

Audit and Governance Committee – Tracking Decisions 2024/25

Minute No.	Resolution	Date Due & Progress
Minute 42 Risk Management Monitoring Report November 2023 28 November 2023	A SharePoint page would be created for members of the Committee, to see risk management information in near real time.	Date Due: January 2024 Officer Responsible: Ross Jago Progress: Request formally made 1 December 2023. Chased 26 March 2024, 23 April 2024, 12 July 2024.
Minute 59 External Audit – Audit Findings Report 2020/21 12 March 2024	There would be an independent review into the pension transaction from October 2019 and as soon as there was information on when the review was to take place, and what its scope would be, David Northey (Service Director for Finance) would let members of the Committee know, as well as any other relevant Councillors.	Date Due: Ongoing. Officer Responsible: David Northey Progress: Formal request sent 13 March 2024. Update provided to the Committee at the 23 July 2024 meeting. Further updates to be provided when possible.
Minute 60 Whistleblowing Policy 12 March 2024	Ross Jago (Head of Governance, Performance and Risk) agreed to provide members with an explanation as to why Councillors, agency workers and contractors were exempt from the Whistleblowing Policy.	Date Due: 27 March 2024 Officer Responsible: Ross Jago Progress: Formal request sent 13 March 2024. Chased 26 March 2024, 23 April 2024, 12 July 2024, 12 August 2024.

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Minute 60 Whistleblowing Policy 12 March 2024	It was suggested that Section 3.4 be considered for re-wording, as it put too much pressure on people to put their name to a whistleblowing report.	Date Due: 27 March 2024 Officer Responsible: Ross Jago Progress: Formal request sent 13 March 2024. Chased 26 March 2024, 23 April 2024, 12 July 2024.
Minute 60 Whistleblowing Policy 12 March 2024	Section 2.2 did not include inappropriate behaviour, so Ross Jago (Head of Governance, Performance and Risk) agreed to provide information to members on how this would be dealt with through existing HR policies, or if it needed to be included in the Whistleblowing Policy.	Date Due: 27 March 2024 Officer Responsible: Ross Jago Progress: Formal request sent 13 March 2024. Chased 26 March 2024, 23 April 2024, 12 July 2024, 12 August 2024.
Minute 60 Whistleblowing Policy 12 March 2024	It was suggested that Section 6.1 a should be changed to ‘any Councillor’.	Date Due: 27 March 2024 Officer Responsible: Ross Jago Progress: Formal request sent 13 March 2024. Chased 26 March 2024, 23 April 2024, 12 July 2024, 12 August 2024.
Minute 60 Whistleblowing Policy 12 March 2024	It was suggested that ‘MP’s’ be included in Section 6.1.	Date Due: 27 March 2024 Officer Responsible: Ross Jago Progress: Formal request sent 13 March 2024. Chased 26 March 2024, 23 April 2024, 12 July 2024, 12 August 2024.

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Minute 60 Whistleblowing Policy 12 March 2024	Ross Jago (Head of Governance, Performance and Risk) agreed to provide information to the Committee on process if the Service Director was the subject of a Whistleblowing issue.	Date Due: 27 March 2024 Officer Responsible: Ross Jago Progress: Formal request sent 13 March 2024. Chased 26 March 2024, 23 April 2024, 12 July 2024, 12 August 2024.
Minute 9e Update on Capitalisation Directive 23 July 2024	David Northey (Service Director for Finance) and Liz Bryant (Head of Legal) would provide Committee members with a briefing note on legislation around capitalisation.	Date Due: 30 August 2024 Officer Responsible: David Northey and Liz Bryant Progress: COMPLETE. Info circulated to Committee on 21 August 2024.
Minute 10 Recommendation 4 Statement of Accounts 2019/20 Accounts and 2020/21 Accounts 23 July 2024	The Committee agreed to recommend that a press release be prepared to explain the issues the Council had experienced in signing off these accounts in plain English, for the general public.	Date Due: 6 August 2024 Officer Responsible: Ellie Firth and David Northey Progress: CLOSED. Confirmed 20 August 2024. Officers, in consultation with the relevant Cabinet Member, agreed that a press release would not be published because the revised forward for the accounts in the agenda pack was in plain English and available to the public.
Minute 18q Electoral Cycle Consultation 23 July 2024	Look into producing videos/animations to explain the consultation in a different way.	Date Due: 20 August 2024 Officer Responsible: Ellie Firth

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		Progress: COMPLETE. Confirmed 20 August 2024. Animation was in use on social media and had been sent to relevant groups.
Minute 18s Electoral Cycle Consultation 23 July 2024	Change ‘members’ to ‘Councillors’ in the press release.	Date Due: 26 July 2024 Officer Responsible: Ellie Firth Progress: COMPLETE 24 July 2024.
Minute 19 Recommendation 2 Constitutional Update 23 July 2024	Review the efficiency and effectiveness of these changes at an Audit and Governance Committee meeting in March 2025.	Date Due: 11 March 2025 Officer Responsible: Ross Jago Progress: Added to the work programme 24 July 2024 for the 11 March 2024 meeting.
Minute 20 Contract Standing Orders 23 July 2024	To amend the wording with regards to ‘no formal requirement’ regarding documents to make it more clear that an executive decision was not needed, but there was still paperwork and internal processes to be completed.	Date Due: 6 August 2024 Officer Responsible: Holly Golden Progress: Formal request made 24 July 2024. COMPLETE. Changes circulated to Committee via email 26 July 2024. The working has been updated in table 4 on page 15 in relation to business case decisions from ‘no formal requirement’ to ‘procurement checklist’ to reflect the fact that an authority to procure decision is made below £50K it is just captured in a checklist format rather than a formal business case. This now aligns with table 9 on page 28 where ‘procurement checklist’ was already included.

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<p>Minute 23a & 23l</p> <p>Annual Information Governance Statement</p> <p>23 July 2024</p>	<p>The Annual Information Governance Statement report was to be split into Part I and Part II. Furthermore, it would include benchmarking figures, if obtained, on numbers of requests.</p>	<p>Date Due: July 2025</p> <p>Officer Responsible: John Finch</p> <p>Progress: Requested for the July 2025 meeting.</p>
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