

## Ceredigion County Council Governance and Audit Committee Meeting Actions Log 2022-2023\*

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: 14<sup>th</sup> February 2023

\*Municipal Year

Actions marked Completed shall be removed from the subsequent Actions Log

### Acronyms:

AW – Audit Wales

CE – Chief Executive

CLO – Corporate Lead Officer

DPO – Data Protection Officer

FWP – Forward Work Programme

GO – Governance Officer

MO – Monitoring Officer

CM – Corporate Manager

CMIA – Corporate Manager Internal Audit

DCC – Development Control Committee

GAC – Governance & Audit Committee

L&G – Legal & Governance

N/A – Not Applicable

TBC – To be confirmed

No	GAC Meeting Date	Item no	Noted / Comments	Action	Officer(s) responsible for action	Progress Update	To next be reported	Status	Notes
1	27/09/2022	<b>15 Annual Report of Compliments, Complaints and FOI (2021-2022)</b>	A request was made if it was possible to include in the report the number of complaints that had not been resolved in stage 1 that had gone to stage 2, and if these complaints had reference to communication or the lack of it.	i) Inclusion in reports of number of complaints not resolved in stage 1 that were escalated to stage 2	Complaints & FOI Manager / CLO Policy & Performance	(i) The Mid-Year report presented at the 17/01/23 reports on the number of complaints not resolved in stage 1 that were escalated to Stage 2		<b>Complete</b>	
				(ii) Report of whether complaints reference communication or lack of it.		(ii) Will be considered in the next report.	27/09/2023	<b>In Progress</b>	This is being looked at by the team over the year
2	27/09/2022	<b>16 Corporate Risk Register Q1</b>	It was AGREED: (ii) that the Corporate Lead Officer - Policy & Performance would convey the views of Members to the Leadership Group that Recruitment and Retention should be considered for inclusion on the risk register as several services were unable to recruit; the Leader stated he would also convey these views to the LG	Corporate Lead Officer - Policy & Performance to convey the views of Members to the Leadership Group that Recruitment and Retention should be considered for inclusion on the risk register as several services were unable to recruit	CLO - Policy & Performance / CLO - People & Organisation	CLO - People & Organisation presented a report to Leadership Group and decision made to add Recruitment and Retention to the Corporate Risk Register.	09/03/2023	<b>Complete</b>	Addition to Corporate Risk Register approved by LG

			(iii) that further consideration should be given to the workload of the Food Safety team due to the number of outstanding inspections by the Healthier Communities Overview and Scrutiny Committee.	that further consideration should be given to the workload of the Food Safety Team due to the number of outstanding inspections by the Healthier Communities Overview and Scrutiny Committee		This issue has been placed on the forward work plan of the Healthier Communities Overview and Scrutiny Committee		In Progress	
			(iv) that further clarification would be sought on how the council monitored the number of Ash Dieback; and reported to Members following the meeting accordingly	Further clarification to be sought on how the Council monitored the number of Ash Dieback; and reported to Members following the meeting accordingly.				Complete	Ash Dieback report from the Thriving Communities Committee on 19/10/2022 to be distributed to Members
3	17/01/2023	7 Regulator & Inspectorate Reports & Updates	AW - Time for Change - Poverty in Wales	MRF to follow				In Progress	
			AW - Equality Impact Assessment	MRF to follow	Cathryn Morgan			In Progress	
			AW - National Fraud Initiative in Wales 2020/2021	MRF Response	Julie Brown			Complete	Response presented to GAC 09/03/2023
			AW - A Missed Opportunity – Social Enterprises		Russell Hughes-Pickering			In Progress	

			AW - Ceredigion ARA Update - Carbon Reduction	MRF Response	Russell Hughes-Pickering / Bethan Lloyd Davies			<b>Complete</b>	Response presented to GAC 09/03/2023
			(iv)that the process of handling Audit Wales reports and providing responses would be updated.	Further clarity on the process of responding to MRF's and update the flow chart	Governance Officer		09/03/2022	<b>Complete</b>	
4	17/01/2023	<b>11 Half Year report of Compliments, Complaints and FOI</b>		It was agreed that the Corporate and Social Services complaints policies and procedures are to be distributed to members of GAC				<b>Complete</b>	Documents emailed to members / lay members 18/01/2023