

Audit and Governance Committee

Outstanding Actions

Key:

Green = completed

Amber = working towards

Red = to be completed



Action No.	Meeting Date and Agenda Item	Action	Comments	Responsible Officer	Target dates/rationale for delays	Status and last updated
1	12/11/25 Item 7	To provide the Committee with a briefing on Unit 4.	A Unit 4 update report will be presented to the June meeting.	Anna Crouch		01/06/2026 Green
2	12/11/25 Item 7	To arrange discussions with Cllr P Moulton and the Chair with the intention to undertake a root cause analysis on the human processes regarding the implementation of the Unit 4 system.	A review of Unit 4 implementation has been included within the internal audit plan for 2026/27, the plan was approved by the Committee at the meeting on 29/04/2026. Action closed as it has been resolved.	(Paul Stone) Anna Crouch		29/04/2026 Green

3	04/02/2026 Item 7	To provide a response to Cllr Rogers in relation to the following question raised during discussion: 'What checks and balances are in place to make sure only the correct type of waste is put into trade waste bins, how is this dealt with?'	Response sent via email on 09/02/2026	Kerry Beavis/Paul Sanders		08/02/2026 Green
4	04/02/2026 Item 7	To provide a response to Cllr Moulton in relation to the following question raised during discussion: 'Where is stock such as radiators/doors etc stored, is it still a storage unit as it was in the past?'	Yes, we store at Market Street but often order and collect to fit same day as we do not have capacity to store every door/ window etc Response sent via email on 10/02/2026	Gary Hall		10/02/2026 Green
5	04/02/2026 Item 7	Outstanding finance audit recommendations: It was agreed to provide more narrative in future reports so that members have more information and it is clear what progress has been made.	Further details were provided in the Audit progress report at the Committee meeting of 29/04/2026	(Paul Stone) Kerry Beavis		29/04/2026 Green

6	04/02/2026 Item 12	Corporate risk no.35 re Local Plan: Members felt the risk was not accurate considering the timeframes for submission the plan. It was agreed to go back to planning officers to review the risk.	Risk no. 35 was updated on the Corporate Risk Register, reported to Committee on 29/04/2026, including an update of actions and new actions to be followed	(Paul Stone) Kerry Beavis		29/04/2026 Green
7	04/02/2026 Item 12	Corporate risk no.21 re Driver and fleet compliance: In response to members concern that it was a particularly high-risk score, it was agreed to get further details for the next meeting.	Corporate Risk 21 was discussed at risk meetings. It remains high because there is still no finalised policy or driver's handbook in place. Although some mitigating actions exist, they are not sufficient to significantly reduce the risk score. Draft versions of the policy and handbook have been developed and reviewed by unions, and their feedback is currently being	(Paul Stone) Kerry Beavis		29/04/2026 Green

			incorporated. Once these documents are finalised and implemented, it is expected that the risk score will decrease further.			
8	29/04/2026 Item 9	Cllr Smith asked for more information regarding Health and Safety incidents	Information on the number of incidents for 2025/26 provided to Cllr Smith via email on the 28/05/26/	Kerry Beavis/Anna Crouch		28/05/2026 Green