

Audit and Governance Committee - Action Log

Item No	Report Title	Action	Who
29 September 2022			
6	Monitoring Officer Annual Report 2021/22	<p>Councillor Andrew Kolker noted that Appendix 1 of the report: Feedback Received there were three stand out complaints in 2021 against 2022:</p> <ul style="list-style-type: none"> 1) Legal (4 in 2021 vs 14 in 2022) 2) Democratic Services and Compliance (3 in 2021 vs 34 in 2022) 3) Registration Services (0 in 2021 vs 12 in 2022) <p>Given these areas of work have similar administration he queried if there was a common thread. The Director of Governance and Compliance agreed to investigate this further and bring it back to the Committee.</p>	Director of Governance and Compliance and Complaints Support Officer to undertake analysis.
6	Monitoring Officer Annual Report 2021/22	<p>Number of committee meetings cancelled in 2021/22 and reason for cancellation.</p> <p>The Director of Governance and Compliance reported on the number and reasons for cancellation of meetings in 2021/22 municipal</p>	Director of Governance and Compliance and Democratic Services Officer

		year at the 24 November 2022 meeting. The Committee asked if the figures for 2022/23 could also be provided.	
7	Draft Annual Governance Statement	The Committee to be provided with a detailed briefing note in respect of the All-Age Carers Hub urgent decision that was taken at Children & Families Committee on the 23 September 2022.	Head of Democratic Services and Governance
11	Work Programme	The Chair agreed to share an email received by a few Members on Section 106 funding with officers to advise if it was suitable for sharing with the wider Audit & Governance Committee to draw in wider governance. Councillor Carol Bulman advised she was going to respond to the email via the Members Enquiry Service (MES) to ensure no confidentiality would be broken and feedback to the email author in due course	Section 106 - Internal Audit has started audit and findings will feed back to the Committee and the Environment and Communities Committee to help inform further work via a Working Group.
11	Work Programme	Mr Ron Jones noted there was nothing in respect of disability or minority concerns on the Audit & Governance Work Programme. The Head of Audit and Risk agreed to speak to Ron Jones outside of the meeting.	The Head of Audit and Risk to invite Ron Jones to meetings in relation to setting of next year's Audit and Governance Plan
11	Work Programme	The Committee requested a briefing on the Customer Services Review be added to the Committee Work Programme to report back	Member Training and Development Officer and Head of Customer Services to discuss.

		from the Head of Customer Services to the next meeting.	The Director of Finance and Customer Services to chase up.
24 November 2022			
7	Internal Audit Plan 2022/23: Progress Update	The committee noted that Internal Audit had undertaken a specific audit in ANSA relating to gritting arrangements and during discussion the Committee's raised concerns the weight was not given to the fact that some roads were 'rural road' used by rural communities and felt that the type of road should be considered when assessed for winter gritting policy and also ward councillor's local knowledge not sought on local roads. The Chair to write to the Chair of Highways and Transport Committee with the committee's concerns.	Director of Governance and Compliance
11	Work Programme	Concerns were raised on the quality of the audio broadcasts of Council and committee meetings. It was requested that assurance be provided that these issues were being investigated.	Head of Democratic Services and Governance/Democratic Services Officer