



ROLLING ACTION LOG				
MEETING DATE	ITEM FOR DISCUSSION	ACTION REQUIRED	RESPONSIBLE PERSON	DUE DATE
ACTIONS LIST				
12.07.23	Item 5 – Microsoft 365 (M365) Project Rollout Review	To provide an update on the actions raised within the Microsoft 365 Project Rollout Review at the next Audit Committee meeting	AL	24.01.24
26.09.23	Item 3 – Audited Statement of Accounts 2022-23 with Letter of Representation	The Chair and Treasurer to sign the Statement of Accounts 2022-23 on receipt of the audit opinion. The Chair and Chief Fire Officer and Chief Executive to sign the final version of the Letter of Representation.	PV	30.09.23
26.09.23	Item 6 – HR/ Payroll Review	To provide confirmation of business continuity arrangements in respect of payroll to the Audit Committee.	PV	22.11.23