

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Committee Forward Work Programme	Forward Work Programme to include reports on self-assessment, building safety and outdated HR policies, together with an Action Sheet with actions agreed at each meeting going forward.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.
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. Completed
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 4 th June this will be included on the agenda for the G&A Committee on 8 th October 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	Annual Report being updated. Pending
16.04.2024	6. Six Month Update on the Corporate Complaints received for the period 1 st April 2023 to 30 th September 2023.	An email including the proposed training dates with the Ombudsman, to be re-circulated to Members to respond.	LL	Email sent to members. Completed.
16.04.2024	6. Six Month Update on the Corporate Complaints received for the period 1 st April 2023 to 30 th September 2023.	Information to be confirmed with Members following the meeting, regarding the recordings of complaints and which service areas of the authority had recording facilities available.	LL	Email sent to Members 21.05.2024 Completed
01.05.2024	3. Financial Statements for 2022/23.	A response to question 1, submitted by a Lay Member, to be considered outside of the meeting and emailed to Members prior to the Council meeting on 9 th May 2024.	SH	Email to Members 03.05.2024 Completed

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
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