

## 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Committee Forward Work Programme	Forward Work Programme to include reports on self-assessment, building safety and outdated HR policies, together with an Action Sheet with actions agreed at each meeting going forward.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 scheduled for 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.
12.09.2023	4. Governance and Audit Committee Forward Work Programme	CIPFA training for Members of the Governance and Audit Committee.	DG	Training scheduled for 05.12.2023 Completed
12.09.2023	6. Update from Audit Wales.	Information required from Audit Wales in relation to the 'Raising Our Game' Tackling Fraud in Wales July 2020.	S.J. Byrne (Audit Wales)	Information forwarded to Members 02.10.2023 Completed
12.09.2023	6. Update from Audit Wales.	Link to Building Safety report to be provided to Members.	I. Phillips (Audit Wales)	Information forwarded to Members 13.09.2023 Completed
12.09.2023	9. Update on Internal Audit Report Recommendations.	Information requested by Members on the detail and nature of the overdue recommendations.	DG	This information will be provided in reports from April 2024 onwards. Pending
07.11.2023	4. Governance and Audit Committee Forward Work Programme	Development session with Members to discuss the draft annual accounts.	SH	Session held 26/3/2024. Completed

07.11.2023	4. Governance and Audit Committee Forward Work Programme	To arrange for the Chief Executive to present the annual self-assessment and well-being report at a future meeting of the Governance and Audit Committee.	SH	Deputy Chief Executive Officer attended Governance and Audit Committee meeting 15/02/24. Completed
07.11.2023	6. Annual Report on the Corporate Complaints received for the period 1 <sup>st</sup> April 2022 to 31 <sup>st</sup> March 2023.	To circulate appendix 7 to the Governance and Audit Committee as it was missing from the agenda pack.	LL	Information forwarded to Members 08.11.2023.  Completed.
07.11.2023	6. Annual Report on the Corporate Complaints received for the period 1 <sup>st</sup> April 2022 to 31 <sup>st</sup> 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	6. Annual Report on the Corporate Complaints received for the period 1 <sup>st</sup> April 2022 to 31 <sup>st</sup> March 2023.	Clarification on 'other matters' in appendix 2, to be confirmed to Members following the meeting.	LL	Response forwarded to members 9.2.24 Completed
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
15.02.2024	10. Regulation of Investigatory Powers Act 2000.	To provide clarification on costs to Governance and Audit Committee Members following the meeting.	LL	Provided to Members by email 19.02.24