programme	Scheduled deep dives checked with PMO team and work programme updated.	CLOSED
13.3	Work Programme	Anne Gardiner	The work programme to be reviewed and amended to a one year out look rather than the coming municipal year.	Work programme amended.	CLOSED

#### Minutes of the meeting 20<sup>th</sup> June 2024

Minute	Report title	Lead officer	Action	Response	Status
5.2	Minutes	Robert Emery	The Assistant Director for Finance advised that a report would be circulated to members after the meeting to provide an update on the CPCA business continuity.	This will be included in the internal audit action tracker report brought to Septembers meeting	CLOSED
7.2	Improvement Plan	Robert Emery/Nathan Bunting	The Committee queried whether there was any data on how effective the controls were and officers advised they would look into this and provide to members.	Officers have identified a limited number of quantifiable metrics which could be reported on, including near misses and threats identified & blocked and are looking to expand this in collaboration with the IT managed service provider	CLOSED

9.2	Internal Audit – Progress Report	Anne Gardiner	They requested that the Mayor as the Chair for the Investment Committee be invited to a future A&G meeting.	Mayor attending the November meeting – added to work programme	CLOSED
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Minutes of the meeting 8<sup>th</sup> March 2024

Minute	Report title	Lead officer	Action	Response	Status
7.4	Internal Audit Progress report	Rob Emery/RSM	The team to bring some assurance on the current business continuity for the organisation to the June meeting which would include actions from the audit report.	This will be included in the internal audit action tracker report brought to Septembers meeting	CLOSED
10.4	Constitution Review – Code of Conduct	Edwina/Rob/RSM	Officer work with the internal auditors to review safeguarding as a possible addition to the internal audit plan and report back to the committee.	This will be kept under review in 2024/25 and will be considered for inclusion throughout the year	CLOSED