



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	<p>To provide an update on the actions raised within the Microsoft 365 Project Rollout Review at the next Audit Committee meeting.</p> <p><u>UPDATE (22.11.23):</u> The Director of Governance advised that an update would be given against most of the actions by the next meeting in January 2024.</p>	AL	24.01.24
26.09.23	Item 3 – Audited Statement of Accounts 2022-23 with Letter of Representation	<p>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.</p> <p><u>UPDATE (22.11.23):</u> The Treasurer advised that accounts were not signed by its original September deadline, and it was unlikely that they would be signed by the next Fire Authority meeting on 6th December. The External Auditor explained in the interim the continuing issues which caused the delay in signing.</p>	PV	30.09.23
22.11.23	Item 3 – Whistleblowing and Implementation of HMICFRS Value and Culture Recommendation Review Assignment Report 2023-24	<p>To provide a verbal update on the progress of recommendations made within the Whistleblowing and Implementation of HMICFRS Value and Culture Recommendation Review Assignment Report 2023-24 during each Audit Committee meeting.</p>	AL	Ongoing