

## 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 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.	Officers are working on this to report back to the Committee ahead of their next meeting.	OPEN
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 are working on this to report back to the Committee ahead of their next meeting.	OPEN
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 to be invited to the September meeting.	OPEN
11.2	Audit Reporting	Edwina Adefehinti	Receive regular audit reports on the recommendations from concluded audits on a quarterly basis starting at the July meeting.	Added to the July A&G meeting	CLOSED
12.2	Independent Persons	Edwina Adefehinti	Requested that a review of the Independent Persons roles be brought back to the Committee in September.	Added to the work programme	CLOSED
13.2	Performance Management Framework	Jules lent	Officers advised that the full implementation of the frame work could be reported back to the Committee in March 2025. The Committee requested that they receive a progress report on the implementation in December	Added to the work programme	CLOSED

Minutes of the meeting 8<sup>th</sup> March 2024

Minute	Report title	Lead officer	Action	Response	Status
--------	--------------	--------------	--------	----------	--------

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	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.	Officers are working on this to report back to the Committee ahead of their next meeting.	OPEN
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