

Audit and Governance Committee Action Log

Date of meeting	Action	Minute ref.	Deadline	Progress
13 October 2022	Officers to include RAG ratings against the 12 RIPI recommendations	14/22	Completed	RIPI recommendations RAG ratings included in October AGS Report at Appendix 1.
19 January 2023	Officers to include additional staff training in 'way forward' plans. Suggestion of training to include additional support for teams likely to be most impacted by self-service push back (HR, Finance) to be taken to Programme Steering Group.	27/22	Completed	Lead Change Officer in place and designing training programme.
19 January 2023	Benchmarking data on Whistleblowing incidences at other Councils to be included in future reporting.	29/22	February meeting	No significant Whistleblowing disclosures within the Council. Therefore, update deferred to February 2024 meeting.
02 February 2023	Formal aspirational timeline target to achieve the 90% completion of Internal Audit recommendations to be considered in 23/24 IA Service Plan.	33/22	November meeting	Under discussion, to be included in Internal Audit Update Report to November Committee.
02 February 2023	Previously shared dashboard style reporting illustrating the movement of risks to be brought to Committee.	34/22	By next report	Updated Risk Management software being launched 19/10/23. This will enable dashboard reporting to be included in next risk report.
02 February 2023	Agreed to consider adding Risk FIR0061 to the register as an ongoing risk.	34/22	Completed	Risk Owner Allister Bannin, Dept S151 Officer has raised to Amber risk, but it is fully budgeted. Officers comfortable this is the correct risk level.
02 March 2023	Prioritisation of recommendations to be included in future opening the books reporting and action tracker.	40/22	November meeting	To be reported in November as part of Revenue and Capital Monitoring Improvements Report.

02 March 2023	Covid funding including Sales, fees and charges grants reconciliation to be completed.	40/22	November meeting	To be reported in November.
02 March 2023	Committee to receive quarterly MTFS tracker to monitor budget variances.	41/22	Quarterly	Link to future Financial Performance Reports to be included in the Committee Action Log. 23-24 Period 3 Financial Performance Reports
02 March 2023	Development of process to involve the Cabinet Member for Finance in resolving recurrent internal audit actions whilst ensuring visibility to the Committee.	42/22	Ongoing	Amending audit protocol to include escalation to KK for lack of responses to reports and to later be expanded to include follow ups. Once in place further escalations are being considered.
20 April 2023	Report on 15% Council Tax VFM increase to External Auditor	49/22	June 2024	Option to bring draft to Committee to confirm format, expected at November 2023 Committee meeting.
20 April 2023	Interim Auditors Reports Recommendations AGS reporting to include a breakdown of target setting and progress.	52/22	February meeting	To be included in next AGS update in February 2024.
20 April 2023	Impact assurance to be provided via additional narrative to describe the effect of actions and provide assurance on the embeddedness of improvement activities within future AGS reporting.	52/22	October meeting	Assessment of Impact / Outcomes Achieved - column included in AGS Action Tracker. Further work is required to adopt and embed.
20 April 2023	Risk movement and time spent as red to be included in future reporting. Ensure future control dates are not in the past.	53/22	By next report	Updated Risk Management software being launched 19/10/23. This will enable dashboard reporting to be included in next risk report.

20 July 2023	Officers agreed to raise Scrutiny resourcing issues at CMT. Committee to receive updates via the Chairs' regular catch up.	5/22	Completed	Additional Democratic Services and Governance Officer in post for Scrutiny.
20 July 2023	Officers agreed to include the monetary values in future Energy Recharges reporting.	7/22	March meeting	
21 September 2023	Update on Cultural Transformation Programme: Officers to circulate a shareable version of the presentation with the Committee (to include the Pillars slide).		Before October meeting	
21 September 2023	Update on Cultural Transformation Programme: The Committee requested future reporting on implementation of the action plan, governance and benchmarking of the people and workforce.		March meeting	Included in Committee Work Programme for March 2024 meeting.