



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
		<u>UPDATE (19.04.23):</u> A report was submitted to the Governance and Constitution Committee at the rise of the Audit Committee meeting. A further report to approve ancillary matters was due to be submitted to the Fire Authority meeting on 26 th April 2023 prior making changes to the constitution.	Andrew Leadbetter	26.04.23
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.	Grant Thornton/ Paul Vaughan	
		<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. <u>UPDATE (12.07.23):</u> Dates for 2023-24 have been finalised and calendar invites sent to all attendees.	Paul Vaughan/ Emilie Salkeld	
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. <u>UPDATE (12.07.23):</u> Generic internal audit training for all Members have been scheduled.	MIAA	19.04.23



19.04.23	Item 7 – Responsibilities of Audit Committee (and Ancillary Matters)	To add the Audit Committee Annual Report to the Audit Committee's work programme.	ES	12.07.23
19.04.23	Item 9 – Internal Audit Follow Up Summary Report	To confirm the arrangements associated with the introduction of the Fatigue Management Policy.	AL	12.07.23