

GMCA AUDIT COMMITTEE ACTION TRACKER

Minute Number	Agenda item	Action	By whom	Completed
Meeting Date –20th September2023				
AC 07/23	Code of Corporate Governance	A Member suggested that the wording within the document be reviewed.	Governance	On-going
AC 11/23	Update from the Joint Audit Panel	That the Chair of the Joint Audit Panel be invited to the next meeting of the Audit Committee to present the Annual Report.	GMP	Attended15 th November 2023
		That an update on GMP and Fire service recruitment vetting process be provided to the next meeting of this Committee.	GMP	Report presented 15 th November 2023
AC 12/23	Audit Committee Annual Report	An update on RAAC within GMCA and GMP assets will be provided to the next meeting of the Committee.	GMCA Treasurer	Briefing note shared with Members

AC 13/23	Internal Audit Opinion 2022-2023	That a briefing paper be prepared for Members explain the reasons for some authorities entering into Section 114 arrangements, be noted.	GMCA Treasurer	Briefing note shared with Members
AC 14/23	Annual Governance Statement 2022-2023	That a Deep Dive on Trailblazer and the Single Settlement be brought to the November meeting of the Committee.	GMCA Treasurer	Report 15 th November 2023
AC 15/23	Risk Management Update	That an overall update in respect of recruitment and retention be provided to a future meeting of the committee.	Deputy Director Audit and Assurance	Ongoing
AC 15/23	Risk Management Update	That headline outcomes from the GMCA Be Heard Survey be shared with Committee Members.	Deputy Director Audit and Assurance	ongoing
AC 17/23	Audit Action Tracking Follow Up	That an update on Cyber and AI be brought to the next meeting of the Committee.	Deputy Director Audit and Assurance	Scheduled for January 2024 committee.

Meeting Date – 15th November 2023				
AC 25/23	Chair's Announcements and Urgent Business	Members were pleased to note that the Financial Statements for the 2021/2022 had been published. It was also noted that the final audit letter will be circulated for Members information in due course.	Treasurer	
AC 29/23	Risk Deep Dive - Trailblazer and Single Settlement	That the suggestion for further updates be provided in respect of the change programme, be supported.	GMCA Treasurer/ GMCA Strategy Team	On-going
AC 30/23	Internal Audit Progress Report	That officers undertake to explore how multi-organisational and shared reviews can be included within future reporting to the Committee.	Deputy Director Audit and Assurance	On-going
		That a request for details of completed audits be shared with committee members away from the committee so that members have an opportunity to review such at the earliest opportunity, be supported.	Deputy Director Audit and Assurance	On-going

AC 34/23	Audit Committee Work Programme	That officers undertake to explore further training opportunities for Audit Committee members with CIPFA.	Treasurer	Complete – Training arranged
Meeting Date – 24th January 2024				
AC 41/23	Discussion on Audit Committee Arrangements	That officers be instructed to review the length of tenures for Independent Members tenure is set at 2 x 3 years plus 3 x 1 year giving a maximum of 9 years and that proposals to this regard be brought back to the next meeting of this committee.	Treasurer/ Governance and Scrutiny	Report to Committee on 13 th March 2024
		That it be noted that Gwyn Griffiths will be retiring as an Independent Member of the Audit Committee at the end of the municipal year. That a recruitment processes for the appointment of an Independent Member be commenced at the earliest opportunity.	Treasurer/ Governance and Scrutiny	On-going

		That a framework for a Committee Member training and development programme be developed, including induction training, in consultation with Committee members.	Treasurer/ Governance and Scrutiny	On-going
		That specific briefing and training in respect of deep dive topics be introduced and tagged to future meetings of the Committee and linked to the Committee work programme.	Treasurer/ Governance and Scrutiny	On-going as part of the work programme planning process
AC 42/23	Risk Management Update Report	That it be noted that the report will be updated to present new risks changes to the scores of risks be included within the introduction section of the report.	Deputy Director Audit and Assurance	On-going
AC 44/23	Internal Audit Action Follow Up	That it be noted that where high rated recommendations are not completed by the end of February 2024 that the relevant officer be invited to the next appropriate Audit Committee.	Deputy Director Audit and Assurance/Risk Owner	On-going

		That it be noted that officers will undertake to explore how the narrative of future reports can include Audit officer judgements and emerging issues or areas of concern.	Deputy Director Audit and Assurance/	
AC 45/23	Treasury Management Quarter 3 Update	That it be noted that in response to a request from the committee an introductory, explanatory paragraph be included in future Treasury Management update reports.	Treasurer	On-going

Meeting Date 13th March 2024

AC 55/23	Update from the Joint Audit Panel (Police and Crime)	<ol style="list-style-type: none"> 1. That the minutes of the Joint Audit Panel meeting be shared with Audit Committee members. 2. That an update on Vetting be provided to the next meeting of the Committee. 		
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		3. That GMP be contacted to provided contextual information regarding a previous presentation on GMP Vetting arrangements.		
AC 57/23	Risk Management Update	In respect of the operational risk on Behaviours and Culture, a Member sought assurance on how staff are to be supported and understand capacity and capability, given the upcoming changes taking place, including the single settlement. In response, officers noted the ongoing work taking place to articulate the changing nature of the GMCA. It was suggested that details of this work including behaviour and cultural change would be brought to a future meeting of the Committee.		
AC 58/23	Risk Deep Dive - Bus Franchising	Following a request from a Member, officers undertook to share information in respect of the long-term business		

		<p>plan and stress testing involved to understand any financial risk and mitigation in place.</p>		
AC 60/23	Audit Action Follow Up	<p>That the GMCA's approach to the implementation of new procurement regulations be brought back as a deep dive topic for consideration by the committee.</p> <p>Officers undertook to develop a protocol on how such matters will be treated. A mechanism to provide greater visibility on progress against high-risk items.</p>		
AC 62/23	Internal Audit Charter 2024/2025	<p>That officers undertook to check whether there have been any issues regarding compliance of contractors to provide information in respect of a contract and whether this in in the standard terms and conditions of contract awards.</p>		

Meeting Date 31st July 2024

Minute Number	Agenda item	Action	By whom	Completed
AC06/24/25	Audit Committee Schedule of Meetings 2024/2025	To note that members were to be canvassed on the proposed schedule of committee meetings for 2024/2025.	Governance	Completed
AC08/24/25	Minutes of the Previous Audit Committee Meeting	That an action log to accompany the minutes be provided to all future meetings. That the Internal Audit Charter be shared with Members for their information.	Governance	Completed
AC13/24/25	Internal Audit Progress Report	That details of procurement waiver exemptions be provided to a future meeting of the Committee.	GMCA Treasurer	
AC14/24/25	Audit Action Tracking	That a progress report in respect of the use of consultants and contractors be	Internal Audit	

