

	<b>COMPLETED ACTIONS WILL BE MOVED TO THE 'REPORTED COMPLETE' TAB ONCE THEY HAVE BEEN NOTIFIED AT AUDIT AND GOVERNANCE</b>							
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	Proposed date: 25 March 2020 @ 2.00 pm. Training postponed due to Covid-19	25-Mar-20	
10	19 November 2019	11	Meeting between chairpersons of audit and governance and the chairpersons of the three scrutiny committees to discuss items on the corporate risk register.	Statutory scrutiny officer	Corporate Support Centre	To be considered as part of the next quarterly scrutiny protocol meeting. Date of next meeting 24 February (10.00 am to 11.30 am) Update: Scrutiny chairpersons meeting on 24 February postponed and meeting is being re-arranged.	24-Feb-20	
11	19 November 2019	11	Written response on whether any council staff were members of the Association of Local Authority Risk Managers	Head of corporate performance	Corporate Support Centre	The Solicitor to the Council has now joined the ALARM group.	Mar-20	Yes
12	19 November 2019	12	Totality of the recommendations outstanding in relation to internal / external audit reports and a traffic light system developed so that was an understanding of whether the recommendations would be completed on time	Head of corporate performance	Corporate Support Centre	To be incorporated for the meeting of audit and governance committee to be held in May 2020. Due to Covid-19, this item has been moved to the provisional June 2020 meeting.	May-20	
13	19 November 2020		Annual report on Anti-Fraud Bribery, Corruption and Anti-Money Laundering Policies	Chief finance officer	Corporate Support Centre	To be added to the work programme for 2020/21 for the October meeting	Mar-20	Yes
15	28 January 2020	9	SWAP to share any cross comparison information held on Traffic Road Orders	SWAP	N/A	Sent to members of the committee on 5 March 2020	Mar-20	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 September 2020	Sep-20	
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 September 2020	Sep-20	
18	28 January 2020	10	The deadline in the AGS for the performance, opportunity and risk framework to to be changed to March 2020	Chief finance officer	Corporate Support Centre	AGS updated.	May-20	Yes
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 September 2020	Sep-20	
20	28 January 2020	11	Briefing notes to be provided in connection with the following risks: • Lugg • 5 year land supply • School data breaches	Head of corporate performance	Corporate Support Centre	Details circulated to committee members	25-Mar-20	Yes
21	28 January 2020	11	Risk CF05 (Ofsted Readiness): Head of corporate performance to consider with the director of children and families and CEO how this risk is reflected in the corporate risk register	Head of corporate performance	Corporate Support Centre	Confirmation from Director of Children's and Families CS (06/03/2020) that this risk is now being included on the corporate risk register	May-20	Yes
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	This is being reviewed as part of the revised Performance Framework, and Risk Management approach. This will be considered by the committee at its June meeting	Jun-20	

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23	28 January 2020	11	Head of corporate performance to discuss with Director of Adults and Wellbeing, the scoring of risk AC22 (access to health funding) and AC23 (Herefordshire and Worcestershire CCG) to see whether they should be escalated to the corporate risk register	Head of corporate performance	Corporate Support Centre	Changes will be reflected in the updated directorate/corporate registers	Jun-20	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	This is being reviewed as part of the revised Performance Framework, and Risk Management approach. This will be considered by the committee at its May meeting.	May-20	
25	28 January 2020	11	Corporate risk register to be added to the agenda for May 2020 meeting	Democratic services officer	Corporate Support Centre	Action completed		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	This is being reviewed as part of the revised Performance Framework, and Risk Management approach. This will be considered by the committee at its June meeting.	Jun-20	
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	This is being reviewed as part of the revised Performance Framework, and Risk Management approach. This will be considered by the committee at its June meeting.	Jun-20	
28	28 January 2020	11	Directors be invited to the May committee meeting to discuss the most significant risks and to consider whether there should be recommendations to the relevant scrutiny committee	Democratic services officer	Corporate Support Centre	Invitation sent for May meeting. Due to Covid-19, this item was moved to the provisional June 2020 meeting	Jun-20	
29	28 January 2020	11	Clarification on the escalation and de-escalation process	Head of corporate performance	Corporate Support Centre	This is being reviewed as part of the revised Performance Framework, and Risk Management approach. This will be considered by the committee at its June meeting.	Jun-20	
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 June 2020	Jun-20	
31	28 January 2020	12	Contract and Finance procedure rules be updated to refer to consistently refer to cabinet member (not portfolio holder)	Democratic services officer	Corporate Support Centre	Contract and financial procedures rules updated and uploaded onto the website.	Feb-20	Yes
32	28 January 2020	12	A major project be audited against the recommendations from the Blue School House audit in order in order for the committee to be assured that these recommendations have been implemented and embedded within the council	Chief finance officer	Corporate Support Centre	To be considered as part of the internal audit plan for 2020/21	May-20	
33	28 January 2020	12	Details of payments of invoices within 30 days	Chief finance officer	Corporate Support Centre	Details circulated to committee members	Mar-20	Yes
34	28 January 2020	14	NMiTE be added to the committee's agenda for the meetings in March and May 2020	Democratic services officer	Corporate Support Centre	Added to work programme	Mar-20	Yes
35	28 January 2020	14	Copies of the SWAP audit in connection with the Q2 and Q3 NMiTE audit be circulated to the committee	SWAP	Corporate Support Centre	Q2 circulated on members of the committee on 5 March 2020	Apr-20	
36	28 January 2020	14	Recommend to council on 14 February amendments to the constitution	Solicitor to the council	Corporate Support Centre	Amendments agreed at full Council and Constitution amended.	Feb-20	Yes
37	28 January 2020	15	Action tracker after minutes so that the actions can be discussed first	Democratic services officer	Corporate Support Centre	Completed	Mar-20	Yes

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38	28 January 2020	15	Additional column be added to the action tracker to include proposed completion date	Democratic services officer	Corporate Support Centre	Completed	Feb-20	Yes
39	28 January 2020	15	Chairperson and vice-chairperson work with clerk to add 2 additional meetings to the work programme for 2020/21	Democratic services officer	Corporate Support Centre	Work programme for 2020/21 attached to agenda for May 2020	May-20	Yes