



ROLLING ACTION LOG				
MEETING DATE	ITEM FOR DISCUSSION	ACTION REQUIRED	RESPONSIBLE PERSON	DUE DATE
ACTIONS LIST				
16.11.22	Item 2 – Purpose of Committee	Submit a report to the Governance and Constitution Committee reviewing the responsibilities of existing Committee arrangements and provide proposals/ options to the next meeting of the Committee.	Andrew Leadbetter	19.04.23
16.11.22	Item 2 – Purpose of Committee	The Audit Committee consider the guidance issued by the Chartered Institute of Public Finance Accounting at its next meeting. <u>UPDATE (25.01.23):</u> Item scheduled for discussion informally outside of the meeting and a formal report be submitted at the next meeting on Wednesday 19 th April.	Andrew Leadbetter/ Paul Vaughan	19.04.23
16.11.22	Item 5 – Future Work Programme of the Committee	Officers and external audit amend the work programme and committee meeting dates to better align with reporting requirements. <u>UPDATE (25.01.23):</u> External Audit had fed back dates to officers. Officers were looking to finalise dates for 2023-24 and send calendar invites once approved.	Grant Thornton/ Paul Vaughan Paul Vaughan/ Emilie Salkeld	
ACTIONS CLOSED DURING MEETING				
16.11.22	Item 8 – Internal Audit – Progress Report Quarter 2 2022-23	Officers liaise with internal audit colleagues to determine the way forward with delivery of the rest of the programme of audits to be completed during 2022-23 to inform the internal audit opinion. <u>UPDATE (25.01.23):</u>	Andrew Leadbetter/ MIAA	CLOSED



		It was agreed that the Blue Light Collaboration audit was replaced by the Station Management Framework. The Station Management Framework and Microsoft 365 Project Rollout audits were in progress. The Key Financial Controls and Reserves audit were included in the agenda pack.		
ACTIONS AGREED DURING MEETING:				
25.01.23	Item 2 – Internal Audit – Progress Report Quarter 3 2022-23	To schedule annual internal audit training for 2023-24 for members of the Audit Committee.	MIAA	19.04.23
25.01.23	Item 2 – Internal Audit – Progress Report Quarter 3 2022-23	To include an audit of the Whistleblowing Procedure to the Internal Audit Plan for 2023-24.	MIAA	19.04.23