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: February 2026 Officer Responsible: Paul Stephens/David Northey Progress: Request formally made to Ross Jago1 December 2023. Chased 26 March 2024, 23 April 2024, 12 July 2024, 01 April 2025. Request made to Paul/Ian 19 June 2025. Chased 21 November 2025. Page is in development, access/permissions issues to be resolved.
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: March 2026 Officer Responsible: Glenda Favor-Ankersen Progress: Suggested that these changes are considered along with any identified as part of the Armada Way Independent Learning Review Action Plan.
Minute 11c	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: March 2026 Officer Responsible: Liz Bryant

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Annual Governance Statement 22 July 2025		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: May 2026 Officer Responsible: Jamie Sheldon Progress: Informed of action. Awaiting timeline based on next deadline for an AGS.
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: Actioned within the Whistleblowing Policy report going in March 2026.
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: Actioned within the Whistleblowing Policy report going in March 2026.
Minute 30h Pre-referendum guidance compared to pre-election guidance 16 September 2025	A lessons learned report relating to the pre-referendum period would be developed.	Date Due: 31 December 2025 Officer Responsible: Liz Bryant Progress: Formal request made 24 October 2025. Chased 21 November 2025 and 02 March 2026.

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Minute 30j Pre-referendum guidance compared to pre-election guidance 16 September 2025	Concerns were raised about staff awareness of Councillor roles and how this could be covered within the training that was being developed.	Date Due: 31 December 2025 Officer Responsible: Chris Squire Progress: Formal request made 24 October 2025. Chased 21 November 2025 and 02 March 2026.
Minute 58f Armada Way Action Plan Sub-Group Update 20 January 2026	Officers would ensure that all agreed timeframes were covered through the internal audit review for 2026/27 to ensure complete.	Date Due: 01 June 2026 Officer Responsible: Liz Bryant/Louise Clapton Progress: Formal request made 24 February 2026.
AWILR Sub Committee Action Minute 5a h Governance 30 October 2025	A request was made that as part of the review of the review of the constitution, Councillors would be invited to give their comments.	Date Due: 31 March 2025 Officer: Liz Bryant Progress: Formal request made 31 October 2025.
AWILR Sub Committee Action Minute 9ii Action Plan Progress Update 14 January 2026	Information would be provided on any employee wellbeing and training improvements that might be available to Councillors.	Date Due: 31 March 2026 Officer: Jill Ellis/Glenda Favor-Ankersen/Tilly Turner Progress: Formal request made 26 February 2026.