

## Audit and Governance Committee - Action Log

Committee Date	Report Title	Action	Lead Officer	Update on Progress	Status
28 September 2023	S106 Key Findings – Internal Audit Report	<p>The Committee requested that an update on the management and monitoring arrangements for S106 Funds be added to the Committee Work Programme for March 2024, with a verbal update to be provided at the December 2023 Committee</p> <p>Additional action arising on 7/12/2023 – Presentation shared at Committee to be circulated by email to all Committee Members.</p>	Head of Audit and Risk Management	<p>Verbal update provided at the 7 December 2023 Committee Meeting. Presentation circulated to Members on 8/12/2023.</p> <p>Further update on agenda for 7 March 2024.</p>	
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)		
7 December 2023	Audit and Governance Committee – Progress Against CIPFA Review Action	Further report to be scheduled for an Audit and Governance Committee meeting, once all actions have been completed.	Head of Audit and Risk Management	Report notification form completed – added to Committee Work Programme for May 2024.	

7 December 2023	Minutes of the previous meeting	Minutes from the previous meeting be amended to reflect Mr Ron Jones' attendance.	Democratic Services Officer	Completed – minutes amended and republished.	
7 December 2023	Work Programme	Committee Briefing Sessions to be included on the Committee Work Programme, going forward.	Democratic Services Officer	Noted for future reference (no training sessions currently scheduled as yet).	
7 December 2023	Work Programme	Officers to review and progress the proposals for the following items to be added to the Committee Work Programme: o Committee Self-Assessment o Skills Audit	Head of Audit and Risk Management		
7 December 2023	External Auditors – Audit Progress Report	The Committee requested a written response from the S151 on the following matters: - Valuations of property and assets - Credit loss provision in respect of housing benefits and adult social care debt, calculated using 2019 percentages. - Control recommendations relating to the signing and reviewing of reconciliations (end of year accounts and payroll) being completed on time.	Director of Finance and Customer Services (S151 Officer)		
7 December 2023	Internal Audit Plan 2023-24	Written response to be sent to Mr Ron Jones (cc wider Committee) in relation to the financial impact of approving the use of non-commissioned providers.	Internal Audit Manager	Written response provided 28/02/2024	
7 December 2023	External Audit	Training Session to be organised for the Committee with Mazars in attendance to	Head of Audit and Risk Management		

	Progress Report	develop the Committee's understanding of the role of the external auditors.			
7 December 2023	External Audit – Progress Report	Future reports to include symbol ratings to ensure reports are accessible for all.	External Auditors	Comments from the Committee have been noted, and Mazars have confirmed that future reports will reflect these.	