

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: 10th January 2024

*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	16 Corporate Risk Register Q1	(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	Katy Sinnett-Jones	The Healthier Communities Overview and Scrutiny Committee considered the report on the delivery of food hygiene standards and animal feed inspections in Ceredigion on the 22 nd of November 2023. Following questions by the Committee Members, it was agreed to receive the report and recommend to the Cabinet the approval of the Food and Feed Service Plan 2023-24.		Complete	
2	09/03/2023	Corporate Risk Register Q3	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.	Alun Williams			Complete	Workshop will be considered once the new Risk Assessment, Strategy & framework has been introduced.

3	27/09/2023	7 Council Responses to Regulator & Inspectorate Reports and Updates	ii) Future Management Response forms will be presented alongside the corresponding Regulator & Inspectorate Reports.	New report header to amalgamate regular items 6 & 7	Elin Prysor	GAC agenda 24.01.24	Jan-24	Complete	Report updated for GAC 24/01/2024
4	27/09/2023	8 Annual Governance Statement	i) AGS / Local Code / Governance Framework <ul style="list-style-type: none"> •Further work on these documents will be addressed following discussion with the chair. •An overarching document will be presented to consider both the Framework and Statement for 2023-24 	Work on update / revision of documents to commence.	Elin Prysor	Governance Framework Document has been created to give a more in depth / overarching explanation of the Annual Governance Statement	Jan-24	In Progress	
			ii) Lay members wish to receive an invitation to the Members 24/25 budget-setting workshops	AJ to arrange for the lay members to be invited to the budget workshop24/25	Alex Jenkins	GAC Chair and Vice Chair met with Duncan Hall to go through budget setting on 6.12.23	Nov-23	Complete	
5	27/09/2023	10 Internal Audit Progress Report Q1 2023-24	(ii) that the relevant Cabinet Members be aware of any issues raised in Internal Audit reports;					Complete	

			(iii) to note that a follow up meeting with the CLO and Corporate Manager for the Museum service had been undertaken and that a further Internal Audit of Financial Management & Income was due to be undertaken in October to ensure sufficient controls being addressed by management;	Further Audit of Financial Management to be undertaken by the Audit Section	Alex Jenkins			In Progress	
			(vi) to request that the relevant CLO responsible for the Museum shop be present at a future meeting to address the issues raised in the document.	EP to request CLO to attend GAC	Elin Prysor	Alternative resolution :Cabinet Member & CLO informed. Request made to Chair Thriving Communities Scrutiny Committee to add item to Forward Work Plan to ensure that service is taking corrective action.		Complete	
6	27/09/2023	13 Ceredigion County Council Self-Assessment	(ii) the Draft Self-Assessment Report would be updated based on the recommendations of the Governance and Audit Committee.				24/01/2024	Complete	

7	27/09/2023	14 Corporate Risk Register	(ii) in relation to R009: Information Management & Cyber Security Resilience the Committee requested that they would be considered as two separate risks due to the severity of Cyber-attack. this recommendation would be presented to Leadership Group for consideration;	To consider splitting R009 into two separate items on the Risk Register	Alun Williams		24/01/2024	Complete	Items now split - R009 Information Management and R024 Cyber Resilience
8	27/09/2023	15 Draft Corporate Risk Management Policy, Strategy & Framework	(iii) to inform Leadership Group that if Members of the GAC had requested a workshop to be arranged for a specific issue or if they wished to attend a budget workshop for example, then this should be permitted	Request that LG consider GAC lay members to be invited to workshops.	Elin Prysor			Complete	LG has noted the position. GAC lay members will not be invited to budget workshop