



ROLLING ACTION LOG				
MEETING DATE	ITEM FOR DISCUSSION	ACTION REQUIRED	RESPONSIBLE PERSON	DUE DATE
<b>ACTIONS LIST</b>				
12.07.23	<b>Item 5 – Microsoft 365 (M365) Project Rollout Review</b>	<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><b>UPDATE (22.11.23):</b></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> <p><u><b>UPDATE (24.01.24):</b></u> The update on actions was contained within Item 5 – Internal Audit Recommendations Follow Up Report of the agenda pack.</p> <p><u><b>UPDATE (08.04.24):</b></u> The Service now has the benefit of a full-time Information Manager with significant experience of M365. She has been tasked with reporting to the Service Leadership Team on a range of matters (including M365) and an active member of the group responsible for delivery the M365 implementation. Working with the M365 Project Manager, she will ensure that all recommendations are completed/ suitably diarised by the end of Q1 2024-25.</p>	AL	24.01.24
22.11.23	<b>Item 3 – Whistleblowing and Implementation of HMICFRS Value and Culture Recommendation Review Assignment Report 2023-24</b>	<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> <p><u><b>UPDATE (24.01.24):</b></u> The Director of Governance provided an update from the Service’s Health, Safety and Wellbeing Manager. He advised that Safecall was identified as a suitable training partner and were willing to train</p>	AL	Ongoing



		<p>managers on Whistleblowing processes. The Whistleblowing Policy was on the Cheshire Planning System for progress and consideration was given to other HR policies to ensure Whistleblowing was clearly defined. The HMICFRS action plan was also being monitored and submitted to the Performance and Overview Committee.</p> <p><b>UPDATE (05.04.24):</b> The Health, Safety and Wellbeing Manager has finalised a report with a redesigned process associated with whistleblowing (and ancillary matters) which will be considered by the Service and adopted in April. Following that meeting, the proposed process will be shared with Members of the Committee.</p>		
24.01.24	<b>Item 3 – Annual Governance Statement – Progress Against Areas for Action 2023-24 (and 2022-23)</b>	To build half yearly updates on the progress against the Areas for Action as described within paragraph 4 of the report, to the Audit Committee forward plan for 2024-25.	ES	17.04.24
24.01.24	<b>Item 5 – Internal Audit Recommendations Follow Up Report</b>	To include the original agreed recommendation completion dates within the Follow Up report.	MIAA	Ongoing
24.01.24	<b>Item 10 – Any Other Business</b>	To ensure that future Audit Committee agenda packs contain an item for any other business; an item on the committee forward plan; and the date of the next Audit Committee meeting.	ES	17.04.24