

GOVERNANCE AND AUDIT COMMITTEE ACTION SHEET

DATE OF MEETING	SUBJECT/AGENDA ITEM	ACTION	RESPONSIBLE OFFICER	STATUS
12.09.2023	4. Governance and Audit Committee Forward Work Programme	Forward Work Programme to include reports on self-assessment, building safety and outdated HR policies, together with an Action Sheet with actions agreed at each meeting going forward.	SH	Draft 2022/23 Annual Self-Assessment report presented to G&A Committee 15.02.2024 Completed Building safety report to be presented to Health & Safety Group. Head of People Services has confirmed that all HR policies are scheduled for review in consultation with the Trade Unions.
07.11.2023	6. Annual Report on the Corporate Complaints received for the period 1 st April 2022 to 31 st March 2023.	Complaints training for Members, provided by the Ombudsman's Office, to be arranged.	LL	Ongoing – link in with the Ombudsman's office to agree a date for training.
07.11.2023	7. Internal Audit Service – Update on Progress 2023/24.	To devise an alternative format for the report data and refer back to Members in due course.	SH/DG	In development
15.02.2024	4. Governance and Audit Committee Forward Work Programme.	To include an update on the action sheet, with regards to a conclusion date for the HR policy updates.	LD	HR policies and procedures are subject to ongoing review and should be completed by 31.12.24
15.02.2024	6. Draft Annual Self-Assessment Report 2022/23.	To answer questions submitted by an absent Member, and to circulate the response to the Governance and Audit Committee Members following the meeting.	SH/DG	Pending

16.04.2024	5. Corporate Risk Register 2023-2024 Year End Update.	To include an additional column on the Risk Register, which sets out the targets for risk and progress being made against that particular risk level.	RR	To be updated in the summer in readiness for the next Risk Register update
16.04.2024	5. Corporate Risk Register 2023-2024 Year End Update.	To include more information in the actions and progress column, particularly in relation to the scale of the resources that the Council is using to implement those actions.	Ed	CMT to consider as part of CMT review of Risk Register prior to next update.
16.04.2024	5. Corporate Risk Register 2023-2024 Year End Update.	To request the attendance of the Head of People Services at the next meeting of Governance and Audit Committee on 4 th June 2024, to answer Members specific queries on retention strategies.	SH / RR	Due to the number of items scheduled on 8 th October this will be included on the agenda for the G&A Committee on 3 rd December 2024.
16.04.2024	5. Corporate Risk Register 2023-2024 Year End Update.	Risks associated with the ongoing Mobilising Team Caerphilly transformation programme to be included in the Corporate Risk Register, where this was deemed appropriate.	RR	Will be considered for the next Risk Register update.
16.04.2024	5. Corporate Risk Register 2023-2024 Year End Update.	Cost-of-living crisis Progress Report produced by Caerphilly Cares Team, to be circulated to Members for their information.	RR	Report circulated to Members. A further updated Annual Report being prepared. Pending
01.05.2024	3. Financial Statements for 2022/23.	In relation to question 4, submitted by a Lay Member, adjustments to be considered and the inclusion of hyperlinks to the relevant information, going forward.	SH	Pending
04.06.2024	11. Annual Internal Audit Report 2023/24.	In relation to appendix 1, Members were referred to a document produced in 2018, which would be recirculated for Members information as requested.	DG	This was addressed in detail in the member training session in September. Completed.
04.06.2024	11. Annual Internal Audit Report 2023/24.	A Member sought further clarification on the information contained in audits and how each audit is determined and proposed further training/information sessions to be provided to Members. Members were advised that consideration would be given to this matter going forward.	DG	This was addressed in detail in the member training session in September. Completed.

04.06.2024	13. Update on Progress against the Internal Audit Services Annual Plan 2024/25.	A Member sought clarification on appendices 1 and 2 and queried whether the 'status' element could be updated and completed in both documents. Members were advised that progress was being made in this area and further dates and details would be added for more clarity going forward.	DG	Pending and will be addressed in the reports due to be presented to the committee in December 2024.
04.06.2024	14. Update on Internal Audit Report Recommendations.	Discussion followed regarding the number of 'overdue' audits and how these are determined and dealt with. Members were advised that a separate development session could be arranged for the Governance and Audit Committee Members to provide more detail on this information going forward.	DG	This was addressed in detail in the member training session in September. Members were also made aware of a new process involving automated reminder emails. Completed.
04.06.2024	15. Regulator Recommendation Tracker Progress Update.	A Member referred to the table at 5.1 in the report and noted that the column total was incorrect, together with clarification required under 'decarbonisation'. Members were advised that this would be checked and notified to Members where applicable.	RR	Pending.