

Audit and Governance Committee action log

Last updated: 22 September 2022

No.	Action required	Lead	Date raised	Due date	Action taken	Date resolved (grey when resolved)	Status
1	<p>Business Continuity Management</p> <p>That target completion dates to be provided for the BCPs being undertaken in the Communities and PG&S areas</p>	Maggie Gibb	30-Nov-21	30-Jun-22	<p>Meetings have been arranged with lead officers in PGS and Communities, with BCPs to be completed end March.</p> <p>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.</p> <p>Update Sept 22: BCPs in place for all directorates, next steps on critical services testing is being developed to identify gaps/weaknesses for improvement.</p>		Ongoing
2	<p>Local Member Engagement</p> <p>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.</p>	Maggie Gibb / Governance Officer	25-Jan-22	30-Jun-22	<p>Update Sept 22: Work to be progressed as part of Corporate Governance review being undertaken by Principal Governance Advisor.</p>		Ongoing
3	<p>Treasury Management Annual Report</p> <p>That a table be circulated to provide greater context to borrowing costs and financial performance referred to within the officer report presented to the meeting on 28 July</p>	Julie Edwards	28-Jul-22	01-Sep-22	<p>Update Sept 22: The table has been drafted and will be issued to members by 23/09</p>		Ongoing
4	<p>Treasury Management Member Refresh</p> <p>To liaise with LINK Treasury Management Advisors to set up a refresher session for Members on Treasury Management</p>	Julie Edwards / Richard Ambrose	28-Jul-22	27-Sep-22	<p>Update Sept 22: Link session arranged for next audit committee in November.</p>		Complete
5	<p>Draft Annual Governance Statement</p> <p>To seek views from Committee Members on the contents of the Annual Governance Statement 2021/22</p>	Glenn Watson	28-Jul-22	27-Sep-22	<p>Update Sept 22: Committee member views sought 10/08/22. Two responses received from the Chairman & Vice Chairman. Comments included in the draft AGS 2021/22 for Committee on 27/09/22. Action complete.</p>		Complete
6	<p>Business Assurance new team structure</p> <p>To present the new team structure, following service review to the Committee at its meeting on 27 September</p>	Maggie Gibb	28-Jul-22	27-Sep-22	<p>Update Sept 22: Consultation completed and agreed structure goes live 1st November. This will be presented at the next committee in November.</p>		Ongoing