

	COMPLETED ACTIONS WILL BE MOVED TO THE 'REPORTED COMPLETE' TAB ONCE THEY HAVE BEEN NOTIFIED AT AUDIT AND GOVERNANCE							
Action Number	Meeting Date	Agenda Item	Action	Owner	Directorate	Progress Update	Due date	Reported complete
2	19 November 2019	7	Training on the Redmond Review	Grant Thornton	Corporate Support Centre	Grant Thornton to provide dates. Suggested 14 October 2020 as part of committee meeting.	14 October 2020	Yes
16	28 January 2020	10	Direction of travel arrows on the annual governance statement (AGS)	Chief finance officer	Corporate Support Centre	To be included as part of the AGS report in November 2020	19 September 2020	
17	28 January 2020	10	As part of next year's AGS report, a review of previous three years be included	Chief finance officer	Corporate Support Centre	To be reported on as part of the AGS report in November 2020	19 September 2020	
19	28 January 2020	10	Insert into contracts the ability to audit them, specifically contracts on a framework which had specific costs plus margins.	Chief finance officer	Corporate Support Centre	To be reported on as part of the AGS report in November 2020	19 September 2020	
22	18 January 2020	11	Better articulation as to why red risks are on directorate risk register and not on a corporate risk register	Head of corporate performance	Corporate Support Centre	Additional development undertaken, PMF Updated and signed off by Cabinet in September	17 November 2020	Yes
24	28 January 2020	11	Details on how risks on decision reports feed into the appropriate risk registers	Head of corporate performance	Corporate Support Centre	Additional development undertaken, PMF Updated and signed off by Cabinet in September	17 November 2020	Yes
26	18 January 2020	11	Consideration be given to including risks which would jeopardise the achievement of corporate objectives and that there were strategic linkages these be identified	Head of corporate performance	Corporate Support Centre	Additional development undertaken, PMF Updated and signed off by Cabinet in September	17 November 2020	Yes
27	18 January 2020	11	Chief executive to ensure that the corporate risk register was at the top / near the top of senior managers agenda	Chief Executive	Corporate Support Centre	Additional development undertaken, PMF Updated and signed off by Cabinet in September	17 November 2020	Yes
29	28 January 2020	11	Clarification on the escalation and de-escalation process	Head of corporate performance	Corporate Support Centre	Additional development undertaken, PMF Updated and signed off by Cabinet in September	17 November 2020	Yes
30	28 January 2020	12	Corporate and directorate risk registers amended to reflect the mitigating factors in connection with the changes to the contract and finance procedure rules	Head of corporate performance	Corporate Support Centre	An update will be provided as part of the corporate risk report report due to be presented to the committee in November 2020	17 November 2020	Yes
47	30 July 2020		Appendices be included to provide an explanation of the assumptions which have been made in the risk management plan. These appendices to include worked examples from each directorate and include SMART mitigating actions.	Head of corporate performance	Corporate Support Centre	Additional development undertaken, PMF Updated and signed off by Cabinet in September	17 November 2020	Yes
48	30 July 2020		The risk criteria are better define within the risk management plan.	Head of corporate performance	Corporate Support Centre	Additional development undertaken, PMF Updated and signed off by Cabinet in September	17 November 2020	Yes
49	30 July 2020		If when working through the examples and undertaking a dry run of the framework, issues are identified, that there is consideration that they are added to the impact of the risk.	Head of corporate performance	Corporate Support Centre	Additional development undertaken, PMF Updated and signed off by Cabinet in September	17 November 2020	Yes
50	30 July 2020		If during the dry run of the new plan that if there are any relevant issues that they would be added into the document.	Head of corporate performance	Corporate Support Centre	Additional development undertaken, PMF Updated and signed off by Cabinet in September	17 November 2020	Yes
51	30 July 2020		An annual risk comparison is undertaken by the corporate support centre and reported to the committee.	Head of corporate performance	Corporate Support Centre	Additional development undertaken, PMF Updated and signed off by Cabinet in September	17 November 2020	Yes

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52	30 July 2020		The impact of the risk to children, young people and vulnerable adults is expressly included within the revised risk management plan.	Head of corporate performance	Corporate Support Centre	Additional development undertaken, PMF Updated and signed off by Cabinet in September	17 November 2020	Yes
57	30 July 2020		Discussion with S151 officer and SWAP re inclusion of public health budget in internal audit plan	SWAP/S151	Corporate Support Centre	Discussion has taken place. Further discussion to take place about inclusion in Q4.	31 January 2020	Yes
58	25 September 2020		The members expenses audit to be shared with the audit and governance committee members.	SWAP	Corporate Support Centre	Completed - circulated on 5 October 2020	N/A	Yes
59	25 September 2020		Officers consider and bring back to the committee a process of advising the audit and governance committee of a change from an audit opinion report to an advisory audit.	SWAP/S151	Corporate Support Centre		09 October 2020	
60	25 September 2020		Officers to include details of similar recommendations from previous internal audit recommendations in the summary provided by South West Audit Partnership	SWAP/S151	Corporate Support Centre		09 October 2020	
61	25 September 2020		Officers to let the clerk to the committee know when the SLA with SWAP is to be reviewed so that an item can be included in the work programme for the relevant municipal year.	S151	Corporate Support Centre		09 October 2020	
62	25 September 2020		SWAP to provide details of the number of responses received from officers in relation to internal audits with regard to the audits undertaken.	SWAP	Corporate Support Centre	53 feedback questionnaires sent out – 33 returned	N/A	Yes
63	25 September 2020		Chair and the monitoring officer to consider asking General Scrutiny Committee to scrutinise the council's preparedness for Brexit and to raise the matter with the chief executive.	SWAP	Corporate Support Centre		09 October 2020	
64	25 September 2020		Members of the committee be provided a copy of the Commissioning and Value for Money – BBLP	SWAP	Corporate Support Centre	Circulated on 5 October 2020	N/A	Yes
65	25 September 2020		Summary of the Nolan principles could be included in the agenda papers for Herefordshire Council committee agendas and to encourage parish council to adopt the same approach.	Solicitor to the Council	Corporate Support Centre	Request sent to the democratic services manager to include the Nolan principles in all public committee papers.	N/A	Yes
66	25 September 2020		The parish councils be consulted on the arrangements for dealing with code of conduct complaints.	Solicitor to the Council	Corporate Support Centre	Completed - letter sent to clerks of town and parish councils in Herefordshire on 30 September 2020.	N/A	Yes
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