

Audit & Governance Committee Action Tracking

ACTIONS

Number	Meeting Date	Item	Recommendation / Action	Action by whom	Action update
A8/21	29 November 2021	A&G administration Discussed outside of meeting	a) Review report template – to include executive summary and have a limit to length of reports	Committee Manager	January 2022 – report templates were being discussed with wider Democratic Services Team. May 2022 – All templates are being reviewed as part of a wider package. It is expected that new templates will be ready in time for the September meeting of A&G.
A1/22	28 March 2022	Internal Strategy and Annual Audit Plan 2022/23	That an informal meeting be arranged for the Audit Team to present counter fraud work undertaken.	Chief Internal Auditor	May 2022 - An in-depth session will be arranged nearer the September meeting.

COMPLETED RECOMMENDATIONS/REFERRALS/ACTIONS – TO BE DELETED

A2/21	24 January 2022	Complaints	it was requested that an informal meeting be set up with the committee and relevant officers to discuss future complaints reporting.	Sarah Bogunovic	March 2022 update – At the informal meeting arranged the Chairman agreed with officers that the annual complaints report be put on workplan for June with an update in November 2022. Workplan has been updated.
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