

## Audit and Governance Committee - Action Log

Committee Date	Report Title	Action	Lead Officer	Update on Progress	Status
7 December 2023	Action Log – Costs of Member enquiries and complaints	Monitoring Officer to send a written response to the Committee.	Director of Governance and Compliance (Monitoring Officer)	Completed: response circulated to committee on 22 April 2024.	GREEN
	Work Programme	Officers to review and progress the proposals for the following items to be added to the Committee Work Programme: o Skills Audit	Head of Audit and Risk Management	Update: Skills Audit questionnaire prepared and due to be circulated to Committee prior to 30 May Committee Meeting.	AMBER
	External Audit Progress Report	Training Session to be organised for the Committee with Mazars in attendance to develop the Committee’s understanding of the role of the external auditors.	Head of Audit and Risk Management		RED
7 March 2024	Minutes of the previous meeting	Mr Ron Jones requested that the following be added to the action log, for further consideration:  - Good Practice Briefing Notes to be developed for the Committee to utilise. - How the committee could ‘self-assess’ following each meeting.	Head of Audit and Risk Management / Internal Audit Manager		RED

7 March 2024	Action Log Update	The committee requested that consideration be given to how more permanent and ongoing training materials could be provided for committee members to refer back to.	Internal Audit Manager / Head of Audit and Risk Management	Completed: training materials uploaded to Cllr Hub/the Learning Lounge.	GREEN
	External Audit Findings	The committee queried the progress of the B4B system since its introduction to the council, including assurance of the control measures in place. Members were particularly interested to know the income generated from schools. Officers committed to providing a written response. A written response from ICT colleagues was requested in relation to the control measures in place for those staff leaving the authority to ensure access to systems was removed promptly.	S151 Officer  ICT	Completed: detailed response circulated to committee on 17 May 2024.	GREEN
	Risk Management Update	SR12: Stakeholder expectation and communication. The committee requested a written response providing more detail on this risk. The committee agreed that this was an important risk to investigate further to ensure the council met the needs and expectations of stakeholders.	Internal Audit Manager	8/3/23: Corporate Policy Committee papers circulated to committee.	GREEN
	Internal Audit Plan	The committee requested that the Head of HR attend the next Audit and Governance Committee to provide a full briefing on the HR function and to allow the committee to identify	Democratic Services	18/3/24: Item added to the Committee Work Programme (verbal update under the action log update) for May 2024.	GREEN

		areas where they should seek assurance on the oversight of staffing matters, It was suggested that recruitment, retention and the procedure of exit interviews and how the key themes arising were recorded.			
7 March 2024	Work Programme	<p>Risk Management Update Q3 2023-24 to be added to the Work Programme for May 2024</p> <p>DSG – appropriate officer from Children and Families to attend the May committee meeting to provide a verbal briefing on internal controls and risk SR04.</p>	<p>Internal Audit Manager</p> <p>Deborah Woodcock</p>	18/03/24: Risk Management Update Q3 (AG/08/24-25) and Update on Dedicated Schools Grant Deficit (AG/07/24-25) added to the Work Programme for May 2024.	GREEN
	Work Programme	Internal Audit review timeline and recommendations for S106 to be updated and scheduled for the July 2024 Audit and Governance Committee meeting	Internal Audit Manager	18/03/24: item added to the Work Programme for 29 July 2024 (AG/09/24-25).	GREEN