

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 shown as amber as it reflects the changes to the agreed action	(Paul Stone) Anna Crouch	The target date is dependent on the date of the meeting to be held with members of the committee and then the scoping and approval of the audit engagement plan and the time to carry out the audit.	29/04/2026 Amber

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	(Paul Stone) Kerry Beavis		29/04/2026 Green

			currently being 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
9	10/06/2026 Item 5	To have all upcoming reports on the work plan for the next Council year	The workplan has been circulated to Officers to check and reports have been added to the Work Programme	Beth		28/07/2026 Green
10	10/06/2026 Item 5	To add Unit 4 update reports to the work plan	Unit 4 update reports have been added to the system.	Beth		18/06/2026 Green

11	10/06/2026 Item 7	Cllr Rogers asked for more information about the number of incidents of responses not meeting the required timeframe.	Awaiting figures due to staff leave. Aiming to circulate before 5 th August	Emma Lant		28/07/2026 Amber
12	10/06/2026 Item 7	Cllr Sutton requested a comparison between NWLDC and other Council's for information request rates.	Awaiting figures due to staff leave. Aiming to circulate before 5 th August	Emma Lant		28/07/2026 Amber
13	10/06/2026 Item 8	Cllr Moulton requested a more detailed breakdown of complaints data presented in Member Code of Conduct annual report	Emma has collated comparison figures for the last 5 years Emma to email	Emma Lant		16/07/2026 Green

