

## 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. <i>Sept:- An officer working group has been appointed to review templates for all committee documents, including agendas, reports, minutes, etc; the deadline for the review is the end of October.</i>
A2/22	26 June 2022	Highways budgets governance	A follow up report to be scheduled in six months	Committee Manager	<i>Workplan updated and item put in for November 2022</i>
A3/22	26 June 2022	Draft Annual Governance Statement	To look at the governance around the Surrey Forum and the strategic boards once they had matured.	Committee Manager/Dir Law & Governance	<i>Workplan updated and item put in for March 2023. To liaise with Exec Dir Prosperity, Partnerships &amp; Growth/Leader for report</i>

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### COMPLETED RECOMMENDATIONS/REFERRALS/ACTIONS – TO BE DELETED

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.  Session arranged for 12 September prior to committee meeting. COMPLETED
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