

Cyngor Sir CEREDIGION County Council

REPORT TO:	Governance and Audit Committee
DATE:	19 January 2022
LOCATION:	Remotely via Video Conference
TITLE:	Governance and Audit Committee Meeting Actions Log
PURPOSE OF REPORT:	To present the draft Governance and Audit Committee Meeting Actions Log
For:	Decision
CABINET PORTFOLIO AND CABINET MEMBER:	Cllr. Ray Quant, Deputy Leader of the Council and Cabinet Member for Legal and Governance, People and Organisation and Democratic Services

Background

During meetings of the Governance & Audit Committee ('the Committee'), the Committee agrees on actions, which are then recorded in the Minutes of the relevant Meetings.

In order to provide transparency of the progress on these actions and any outcomes, a Meeting Actions Log has been created in order to record the Actions agreed by the Committee and record the outcomes of each decision.

Current Position

The draft Governance and Audit Committee Meeting Actions Log (the 'Actions Log') is attached (**Appendix 1**).

It is proposed that the Actions Log is regularly updated and reported to the Committee as a regular item on the Forward Work Programme and Agenda.

It is also proposed that, when any Actions are completed, they are highlighted green, marked as completed and removed from the Actions Log, once reported to the Committee at its next Meeting, in order to keep the Actions Log current.

The Actions Log is not a full transcript of direct feedback to Offices for Agenda items, nor is it intended to replace Meeting Minutes, but is an additional aid aimed at the Committee itself, to assist in monitoring specific Actions agreed throughout the municipal year. The Actions Log should be read in conjunction with the Meeting Minutes and Forward Work Programme available on the Council's website: <https://council.ceredigion.gov.uk/mgCommitteeDetails.aspx?ID=147&LLL=0>.

The Governance Officer shall monitor progress of the Actions Log and provide updates to the Committee Chair in advance of relevant Committee Meetings.

Recommendation(s): That the Governance and Audit Committee:

1) Provides its views on the draft Governance and Audit Committee Meeting Actions Log; and

2) Agrees that the Governance and Audit Committee Meeting Actions Log is to be included as a regular Agenda item on Committee's Forward Work Programme.

Reasons for recommendation(s): To gain assurances that effective arrangements are in place to manage the authority's financial affairs, risk management, internal control and corporate governance arrangements.

Appendices: **Appendix 1:** Draft Governance and Audit Committee Meeting Actions Log

Head of Service: Elin Prysor-Corporate Lead Officer: Legal & Governance Services (& Monitoring Officer)

Reporting Officer: Elin Prysor

Date: 20 December 2021

Appendix 1

Ceredigion County Council Governance and Audit Committee Meeting Actions Log 2021-2022*

The purpose of this Actions Log is to monitor Actions agreed by the Governance and Audit Committee at their Meetings e.g. where the Governance and Audit Committee have requested a future Report to be presented to them, or information sought at a future Meeting.

For further information regarding the Actions Log please contact the Governance Officer.

Last updated: 7th October 2021

*Municipal Year

Actions marked green and Completed ('Y') shall be removed from the subsequent Actions Log

Acronyms:

CE: Chief Executive

CMIA – Corporate Manager, Internal Audit

DPO – Data Protection Officer

L&G – Legal & Governance

GAC – Governance and Audit Committee

MO – Monitoring Officer

GO – Governance Officer

N/A – Not Applicable

CLO – Corporate Lead Officer

TBC – To Be Confirmed

CM – Corporate Manager

No.	GAC Meeting Date	Item	Noted/ Comments	Action	Officer(s) responsible for Action	Progress Update	To next be Reported	Completed ? Y/N
1.	3.6.21	5. Report on Capital Programme Quarter 3	Agreed to note contents of Report	Clarification from Customer Services re £150,000 smartphones	CLO Customer Service	9.9.2021 to obtain information for email circulation to	19.1.2021	Y

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				spend, to be reported back to GAC.		GAC (by end of September) and report at next meeting. CLO – Customer Contact Response emailed to GAC 22.9.2021.		
2.	3.6.21	6. Audit Wales Work Programme	Reports noted subject to (i), (ii) and (iii) (see Actions)	(i) update 9.9.2021 on recruitment, communication and revaluation process - Estates service (to assure GAC issues re statement of accounts addressed); (ii) meeting CE, Chair and Vice Chair to discuss (i)	CLO Economy & Regeneration/ CM Growth & Enterprise	(i) Report presented to GAC including steps taken since June. GAC AGREED to note current position. (ii) Meeting held between CE and Chair. Update provided at Meeting and since then assurance provided to	9.9.2021	(i) Y (ii) Y (iii) Y

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				(iii) consider designated officer as AW contact (if issues raised during statement of accounts)		Audit Wales and GAC. (iii) 6.9.2021 meeting AW/ Service re review process and future meetings scheduled. TBC - designated officer.		
3.	3.6.21	12. Internal Audit Annual Report 2020/21	GAC agreed to note Report.	IA seek explanation re Estates Service communication & delays in providing information to AW. Quarterly internal progress reports to continue for forthcoming year, plus annual Report,	CMIA, CLO Economy & Regeneration, CM Growth & Enterprise	IA Report 9.9.2021. GAC pleased assurance - communication improved & AGREED to note current position.	N/A	Y – subject to quarterly/ annual reports

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				to ascertain Service work at full capacity.				
4.	9.9.21	5. Audit Wales Progress Item	Note Reports subject to Actions	(i) Chair, Vice-Chair and Officers to discuss GAC Agenda content/size; & (ii) Consider annual meeting for Governance issues, to address GAC responsibility changes	GO, CLO L&G/ MO, Chair	(i) Meeting taken place (ii) Considered with Chair - to keep Governance issues as part of general agenda.	19.1.2021	(i) Y (ii) Y
5.	9.9.21	11. GAC Annual Report 2021	Approve draft Report subject to Actions.	Include reference that GAC preparing in 2020-21 to address new responsibilities re governance; include reference to proactive role in improving Council services where necessary.	GO/CLO L&G	References included in 23.9.2021 Council Meeting. Council noted Report.	23.9.2021 (Council)	Y

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6.	9.9.21	12. Report on AGS 2021-2022 Progress and Current Year Action Plan	Agreed progress Report on Actions set out in 2020-21 AGS Action Plan for 2021/22	Councillor Keith Evans would write to the Monitoring Officer with reasons of request for the Committee/Council to view the declarations of interest of Chief Officers as discussed at the meeting.	Monitoring Officer	Cllr Evans email to MO 9.9.2021. Draft DPIA submitted to Data Protection Officer. Ongoing consideration.	TBC	Y
7.	9.9.21	15 Coroner's Service – Funeral Director Fees (Exempt attachments)		A further report on the information requested would be presented at a future meeting	CLO L&G/MO, CMIA and GO	Further report being presented at 19 January 2022 Meeting	19.1.2022	Y