

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 March 2024

Minute	Report title	Lead officer	Action	Response	Status
4.4	External Audit	EY/Rob Emery	The Value for Money report for the 22/23 accounts would be added to the Committee's work programme for June.	Added to the work programme for June	CLOSED
5.4	Improvement Framework	Angela Probert	Officer to bring the outcomes from the next Improvement Group meeting to next meeting.	Outcomes to be included in report being brought to June meeting	CLOSED
5.4	Improvement Framework	Anne Gardiner/John Pye	Wording to be added to the A&G annual report to reflect the committee's view on the CA Board and the actions required following the Best Value Notice.	Wording added to the annual report.	CLOSED
5.4	Improvement Framework	Anne Gardiner/Angela Probert	The lead for the culture workstream be invited to the next meeting.	ED for Place & Connectivity invited to the June meeting	CLOSED
6.4	Corporate Risk Register	Judith Barker/Nathan Bunting	Lead officer for the culture workstream to include views on medium risks when reporting to the Committee in June.	This will be reported to the July meeting	OPEN
7.4	Internal Audit Progress Report	Anne Gardiner/John Pye	Include the Internal Auditors opinion in the Annual report noting whether it was a negative opinion for the third year.	Added into the Annual report	CLOSED
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.		OPEN
10.4	Constitution Review – Code of Conduct	Edwina Adefehinti	Report on whistleblowing and code of conduct process brought to the A&G meeting in December following the adoption of the model code of conduct.	Added to work programme	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	OPEN

10.4	Constitution Review – Code of Conduct	Edwina Adefehinti	Monitoring Officer to write to the CA Board on behalf of committee in agreement with the Chair on the Committees view on the sanctions available to the hearing panel.	To be taken to the July CA Board	OPEN
11.4	Shareholder Board	Edwina Adefehinti	Monitoring Officer to take a report to Board to suggest that A&G members could attend the Investment Committee as observers as had been the case with the Shareholder Board.	Report taken to the CA Board AGM	CLOSED
12.3	Annual Report	Anne Gardiner	That the annual reported should be amended as discussed earlier in the meeting and that officers do further work (detailed above) and circulate to the committee before it is submitted to the Board at its AGM in June.	Draft Annual report to be brought back to June meeting before being taken to the July CA Board.	CLOSED
13.4	Work programme	Anne Gardiner	Dates of meetings and proposed development dates be circulated to members.	Dates circulated	CLOSED

Minutes of the meeting 26th January 2024

Minute	Report title	Lead officer	Action	Response	Status
5.4	Corporate Risk Register	Chris Bolton	A list of deep dives for the Committee to consider going forward to be brought to the next Committee meeting.	Report to be brought to the Committee with options in June	CLOSED