

OFFICIAL

Audit and Governance Committee – Action Log 2025/26

Key:	
	Complete
	In Progress
	Not Started
	On Hold

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: Paul Stephens/Ian Trisk-Grove Progress: 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.
Minute 94i Civic Protocol 11 March 2025	Officers would share information on the last investigation into the cost of repairs for the Lady Astor diamonds.	Date Due: September 2025 Officer Responsible: Glenda Favor-Ankersen/Maddie Halifax Progress: 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 100	The letter with regards to the pension transaction would be shared with Committee members when it was available.	Date Due: TBD Officer Responsible: Ollie Woodhams/Ian Trisk-Grove

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Audit Progress Report and Sector Updates 01 April 2025		Progress: Request made 01 April 2025.
Minute 105 Work Programme 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.	Date Due: December 2025 Officer Responsible: Glenda Favor-Ankersen Progress: Meeting to be set up before end of 2025.
Minute 5l Plymouth City Council Audit Plan 2024/25 22 July 2025	Ian Trisk-Grove/Grant Thornton to discuss pension transaction query regarding a 2021 report with Councillor Finn.	Date Due: 05 August 2025 Officer Responsible: Ian Trisk-Grove/Grant Thornton Progress: Formal request made 24 July 2025. Response sent via email to Councillor Finn 08 August 2025.
Minute 10b Annual Governance Statement 22 July 2025	The relevant scrutiny panel would be made aware of the priority action areas for Adult Social Care.	Date Due: 05 August 2025 Officer Responsible: Hannah Chandler-Whiting Progress: COMPLETE. Email sent to Chair of Health and Adult Social Care Scrutiny Panel as well as Lead Senior Officer, Gary Walbridge and Democratic Advisor, Elliot Wearne-Gould.

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Minute 11c Annual Governance Statement 22 July 2025	Any changes to the constitution could be considered by the Constitution and Civic-Sub Committee, following any relevant recommendations from the Armada Way Action Plan Sub-Committee.	Date Due: TBD Officer Responsible: Liz Bryant Progress: Dependent on whether the AW Sub-Committee makes any recommendations to change the constitution.
Minute 11e Annual Governance Statement 22 July 2025	It was suggested that for the next AGS statement a survey would also be undertaken to seek the views of Councillors, as well as those of senior officers.	Date Due: TBD Officer Responsible: Jamie Sheldon Progress: Informed of action. Awaiting timeline based on next deadline for an AGS.
Minute 12i Health, Safety and Wellbeing Annual Report 22 July 2025	It would be worth speaking to colleagues at Livewell to share best practice and learnings with regards to addressing micro-aggressions experienced in the workplace.	Date Due: TBD Officer Responsible: Kirstie Spencer/Annette Benny Progress: Annette Benny to connect Livewell with Kirstie.
Minute 13 Armada Way Action Plan Sub-Committee Report 22 July 2025	Delegated the authority to approve the Terms of Reference, membership and arrangements to the Chair and Vice-Chair of Audit and Governance Committee. To discuss with the Monitoring Officer and then inform the Audit and Governance Committee of the outcome.	Date Due: 01 August 2025 Officer Responsible: Liz Bryant Progress: Formal request made 24 July 2025. Update to be provided at September 2025 meeting.

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Minute 17b Whistleblowing Policy 22 July 2025	It was requested that paragraph 7.1 (g) be reworded to 'their individual MP'	Date Due: 05 August 2025 Officer Responsible: Liz Bryant Progress: Formal request made 24 July 2025.
Minute 17c Whistleblowing Policy 22 July 2025	More information on how contractors were made aware of the Whistleblowing Policy would be provided to the Committee.	Date Due: 05 August 2025 Officer Responsible: Liz Bryant Progress: Formal request made 24 July 2025.