

## Ceredigion County Council Governance and Audit Committee Meeting Actions Log 2023-2024\*

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: 15/09/2023

\*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.	(ii) Report of whether complaints reference communication or lack of it.	Marie-Neige Hadfield	(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. Marie-Neige confirmed that this is being included in the report for 27/09/2023
2	27/09/2022	<b>16 Corporate Risk Register Q1</b>	(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	Governance Officer	This issue has been placed on the forward work plan of the Healthier Communities Overview and Scrutiny Committee		<b>In Progress</b>	Inspection of food outlets is noted on the forward work programme at the November meeting of Healthier Communities Overview & Scrutiny Committee.
3	09/03/2023	<b>Minutes of previous meeting</b>	Item 9 - Final paragraph - Budget Workshop required	Arrange finance workshop	Governance Officer / Duncan Hall		27/09/2023	<b>Complete</b>	A Workshop was considered-issue now historical as we are looking forward to 24/25 budget setting.

	21/06/2023		(v) that the Chair of the Coordinating Overview and Scrutiny Co-ordinating Committee be requested to consider the report upon the Equality Impact Assessments: More than a tick box exercise?, it was noted however, that the EIA Council's Integrated Impact Assessment was currently being reviewed to be more user friendly for Members to use and for officers to complete	Slides from Budget Workshop to be distributed to members  The Chair of the Overview and Scrutiny Co-ordinating Committee is requested to consider the report upon the Equality Impact Assessments: More than a tick box exercise	Governance Officer / Duncan Hall  Governance Officer	Updated MRF being presented to GAC 27/09/2023	27/09/2023  27/09/2023	<b>Complete</b>  <b>Complete</b>	Slides not made available.  MRF on Agenda for GAC 27/09/2023 and Chair of Overview & Scrutiny Co-ordinating Committee provided with Report and MRF.
4	09/03/2023	<b>Risk Register Q3</b>	We need a better understanding of the end to end process on which items are included / removed.	Workshop requested to explain the process of adding / removing risks to the corporate risk register.	Harry Dimmack			<b>In Progress</b>	Workshop will be considered once the new Risk Assessment, Strategy & framework has been introduced.

	21/06/2023	<b>Risk Register Q4</b>	(ii) that the column confirming the date the risks had been considered by the relevant Overview and Scrutiny Committee be reinserted onto each risk; in order that the committee had assurance that the register had been considered through the democratic process;	Recommendation that the scrutiny dates are re-introduced into the Corporate Risk Register.	Alun Williams		27/09/2023	<b>In Progress</b>	Alun Williams confirmed dates will be reintroduced.
			(iv) that queries raised by Mrs Caroline Whitby in relation to risks R009, R019 & R20 be addressed by the relevant CLO following the meeting	CW comments on R009, R019 & R20 to be fed back to the relevant officers.	Harry Dimmack		27/09/2023	<b>Complete</b>	Alun Williams answered R019 via email - provided Clarification that the commentary had been updated.
5	21/06/2023	<b>7 Council Responses to Regulator &amp; Inspectorate Reports &amp; Updates</b>	Mrs Caroline Whitby queried whether the target date for item R002 was realistic?	Feed back comments from CW re the MRF A Missed Opportunity - Social Enterprises. Is this target date for R2 realistic?	Harry Dimmack		27/09/2023	<b>Complete</b>	Elin Prysor confirmed that the date is correct.
6	21/06/2023	<b>11 Management Actions Report</b>	(iii) that Leadership Group should receive the report.	Management Actions Report to be presented to LG	Alex Jenkins		27/09/2023	<b>Complete</b>	Most recent report has been considered by Chief Executive and Corporate Directors.

			(ii) that consideration be given to collating by service, all their outstanding actions, to monitor accordingly.	Addition of outstanding Management Actions by Service	Alex Jenkins		27/09/2023	<b>Complete</b>	Arranged for future reports to be presented by CLO L&G/MO to LG on 6 monthly basis.  Spreadsheet has been updated to collate the information for the next report in January 2024.
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