

**Audit and Governance Committee – Action Log 2025/26**

<b>Minute No.</b>	<b>Resolution</b>	<b>Date Due &amp; Progress</b>
<p>Minute 42</p> <p><b>Risk Management Monitoring Report November 2023</b></p> <p>28 November 2023</p>	<p>A SharePoint page would be created for members of the Committee, to see risk management information in near real time.</p>	<p><b>Date Due:</b> January 2024</p> <p><b>Officer Responsible:</b> Paul Stephens/Ian Trisk-Grove</p> <p><b>Progress:</b> Request formally made to Ross Jago 1 December 2023. Chased 26 March 2024, 23 April 2024, 12 July 2024, 01 April 2025. Request made to Paul/Ian 19 June 2025 - page is in development.</p>
<p>Minute 59</p> <p><b>External Audit – Audit Findings Report 2020/21</b></p> <p>12 March 2024</p>	<p>There would be an external 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.</p>	<p><b>Date Due:</b> Complete.</p> <p><b>Officer Responsible:</b> David Northey</p> <p><b>Progress:</b> Formal request sent 13 March 2024. Update provided to the Committee at the 23 July 2024 and 10 September 2024 meetings. Further updates to be provided when possible. CIPFA review link shared with Committee members on 1 April 2025.</p>
<p>Minute 60</p> <p><b>Whistleblowing Policy</b></p> <p>12 March 2024</p>	<p>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.</p>	<p><b>Date Due:</b> 27 March 2024</p> <p><b>Officer Responsible:</b> Liz Bryant</p> <p><b>Progress:</b> Response included in Whistleblowing report at July 2025 meeting.</p>

**Audit and Governance Committee – Action Log 2025/26**

Minute 60 <b>Whistleblowing Policy</b> 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.	<b>Date Due:</b> 27 March 2024 <b>Officer Responsible:</b> Liz Bryant <b>Progress:</b> Response included in Whistleblowing report at July 2025 meeting.
Minute 60 <b>Whistleblowing Policy</b> 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.	<b>Date Due:</b> 27 March 2024 <b>Officer Responsible:</b> Liz Bryant <b>Progress:</b> Response included in Whistleblowing report at July 2025 meeting.
Minute 60 <b>Whistleblowing Policy</b> 12 March 2024	It was suggested that Section 6.1 a should be changed to 'any Councillor'.	<b>Date Due:</b> 27 March 2024 <b>Officer Responsible:</b> Liz Bryant <b>Progress:</b> Response included in Whistleblowing report at July 2025 meeting.
Minute 60 <b>Whistleblowing Policy</b> 12 March 2024	It was suggested that 'MP's' be included in Section 6.1.	<b>Date Due:</b> 27 March 2024 <b>Officer Responsible:</b> Liz Bryant <b>Progress:</b> Response included in Whistleblowing report at July 2025 meeting.

**Audit and Governance Committee – Action Log 2025/26**

Minute 60  <b>Whistleblowing Policy</b>  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.	<b>Date Due:</b> 27 March 2024  <b>Officer Responsible:</b> Liz Bryant  <b>Progress:</b> Response included in Whistleblowing report at July 2025 meeting.
Minute 23a & 23l  <b>Annual Information Governance Statement</b>  23 July 2024	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.	<b>Date Due:</b> July 2025  <b>Officer Responsible:</b> John Finch  <b>Progress:</b> Requested for the July 2025 meeting. Reminder sent 19 June 2025.
Minute 94i  <b>Civic Protocol</b>  11 March 2025	Officers would share information on the last investigation into the cost of repairs for the Lady Astor diamonds.	<b>Date Due:</b> Ongoing  <b>Officer Responsible:</b> Glenda Favor-Ankersen/Maddie Halifax  <b>Progress:</b> Formal request made 11 March 2025. Update provided via email in briefing note on Civic Handbook on 02 April 2025. Asked for further update 19 June 2025.
Minute 94j  <b>Civic Protocol</b>  11 March 2025	The officers would discuss points highlighted with the Chair of the Lord Mayor Selection and Advisory Committee and provide an update to the Committee in the future.	<b>Date Due:</b> 02 April 2025  <b>Officer Responsible:</b> Glenda Favor-Ankersen/Maddie Halifax  <b>Progress:</b> COMPLETE. Briefing note and revised handbook circulated via email 02 April 2025.

**Audit and Governance Committee – Action Log 2025/26**

Minute 100  <b>Audit Progress Report and Sector Updates</b>  01 April 2025	A link to the CIPFA review would be shared with Committee members.	<b>Date Due:</b> 01 April 2025  <b>Officer Responsible:</b> Hannah Chandler-Whiting  <b>Progress:</b> COMPLETE. Email sent 01 April 2025.
Minute 100  <b>Audit Progress Report and Sector Updates</b>  01 April 2025	A response to a question on the figures for SEND deficits from the statutory overrides, and how they would be accounted for on Council budget sheets would be provided to Committee Members.	<b>Date Due:</b> 16 April 2025  <b>Officer Responsible:</b> David Johnson  <b>Progress:</b> Formal request made 01 April 2025. Response shared via email 14 April 2025.
Minute 100  <b>Audit Progress Report and Sector Updates</b>  01 April 2025	The letter with regards to the pension transaction would be shared with Committee members when it was available.	<b>Date Due:</b> 16 April 2025  <b>Officer Responsible:</b> Ollie Woodhams/Ian Trisk-Grove  <b>Progress:</b> Request made 01 April 2025.
Minute 102  <b>Data Quality Strategy</b>  01 April 2025	The following points were made with regards to the use of language within the strategy and were sent to officers for response.  The use of the word ‘manipulation’ would be reconsidered within the strategy to make the intention more clear, as it could be misconstrued.  Forecast could be used instead of estimated data within the strategy. The phrase ‘wherever possible’ referred to third party external contracts and ‘wherever appropriate’ would be considered instead.	<b>Date Due:</b> 16 April 2025  <b>Officer Responsible:</b> Ruth Harrell/John Finch  <b>Progress:</b> COMPLETE. Ruth Harrell confirmed via email 07 April 2025 that the points on language had been considered and reflected in an update to the strategy.
Minute 102	A response on whether GDPR had proved problematic, if and how qualitative and quantitative data streams had been separated, and what	<b>Date Due:</b> 16 April 2025

**Audit and Governance Committee – Action Log 2025/26**

<b>Data Quality Strategy</b>  01 April 2025	was being done to prevent bias being induced into data streams would be provided to Committee Members.	<b>Officer Responsible:</b> Ruth Harrell/John Finch  <b>Progress:</b> Response shared via email 03 June 2025.
Minute 104  <b>Tracking Decisions</b>  01 April 2025	The reports provided to the Committee on Adult Social Care Debt Management would be recirculated to Committee members.	<b>Date Due:</b> 30 May 2025  <b>Officer Responsible:</b> Hannah Chandler-Whiting  <b>Progress:</b> Complete. Shared via email on 02 June 2025.
Minute 105  <b>Work Programme</b>  01 April 2025	The Committee agreed to do a task and finish on constitution under the name of the "constitutional review group" specifically to look at the way in which a Lord Mayor is elected which would report back to the Committee in 2025/26.	<b>Date Due:</b> December 2025  <b>Officer Responsible:</b> Glenda Favor-Ankersen  <b>Progress:</b> Propose for the Constitutional Review Group to be set up after September 2025 City Council meeting.
N/A  <b>Email following previous action update</b>  04 April 2025	Following an update on the Lord Mayor protocol further clarification was requested on of medal wearing, when the medals are not owned by the wearer.	<b>Date Due:</b> 07 May 2025  <b>Officer Responsible:</b> Maddie Halifax  <b>Progress:</b> COMPLETE. Response shared via email 29 May 2025.