

Audit and Governance Committee action log

Last updated: 15 November 2022

| No. | Action required | Lead | Date raised | Due date | Action taken | Date resolved (grey when resolved) | Status |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|----------|
| 1 | 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 Sept 22: Work to be progressed as part of Corporate Governance review being undertaken by Principal Governance Advisor. Update Nov 22: Work to be achieved by end of March 2023; initial scoping taking place with Deputy Monitoring Officer and to be taken forward by Principal Governance Officer. | | Ongoing |
| 2 | Treasury Management Annual Report 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 | Julie Edwards | 28-Jul-22 | 01-Sep-22 | Update Sept 22: The table has been drafted and will be issued to members by 23/09 Update November: Table sent to all members on 14/11/22 | | Complete |
| 3 | Draft Annual Governance Statement To seek views from Committee Members on the contents of the Annual Governance Statement 2021/22 | Glenn Watson | 28-Jul-22 | 14-Oct-22 | 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. 27/09/22: Deadline for comments extended to 14 October. Update Nov 22: Following the September Committee meeting, members of the Committee were re-consulted on a revised draft AGS - on 18 and 28 October. Comments were made by Cllr Clarke and Cllr Newcombe (deputy chair and chair). Comments incorporated and final revised version agreed by Deputy Monitoring Officer and Monitoring Officer and indicative supporting comment from Cllr Newcombe. To be considered again by Committee on 23/11. | | Ongoing |
| 4 | Business Assurance new team structure To present the new team structure, following service review to the Committee at its meeting on 27 September | Maggie Gibb | 28-Jul-22 | 27-Sep-22 | Update Sept 22: Consultation completed and agreed structure goes live 1st November. This will be presented at the next committee in November. Update Nov 22: Paper included for A&G committee meeting on 23 November. | | Complete |
| 5 | Farnham Park Sports Field Charity and Higginson Park Trust To ensure that the 22/23 accounts, and subsequent years are signed by a separate officer to the S151 officer on behalf of the Council as Trustee | Dave Skinner | 27-Sep-22 | 01-Apr-23 | Update Nov 22: Alternative officer being considered | | Ongoing |

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| 6 | 2021/22 Statement of Accounts To assess early indication of external audit work required on the accounts and whether an additional A&G meeting should be scheduled in December/January | Dave Skinner / Maggie Gibb | 27-Sep-22 | 31-Oct-22 | Update Nov 22: Verbal update to be provided as part of the update on accounts | | Ongoing |
| 7 | Treasury Management Training Session Length of the next meeting to be extended by an hour to allow time for the training session | Leslie Ashton | 27-Sep-22 | 10-Oct-22 | Update Nov 22: Training session booked | | Complete |