

ACTION TRACKER - GOVERNANCE AND AUDIT					
ACTIONS ARISING FROM GA 18 September 2024					
AGENDA ITEM		ACTION REQUIRED	DIRECTOR RESPONSIBLE	PROGRESS NOTES	COMMENTS
	Minutes from the previous meeting	Councillor Kitterick highlighted the need to include an action log to keep track of which actions have been completed or outstanding.	Governance Officer	Included in the agenda for 29 January 2025	Closed
	Third Party Relationships and Governance Update	To include an additional column to the appendix which includes a high-level summary of any relationships and commentary for each organisation to enhance clarity and transparency.	Monitoring Officer	To include in future reports	Closed
	Local Governance & Social Care Ombudsman and Housing Ombudsman Complaints & Corporate Complaints 2023/24	To include thematic and qualitative analysis in future reports	Director of Corporate Services	To include in future reports, next due in 2025/26.	Closed
	Financial Sustainability	A more detailed report addressing financial sustainability to the next committee	Director of Finance	Actioned on the 5th of December meeting	Closed
ACTIONS ARISING FROM GA 5th December 2024					
AGENDA ITEM		ACTION REQUIRED	DIRECTOR RESPONSIBLE	PROGRESS NOTES	COMMENTS
	Minutes of the Previous Meeting	Publication of Minutes of last meeting before the new-year.	Monitoring Officer	Included in the agenda for 29th January 2025.	Closed
	Minutes of the Previous Meeting	Circulate Action Log	Monitoring Officer	Included in the agenda for 29 January 2025, and will be a standing committee item	Closed
	Mid-year Fraud	Identifying where students are not living in properties that get student discount	Director of Finance	Response circulated 21st January 2025	Closed
	Mid-year Fraud	Identifying those claiming single person discount	Director of Finance	Response circulated 21st January 2025	Closed
ACTIONS ARISING FROM GA 29th January 2025					
AGENDA ITEM		ACTION REQUIRED	DIRECTOR RESPONSIBLE	PROGRESS NOTES	COMMENTS
	Internal audit work programme consultation 2025/26	Internal Audit Plan 2025/26 to 19 March 2025 Meeting	Director of Finance	Added to the Governance & Audit workplan	Closed
ACTIONS ARISING FROM GA 11 February 2025					
	Statutory Statement of Accounts and Annual Governance Statement 2023/24	To include an Executive Summary for future years to capture key financial highlights and provide an overview of the accounts.	External Auditors	To include in future reports	Closed
ACTIONS ARISING FROM GA 24 March 2025					
	Risk Management Update	To ensure that the reports are in colour so the RAG ratings could be clearly understood.	Sharif Chowdhury	To be noted for future docmail.	Closed
	Risk Management Update	A member requested incorporating the impacts of risk control in the report.	Sonal Devani/Andrew Shilliam	To be included in future reports.	Closed
	Risk Management Update	To include information regarding the Executive Decision on Post-16 SEND Transport	Sonal Devani/Andrew Shilliam	Ongoing	Closed

	Risk Management Update	A member requested that the next update investigates how risk is managed in the Operational Risk Register.	Sonal Devani/Andrew Shilliam	To be included in future reports.	Closed
	Regulation of Investigatory Powers Act 2000 – Bi-Annual Performance July – December 2024	A member asked about the potential to use RIPA and Vanessa agreed that this could be explored after training to see if there were opportunities to use it. This could be included in the August update.	Vanessa Maher Smith	To include in future reports.	Closed
	Internal Audit Update and Internal Update Plan 2025/26	Internal Audit to look at options and appraisals for planning permissions to increase value and to consider in terms of asset disposal.	Connor Munro	Ongoing	Closed
<b>ACTIONS ARISING FROM GA 23 June 2025</b>					
	Contract Procedure Rules	That a briefing session on the higher-level Contract Procedure Rules document be conducted prior to the next meeting of the Full Council.	Izabela Skowronek	Briefing took place on 1 July 2025.	Open
	Contract Procedure Rules	The Committee asked the Executive to have consideration and additional emphasis on engagement with local suppliers.	Izabela Skowronek	Ongoing	Open
	Contract Procedure Rules	A member note would be provided on how Councillors manage direct contact from Suppliers.	Izabela Skowronek	Ongoing	Open