	Last updated: 22 July 2022						
No.	Action required	Lead	Date raised	Due date	Action taken	Date resolved (grey when resolved)	Status
1	Business Continuity Management That target completion dates to be provided for the BCPs being undertaken in the Communities and PG&S areas	Maggie Gibb	30-Nov-21	30-Jun-22	Meetings have been arranged with lead officers in PGS and Communities, with BCPs to be completed end March. Update July 22: Good progress has been made in the completion of BCPs across all directorates, and this will be completed by end July. Business Continuity Management is now fully transitioned to Business Assurance.		Ongoing
2	2022/23 Internal Audit Plan Councillors be invited to submit areas which might benefit from internal review, when the plan is being put together.	Maggie Gibb	30-Nov-21	31-May-22	Audit planning in progress and key stakeholders will be asked to input. Update July 22: A&G members were requested to submit areas for audit plan. Community Boards and Waste Contract have been included as high priority.		To be closed
3	Local Member Engagement That an update be provided on assessing member engagement in Cabinet and Cabinet Member decisions. This piece of work may be undertaken by the newly in post Principal Governance Advisor. Consideration should also be given to sharing this report with the Finance and Resources Select Committee.	Maggie Gibb / Governance Officer	25-Jan-22	30-Jun-22	Update July 22: Work to be progressed as part of Corporate Governance review being undertaken by Principal Governance Advisor.		Ongoing

Audit and Governance Committee action log